

Welcome To  
Anna Mae "Mas" Nichols  
Elementary School  
2003-2004



**School Mascot: Mustangs**  
**School Colors: Blue and Red**  
**9560 Braun Road**  
**San Antonio, TX 78254**

**Phone: 210/767-4080**

**Fax: 210/767-5951**

**[www.nisd.net/nichols](http://www.nisd.net/nichols)**

**Sylvia Swayne, Principal**

**Rhonda Smith, Vice Principal**

**Northside Independent School District**

**Dr. John Folks, Superintendent**

Dear Parents,

Welcome to Nichols Elementary School. This brochure is provided to give you lots of valuable information about your child's school. Please take the time to read the information.

As the 2003-2004 school year begins, please know that every member of the school staff is dedicated to making this a happy and productive year for your child. With your support and interest in your child's education, we will work together to build a winning team.

Sincerely,  
Sylvia Swayne  
Principal

## **SCHOOL STAFF**

Rhonda Smith, Vice Principal  
Gloria Sprayberry, Principal's Secretary  
Deanna Gonzales, Attendance Secretary  
Brandy Shute, Nurse  
Jerry Acevedo, Head Custodian  
Becky Sanchez, Cafeteria Manager

### **Kindergarten**

Laura Dapra  
Shiloh Dean  
Erica Layton  
Loretta Garcia  
Lisa Tillerson

### **2<sup>nd</sup> Grade**

Grace Mewhinney  
Dee Dee Pacheco  
Danee Pfeiffer  
Jennifer Ramos-Stubber  
Tara Safoutin  
Frances Smith

### **4<sup>th</sup> Grade**

Maureen Gavlick  
Mary Mata  
Jennifer Medina  
Rebekah Overfelt  
Crystal Pena

### **Specialist Team 1**

Jack Funkhouser (CIT)  
Brandy Lockard (ECT)  
Laura Kaarlsen (Art)  
Diane Speight (Music)  
David Bertsch (PE)  
Holly Ritenour (PE)  
Laura Donnel (Counselor)  
Nancy Brown (Counselor)  
Sarah Ferman (Librarian)  
Angela McGruder (Library)  
Terry Ford (GT)  
Kathy Gorsche (Reading)  
Elizabeth Holguin (Math)

### **1<sup>st</sup> Grade**

Lisa Bingham  
Wanda Mann  
Michele Pendley  
M'Lee Perales  
Chaisleigh Southworth  
Katy Versluis

### **3<sup>rd</sup> Grade**

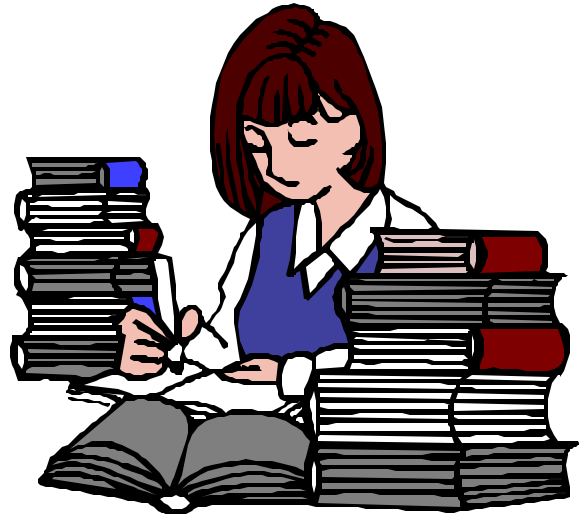
Annette Braun  
Nadine Buhman  
Patricia Edmonds  
Sarah Olvera  
Melissa Pierce  
Yolanda Zepeda

### **5<sup>th</sup> Grade**

Lisa Konzen  
Shannon Padgett  
Michael Southworth  
Melissa Tipton  
Sean Vidal

### **Specialist Team 2**

Dana Howard (ECC)  
Tammy Withers (ECC)  
LaRonda Kallmeyer (ECC)  
Shanon Vinson (ECC)  
Lynn Lindskog (AMC)  
Kala Mechler (AMC)  
Christina Buentello (AMC)  
Peg Rangel (BMC)  
Juan Soto (BMC)  
Tracy Trussell (BMC)  
Ruby Stein (Learning Lab)  
Yvette Rodriguez (Learning Lab)  
Jaime Shea (Learning Lab)  
Kathy Bailey (Speech)  
Cindy Hines (Speech)  
Brenda Gates (PSD)



**School Doors Open: 7:15 a.m.**

K-2 grade students report to the hallways outside their classroom except for Mrs. Ramos-Stuber's class

3-5 grade students and Mrs. Ramos-Stuber's class report to the gym

Breakfast: 7:15 a.m. -7:40 a.m.

