

# NEAL DOW ELEMENTARY SCHOOL

*"EVERY DAY EVERY STUDENT"*

## 2015-16 HANDBOOK

### DAILY SCHEDULE

#### ***KINDERGARTEN***

**Morning:** 8:02 a.m. - 12:10 p.m.

#### ***PRIMARY***

8:15 a.m. - 2:15 p.m.

Recesses: 9:35 a.m. – 9:55 a.m.

1:35 p.m. - 1:45 p.m.

Lunch: 11:30 a.m. - 12:20 p.m. (1st/2nd)

11:50 a.m. – 12:40 p.m. (3rd)

#### ***INTERMEDIATE***

##### **4th Grade**

8:05 a.m. – 2:15 p.m.

Recess: 10:00 a.m. - 10:20 a.m.

Lunch: 11:50 a.m. - 12:40 p.m.

##### **5th/6th Grade**

8:05 a.m. – 2:15 p.m.

Recess: 10:00 a.m. - 10:20 a.m.

Lunch: 12:10 p.m. - 1:00 p.m.

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Neal Dow Elementary 1420 Neal Dow Avenue, Chico, CA 95926  
 Phone: (530)891-3110 • fax: (530) 891-3184 • www.chicousd.org

**2014-15 Staff Roster**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>ROOM #</u></b>
Marie, Nancy	Kindergarten	9
Oberlander, Steven	Kindergarten	4
Hanf, Carrie	Kindergarten	10
Ford, Janet	1st Grade	6
Wakefield, Debbie	1st Grade	2
O'Connell, Jeanne	2nd Grade	8
Stein, Maureen	2nd Grade	7
Noble, Kelly	3rd Grade	3
Sprotte, Karen/Brown, Heather	3rd Grade	1
Fitzstevens, Naomi	4th Grade	14
Godbold, Vanessa	4th Grade	13
Erwin, Lindsey	5th Grade	11
Penman, Sheila	5th Grade	12
Bonacich, Nick	6 <sup>th</sup> Grade	16
McLean, Anne/Gower, Chrissy	6th Grade	15
Miller, Kate	SDC Teacher	18
Spinelli, Jimette	SDC Teacher	5
Bishop, Melissa	RSP/RTI Teacher	17

**David Murgia**

Jill Miranda  
 Karen Harwick  
 Sonya Steadman  
 Leroy Jackson  
 Yvette Capucion  
 Ann Scott  
 Bryan Osak \*  
 Chris Gonzalez

**Principal**

Office Manager  
 Attendance Clerk  
 Health Aide  
 Senior Custodian  
 Library Media Asst.  
 School Nurse  
 Psychologist  
 Instr. Aide- Computers

\*Certificated

### **ARRIVAL TIME**

Supervision for students on campus will begin at 6:45 a.m. with the breakfast program in the MPR.

### **DISMISSAL TIME**

**Students who do not ride the bus are asked to go directly home, or to be picked up by parents at dismissal time.** We ask that students make all arrangements for going home prior to the beginning of the school day (i.e., going to Billy's after school). If you have an emergency message for your child (i.e., Billy is to wait for me to pick him up from school at 2:15 p.m.) please call before 1:00p.m. Kindergarten students are dismissed at 12:10.

After-school supervision is provided only for students in Grades 1-6 who participate in the ASES/CARD After-School Program at their current rates.

### **ATTENDANCE**

For students to progress academically, it is essential that they are on time and in class daily. We ask that parents notify the office when their child is absent. Please call 891-3110 ext. 101 and tell us the student's name, teacher, date and duration of absence, and reason for absence.

### **OFFICE HOURS**

7:30 a.m. – 4:00 p.m., Monday through Friday

### **SCHOOL BREAKFAST**

From 7:20 a.m. until 8:00 a.m. the school offers a daily breakfast program. The cost of the meal is \$1.50. If your family qualifies for Free or Reduced Lunch, breakfast is free and lunch is .40 cents.