Students report to the classrooms at 7:40 a.m.

**School Starts: 7:50 a.m.**

Tardy: If not in class at 7:50 a.m.

Lunch: 11:00 a.m. – 1:00 p.m.

(Check your child's schedule for the exact time)

**Dismissal:**

All kinder classes are dismissed at 2:40 p.m.

1<sup>st</sup> and 2<sup>nd</sup> grade classes except Mrs. Ramos Stuber's class are dismissed at 2:45 p.m.

3-5 grade classes and Mrs. Ramos-Stuber's class will be dismissed at 2:50 p.m.

All students should be picked up by 3:05 p.m. each day.

**Important Dates to Remember**

**Classroom Orientation and an opportunity to view counseling and guidance materials.**

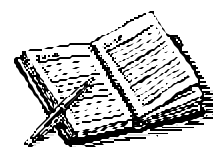
August 20, 2003	6-7 p.m. or 7-8 p.m.	3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> grade
August 21, 2003	6-7 p.m. or 7-8 p.m.	PPCD, Kinder, 1 <sup>st</sup> , & 2 <sup>nd</sup> grade
August 28, 2003	7:00 p.m.	Gifted and Talented Information Meeting for those parents interested in the program.

**School Pictures:**

September 9	ECC, Kinder, 2 <sup>nd</sup> & 4 <sup>th</sup> grade	<b>PTA Meetings at 7:00 p.m.:</b> September 9, 2003
September 10	1 <sup>st</sup> , 3 <sup>rd</sup> , & 5 <sup>th</sup> grade	December 9, 2003
February 5	ECC, Kinder, 2 <sup>nd</sup> & 4 <sup>th</sup> grade	February 10, 2004
February 6	1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> grade	April 13, 2004
		May 11, 2004

**Early Release Days (School is dismissed at 11:50):**

September 12, 2003	(Staff will be involved LOTI technology training)
October 10, 2003	(Staff will be holding parent conferences)
November 7, 2003	(Staff will be attending a math inservice)
February 13, 2004	(Staff will participate in team planning)
April 2, 2004	(Staff will participate in team planning)
May 27, 2004	(Staff will participate in TAKS Data Review)



**Traffic Patterns:**

1. The front parking lot on Braun Road is for parents, visitors and office staff.
2. The side parking lot on Old Tezel is for buses, daycare vans and staff only.
3. The left lane of the drive in front of the school should be left open at all times in case of an emergency and to facilitate free flow of traffic.
4. Cars should not be parked in the driveways and left unattended.
5. Parents may drop off and pick up students at the front crosswalk in front of the school from the right lane only. One of the coaches will be at the crosswalk.
6. Students may enter and exit the campus from the sidewalk at the back of the campus that is located on Autumn Storm.
7. School Zone flashing lights will be in operation the first day of school. Please help keep the streets and driveways safe. Thank you for your cooperation.

**School Bus Service:** School bus service is made available to students who live two or more miles from school or who live where they must walk in hazardous traffic areas. **No children are to cross Braun Road because it is considered a hazardous traffic area.** Therefore, children living in subdivisions across the street from the school will be provided bus transportation. For bus questions ask in our office or call Transportation at 695-3800.

**Dismissal at the End of the School Day:** Make sure your child's teacher receives a written note on how your child is to go home each day. If you need to change your child's routine at all, please send a note to your child's teacher otherwise we will follow the normal routine for your child.

**After School Kare:** After school child care is available in the school cafeteria through the Urban Ministries ASK program. ASK is not a District sponsored organization. They provide child care from 2:50 p.m. to 6:30 p.m. and there is a charge for their service. For more information you may contact them at 431-6466. The program at Nichols has a direct phone number whereduring its hours of operation, 523-5277.

**Bike Riders:** Bikes must be parked at the bike racks located on the side of the building. Students should park them, lock them in the racks and immediately go to their prescribed areas. Bike riders must walk their bikes while on the school grounds.

**Scooters and Roller Blades:** Students may ride scooters to school but they must walk them on the school grounds. Scooters must be secured in a student's backpack during the school day. If they cannot be secured in the backpack then they may not come to school. The same pertains to roller blades.

**School Supplies:** Supply lists are available in the office and on the web at [www.nisd.net/nichols](http://www.nisd.net/nichols). All items can be purchased at neighborhood stores except for school planners for grades 3-5. Planners are to be purchased in the school office for \$4.00; cash only please.

**School Spirit Shirts:** School spirit shirts are available in the school office for \$10.00; cash only please. School spirit shirts can be worn every day but our designated school spirit day will be on Friday. We encourage everyone to purchase a school spirit shirt and show his or her **Mustang Pride**.

**Parents Assisting in Learning (PAL) Program:** Please consider becoming a PAL. Information on how to join the PAL program and become a school volunteer will be coming home soon.

**Telephone Use:** Students will be allowed to use the telephone for emergencies only. Some things considered an emergency for students is forgetting a house key or glasses. Homework, field trip permission forms, and wanting to go to a friend's house after school are not considered emergencies.

**Visitors:** Our parents are always welcome to come and observe their children in their classroom after making arrangements with the classroom teacher. Please limit classroom visits to an hour once or twice a week. Please feel free to have lunch with your child in the cafeteria anytime.

If you are coming to visit, please sign in at the office and pick up a "Visitor" sticker. Anyone who visits the campus must wear this sticker until they sign out and leave campus, this includes parents who are coming to school to have lunch with their child. Please keep in mind that this is for the safety of all children on the campus.

**Appointments:** Children who need to leave school for appointments will be called to the office upon your arrival. Parents will need to show proper identification anytime they wish to sign their child out of school. For the welfare of our students, teachers cannot release students to anyone without office authorization. Office authorization will be given only to parents and other adults listed on the current medical emergency card. It is the parent's responsibility to update the medical emergency card information as changes occur.

**Perfect attendance:** We strive for 97% school-wide attendance. Students with perfect attendance and no more than three tardies per grading period, will receive a perfect attendance ribbon.

**Attendance:** If your child is absent from school, please call the school before 9:00 a.m.; we ask that you do this for your child's safety. We will also be asking you the reason for the absence. Excused absences are illness, medical appointments or death in the immediate family. When your child is absent, please send a note to the teacher upon his/her return with the reason and date of the absence.

**Medical Release and Emergency Information:** It is very important that we have current emergency information on every student. Please notify the school when you have a change of address or telephone number (at home or business) and if there is a change in the name of the person to be contacted if you are not available.

**Medications:**

1. Medications should be brought to the clinic by an adult in a properly labeled prescription container. Under no circumstances are medications permitted to be sent back home with children. This policy has been developed with the safety of children in mind.
2. Long term medications (those with longer than a two-week duration) will be given with the parent's permission and a physician's order. Long term forms are available in the clinic.
3. Short term medications (those with a two-week duration or less) will be given with the parents written permission.

**Food Allergies:** Any student who suffers from food allergies should contact the school nurse, the classroom teacher, and the cafeteria manager. The school nurse will consult with the district physician on an individual basis as to the best procedure for that student to follow.

**Parent-Teacher Conferences:** All parents are requested to attend a conference close to the end of the first nine weeks of school. Parents are encouraged to ask for conferences throughout the school year as questions or concerns arise. A parent or teacher may request conferences any time during the school year, however, these conferences must be pre-scheduled. The teacher cannot be expected to stop instruction to their class when a parent happens to come by unexpectedly. Also, faculty meetings are scheduled and it is very important that the full staff attend. If you drop by, you may find that the teacher cannot speak with you at that time. Conferences must be face to face when discipline or behavior problems are persistent or of a serious nature. It is to everyone's advantage that you discuss concerns with the teacher before calling an administrator. If the matter cannot be resolved at that level, please call me.

**Birthdays:** Parents may send or bring cupcakes, or a healthy treat for this special occasion. Birthdays are celebrated at lunch time in the cafeteria. Please do not send cakes because there is not enough time for school personnel to cut and pass out cake during lunch time. No balloons or flowers may be delivered to students.

**Invitations:** Teachers or students may not pass out invitations to select children. Either all the class must receive one or all the boys or all the girls must receive one. This is done for good reason, it is never pleasant to be the one who is uninvited.

**Valuables:** Every year people ask me about wearing jewelry to school. My best answer is always that if it is valuable to you it is best kept at home. Many times a necklace, ring, or earring is lost on the playground and never seen again.