### **SCHOOL LUNCH**

The cafeteria at Neal Dow Elementary School serves lunch at 11:30a.m. for 1st and 2nd Grades, 11:50a.m. for 3rd and 4th Grades, and 12:10 p.m. for 5th and 6th Grade students. Full price for lunch is \$2.60. Lunch may be purchased daily or money may be applied to a student's account in any amount. The cafeteria supervisor notifies students when their ticket is used up. We are not able to extend credit for school lunch.

Milk is included in lunch, or may be purchased separately for \$.50.

Free and reduced price lunches are available for children whose families are eligible. Applications and information are mailed home to every child at the beginning of the school year and are available in the school office at any time.

## **SCHOOL PROGRAMS**

### **SCHOOL BASED COORDINATED PROGRAM**

Neal Dow Elementary School participates in the School Based Coordinated Program, which provides state funds for improving the instructional program for students.

The School Site Council (SSC) is the governing Board for this program. It consists of parents and staff members elected by their peers. The Council works on planning, implementing, and evaluating the school program. SSC meetings are held in Room 11 at 2:30 p.m. on the third Wednesday of each month and are open to the public.

### **FINE ARTS AND P.E./HEALTH**

Neal Dow students receive a District program in the Visual and Performing Arts. They experience music, art, drama and dance through a thematic approach. Our students also receive instruction from a District P.E./Health Specialist..

### **SPECIAL DAY CLASS**

This is a K-6 special education program. Our focus for this program is appropriate inclusion.

### **RESOURCE STUDENT PROGRAM**

The Resource Program provides extra instruction in the areas of Reading, Language Arts, and Math.

# ACCOUNTABILITY

## HOME SCHOOL COMPACT

At the beginning of the school year, an agreement is made between the child, parent, teacher, and administrator to make education and learning a priority for each Neal Dow student.

### **Parent-School-Student Involvement Policy**

The Neal Dow Elementary School, and the parents of students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA), agree that the Parent-School-Student Compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement. It also lists the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the entire school year.

### **School Responsibilities**

The Neal Dow Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- State adopted texts and materials will be provided for all students.
- Assessments will be administered throughout the school year and recorded on the online Report Cards.
- The assessments will drive the instruction in the classrooms and identify children who may need intervention.
- Classroom instruction will cover the identified essential standards and benchmarks for each grade level.
- Interventions will be planned for students in their areas of need during the school day, in the After School Program.
- Teachers will collaborate and provide cohesive programs of instruction at each grade level.
- Clearly stated school rules will be explained and enforced, ensuring student safety both in the classrooms, in the lunchroom, and on the playground.

2. Hold parent-teacher conferences during which the provisions of the compact will be discussed as it relates to the individual child's achievement. Those conferences will be held:

- At the end of the first trimester for all students.
- During the year for children who have been identified as having problems or areas of need.
- At the end of the year to discuss possible retention for identified students.

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3. Provide parents with frequent reports on their children's progress through the following:

- A minimum of 3 Report Cards, held at the end of each trimester.
- At Student Study Teams Meetings and Individualized Educational Plan Meetings.

4. Provide parents reasonable access to staff. This may be done in the following ways:

- Phone calls to the teacher's classroom voice mail.
- Notes to the classroom teacher.
- Requests for meetings or information given to the principal

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe activities in the following ways:

- Invitations to attend programs, presentations, field trips, and activities
- Calling the office and scheduling an observation in a classroom
- Signing up to volunteer time and help in a classroom

### **Parent Responsibilities**

Parents will support student learning in the following ways:

1. Children's attendance will be monitored.
2. Homework assignments will be checked for accuracy and completion.
3. Provide support for classrooms by volunteering and participating whenever possible.
4. Stay informed about my child's education and communicate with the school by promptly reading and responding (if necessary) to all notices from the school or the school district either received from my child or by mail.
5. Contact the school when there is a question, a concern or an idea.