**Electronic Equipment including CD players, video games, and cell phones must not come to school.**

**General Student Grooming Guidelines:** All clothing must be modest and reflect the importance of education.

1. Shorts may be worn to school. In grades 3-5 they should be no more than four inches above the top of the kneecap. This also applies to skirts, dresses and culottes. There should not be a cut or slit in the clothing that extends beyond the four inch limit.
2. Clothes may not be significantly oversized.
3. Tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see through garments are not permitted.
4. All pants are to be full length (Capri pants should be no less than four inches below the bottom of the kneecap) and worn at the waist (no "sagging" or "bagging"). Tight fitting pants, (e.g., tights, Spandex, bicycle pants) are also prohibited.
5. Cut-offs and intentionally frayed pants are also prohibited.
6. Indecent /inappropriate patches, writings, or drawings on clothing are prohibited.
7. Headwear must not be worn in the building.
8. Hair must be neat and clean. Unconventional colored, multi-colored or spiked or Mohawk hair styles are not permitted.



**Please keep in mind that students have recess everyday and go to PE every other day. Rubber soled shoes or tennis shoes are the safest shoes for your student to wear. If students are wearing a skirt or dress on PE days they may wish to wear shorts under their skirt. Please make sure that all tops/shirts extend past the top of your students pants, shorts, or skirt when they lift their arms. Exposed midriffs in PE are not appropriate.**

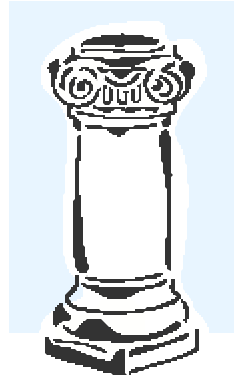
**Toys/Gadgets/Dangerous Weapons:** Toys may not be brought to school unless the teacher sends home a note. (For example: show and tell, special events, etc.) Your child is always encouraged to bring books to read. No one may bring a weapon or item associated with weapons for any reason any time. Fireworks, firecrackers, or poppers may never be brought to school. Boy Scouts may never bring their Boy Scout knives to school. Water guns may not be brought to school. Students who bring weapons to school will be automatically suspended from school or referred to the Alternative Education Program. Please seriously review all of the above with your child.

## **Discipline**

One of the most important requirements of a good learning environment is appropriate behavior of each student. We believe that each child has the right to learn in an environment that is free from disruptions and/or the threat of harm from other students.

We will teach that life is full of choices and that we choose every minute of our life, but with choices come responsibility and consequences. At Nichols we will use an eclectic approach to discipline. We will teach:

1. Right Choice social skills lessons
2. School wide rules and behavioral expectations
3. The Six Pillars of Character –
  - a. Trustworthiness
  - b. Responsibility
  - c. Caring
  - d. Respect
  - e. Fairness
  - f. Citizenship
4. Student goal setting



During the school year, students will participate in class meetings or advisory every Friday morning to help students solve problems relating to school. It is the goal of classroom meetings to generate honest discussion, develop problem solving skills, and build positive classroom relationships.

## **School Wide Rules**

**Demonstrate self-control**

**Respect yourself and others**

**Exhibit safe and cooperative behavior at all times**

**Always respect personal and school property**

**Make responsible choices and show Mustang pride**

**DREAM it**

**Believe it**

**Achieve it!**

## **Recess Behavioral Expectations for Students.**

Rocks and pebbles are to remain on the ground.

Students are not to fight, play fight or get involved in physical horseplay.

Students should sit on the swings, students are not to jump out of swings into mid air. One person per swing.

Running is only appropriate when it is part of an organized game.

Students are to remain on the playground during recess. The teacher in charge must give permission for a child to leave the playground, a corridor pass or clinic referral is needed if a student needs to enter the building.

Students are not to bring hard balls to school to use at recess.

Students may play touch football, not tackle.

## **Cafeteria Expectations**

Demonstrate good manners at all times.

Keep hands and feet to yourself.

Get fork, napkin and straw yourself.

Get catsup, mustard, and salad dressing before you sit down. If you forget, you will have to go without after the first few weeks of school.

Use an inside voice.

Ask permission to get up from your seat.

Talk only to people at your own table only.

## **School Wide Discipline Guidelines**

The citizenship grades on the report card will be determined by the number of behavior points the student has accumulated during a nine week grading period.