### **Student Responsibilities**

Students will share the responsibility to improve academic achievement and meet the State's high standards in the following ways:

1. Stay focused and make one's best effort in school.
2. Learn and follow the school rules.
3. Do both the classroom work and homework and ask for help when necessary.
4. Read for the amount of minutes agreed upon in the Home School Compact.
5. Give parents or guardians all notices and information received by from the school.

## **PROGRESS REPORTS**

The District policy is to have a parent conference during the first trimester of school, and follow up with additional report cards in the second and third trimesters. Parents are encouraged to contact their child's teacher for a conference whenever a concern arises about their child's progress.

## **STUDENT ACHIEVEMENT**

Neal Dow teachers assess students in an ongoing evaluation process throughout the year. Particular care is given to six measures, three in Math and three in Language Arts. These Multiple Measures determine student achievement and progress; and the results are available to parents. Two of the measures are taken from the California standardized testing given each spring. Individual student results are mailed to parents.

## **SCHOOL DISCIPLINE PROGRAM**

In order to ensure a quality learning experience for your child and all children at Neal Dow Elementary School, the following discipline plan has been developed by our staff, parents, and students.

Every student at Neal Dow Elementary is entitled to a safe and respectful school environment. We believe that all of our students can behave in a respectful and appropriate manner at school, and that each student can be held accountable for his/her behavior.

We will utilize a citation system to communicate repetitive rule violations to parents. Students who choose not to follow the rules will be subject to established consequences. Please review the following detailed Neal Dow Behavioral Expectations with your child.

### **Behavioral Expectations**

**Purpose:** The purpose of these rules is to ensure the protection of the rights, safety, and property of everyone at Neal Dow School.

#### **General Expectations:**

- Keep hands, feet, and objects to yourself.
- Use suitable language toward everyone.
- Respect others.
- Respect personal and school property.
- Respect all school rules as established by the Student Leadership Team
- Respect cafeteria rules

**General Rules:**

Students will

1. be allowed on the playground at 7:45 a.m.
2. not leave the grounds during the school day without permission from the office.
3. go home promptly upon dismissal.
4. use the far field area only when supervised.
5. have an office pass or hall pass when they are out of the classroom or off the playground.
6. walk in the halls and corridors.
7. not be in the classrooms unless a teacher is present.
8. wait politely in lines with no "cutting."
9. not trade or throw food.
10. pick up all garbage around their eating space or work area.
11. use only the restroom which has been designated for their classroom to use.
12. do not litter, play, yell, bother others, loiter, or read in the rest rooms.
13. come in from the far fields, get drinks and/or use the restroom when the warning bell rings.
14. stop playing and walk directly to their classrooms at the last bell or whistle.
15. "walk" bikes, skateboards or scooters when on the school grounds or in the parking lot.
16. park and lock bikes and scooters in the bike racks.
17. obey all safety and traffic laws while walking or riding to and from school.

**Playground Rules:**

18. No running on the blacktop unless playing basketball or a P.E. game.
19. No climbing trees, poles, backstops, goal posts, drainpipes, fencing, etc.
20. No bicycles, skateboards, scooters or skates on the school grounds until after 6:00 p.m.
21. No physical contact games: tackling, wrestling, piling on, play fighting, riding piggy-back, swinging people around, knocking people down, hitting, tripping, pinching, poking, punching, etc.
22. No toys except for class or school activities. This includes all electronic games, CD players, etc.
23. No gum
24. No throwing gravel.
25. No spitting.
26. No inappropriate language: cursing, swearing, name-calling, teasing, rude or abusive remarks, etc.
27. No balls on the blacktop except for basketball, tetherball, foursquare or a P.E. game.
28. No eating snacks outside the Snack Area.
29. No going outside the Red Lines without permission.
30. No intimidation with words or physical contact.