E= 0-4 points / no office referrals

S= 5-8 points

N= 9-13 points (loss of school wide reward day)

U= 14+ points (loss of school wide reward day)

An office referral is 3 points and takes the place of points accumulated in the classroom on that day.

An automatic U is conduct for a nine weeks is earned if:

1. The student is suspended during a nine weeks
2. The student attends an Alternative Education Program during a nine weeks

Specialists who see children less frequently than classroom teachers and who are responsible for determining citizenship grades, will use a point system that reflects the amount of time they see the students.

## **Possible Rewards**

1. Smiles, praise and positive comments
2. Special privileges—extra recess, free time
3. Stickers, pencils, certificates
4. Points or tokens to earn a larger individual or group reward
5. Notes or phone calls home
6. Four school wide reward days

**Student Parent Handbook:** Please take time to read the District Handbook and discuss it with your child. Return the signature page to your child's teacher by August 22, 2003. We are required to keep this page in your child's permanent record folder.

## **School Advisory Team**

The School Advisory Team (SAT) is a process to improve the educational outcomes at every school campus through a collaborative effort. The SAT collaborates with the principal in formulating campus performance objectives and reviews progress toward their attainment. It is an evolutionary process, not a revolutionary one.

The Nichols SAT will consist of the Principal, Vice Principal, one Central Office representative, one community person, one business person, six teachers and six parents. The PTA president serves as

a parent on the SAT for the year they are president. The other parents on the SAT serve a two-year term.

All members of the SAT will receive training provided by the District. The SAT meetings usually last about two to three hours. Four to six meetings are held each year. The day and time can be arranged according to the needs of the committee members.

If you are interested in serving on the SAT, please fill out the attached application and return it with your child to school before noon on August 22, 2003. A public lottery will be held in the library on August 22, to select parent members needed for the team. (The SAT application is on page 11.)



### **Parental Permission for Web Publishing**

The Internet is a vast and rapidly growing worldwide network of computers. No individual or group runs the Internet, rather, it is a collective effort of thousands of information providers such as schools, governments, nonprofit groups, commercial groups, and individuals. Internet users now number in the hundreds of millions.

All of Northside Independent School District's campuses are able to use the Internet's rich resources, and also publish information on the Internet. As part of many technology applications employed across the curriculum, the school may wish to publish a variety of teacher and student products on the Internet. The types of products may include, but are not limited to: creative writing, artwork, slide and audio/visual presentations produced by students and their teachers.

We will not publish grades or student test scores, student's last names, home addresses, phone numbers, or materials protected by federal regulations. If we choose to use a digital image of your child, it will only be if your child is in a group of people. The images will not be identified by name, only by a generic label such as: Mrs. Smith's Class. Your child's first name only may be used to identify a project. In this case, no digital image of your child will accompany the name.

In order for your child's work or digital image to appear on a Northside Campus Web page, we need your written permission. Please sign and return the Parent Agreement Form for Publication of Information on the Internet. If you have any questions or concerns, please contact the Campus Instructional Technologist, Jack Funkhouser at Nichols Elementary, 767-4080.

**Parent Agreement Form for Publication  
of Information on the Internet**

Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

My child's work may be electronically displayed and published by the Northside Independent School District. Photographs of my child in a group setting, may be electronically displayed and published by the Northside Independent School District. My child's name (first name only) may be used in association with published work.

Circle one:                      Yes                      No

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date:

**Permission for Awards and Recognitions**

Nichols Elementary School will recognize outstanding performance and good work in a variety of ways including assemblies, on the intercom, and during the morning announcements. Honor Roll ribbons, certificates and other incentives may be presented. These are special times for all students, because they recognize those who have achieved a particular goal and they serve as motivators for all our students. Please indicate below if you would like for your child to receive any recognition that he earns this school year.

\_\_\_\_\_ Yes, I give permission for my child to be recognized for his/her achievement.

\_\_\_\_\_ No, I do not give permission for my child to be recognized for his achievement

Student: \_\_\_\_\_

Grade: \_\_\_\_\_ Classroom Teacher: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please sign and return this form to school tomorrow.**

**School Advisory Team – Parent Membership Application**

I am interested in serving on the School Advisory Team. I understand that a public lottery will be held in the library on August 22, 2003, at 3:15 p.m. to select parent members.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Children Attending Nichols	Grade Level	Teacher
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Applications are to be turned in to the office by noon on Friday, August 22, 2003.**