**Games And Activities:**

31. Basketball: Only two teams of six may use the full court; only one ball at each basketball standard.
32. Swings: Seated position; no bailing out; no walking or running through the swings or standing too close to the swings; and 40 counts forward & back is a full turn.
33. Rubber balls: These balls are not to be kicked; they can only be thrown against the backstop.
34. Bars: Any trick that involves leaving the bars during the trick may not be done.
35. Yo-yo's are allowed in the area between the gravel box and the first house on Downing.
36. Only 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders are allowed to play with cards, only at the snack tables, and only during recess. If it becomes a problem, cards will not be allowed at school.

**Citations:**

- White copy – office; Yellow copy – teacher; Pink copy – parent/guardian.
- We utilize a system of citations to communicate repetitive rule violations to parents. Students who choose not to follow the established rules expect the following consequences.
  - First Infraction: The student is isolated for the remainder of the play or lunch period and may be issued a citation, which is given to his/her teacher. This serves as a warning of unacceptable behavior. The pink copy of the citation is sent home for the student's parent to sign and return to school on the following day.
    - \*\* This citation can be "worked off" if the student did not cause physical or mental abuse to another or show disrespect.
  - Second Infraction: The student is isolated for the remainder of the play or lunch period and a citation is given to his/her teacher. The teacher notes the citation in the classroom Citation Folder. The pink copy of the citation is sent home for the student's parent to sign and return to school on the following day.
  - Third Infraction: The same procedure as above will be followed. In addition, the teacher refers the student to the principal. The student is notified that his/her next citation will put the student on a behavioral contract and parents are called.
  - Fourth Infraction: The student is referred to the office. The Behavioral Contract is written, parents are notified, and all parties sign the contract (student, parent, teacher, and administrator).

#### **Severe Offenses:**

Students will automatically be sent to the office for the following offenses:

- Fighting or physical aggression; bully behavior
- Having a weapon at school;
- Defiance of or showing disrespect to an adult or authority;
- Sexual harassment;
- Drugs.

The student will be referred to the principal for appropriate disciplinary action, which can vary from a citation, to an office referral, to a student/principal conference, to a review of the rules, to a student suspension conference scheduled with parents. The teacher and the parent will be notified of any disciplinary action.

#### **Discrimination and Sexual Harassment:**

All members of our school community are protected by state and federal law from discrimination and harassment. A complaint procedure is in place for students who have had inappropriate conduct directed toward them by their peers or staff. Please contact the office immediately if an incident occurs so immediate action can be taken to resolve the situation.

## **GENERAL INFORMATION**

### **ANIMALS**

Animals are NOT to be brought to school unless arrangements are made with the teacher in advance.

### **BIRTHDAY BOOKS**

Many parents like to do something to observe their child's birthday. We invite you to make a donation of a book to the library. The name of the student is listed in the book, and the gift is announced in the school newsletter.

### **DRESS AND GROOMING**

The Board of Education has adopted a policy that states that students should attend school dressed and groomed in good taste. It is the parent's responsibility to see that their children are dressed appropriately for elementary school activities. We believe that a student's appearance reflects a personal sense of identity and affects daily behavior, purpose for being in school, and productivity. Please refer to Neal Dow's school dress code:

- There should be adequate coverage of the body. Short-shorts, bathing suits, halter tops, undershirts, bare midriffs, and sheer garments are not considered adequate. Tank top straps must be at least one inch wide. Undergarments must be covered.
- Closed-toe shoes or sandals with socks are required. Tennis shoes are suggested for P.E.
- Sagging pants and hanging belts and/or chains are not allowed.
- Caps and hats must be removed indoors.
- Clothing and accessories containing logos or pictures promoting drugs or alcohol, or containing inappropriate language and/or topics, may not be worn at school.
- Make-up is not to be worn.
- Gang colors and apparel are not allowed.

Our policy will be enforced as follows:

- Students not dressed appropriately will call home for a change of clothes.
- If no change of clothes can be provided from home, clothing will be loaned to the student for the school day.

### **EQUITY**

Neal Dow provides a school environment that acknowledges children's differences and diverse backgrounds. All students have equitable access to, and the opportunity to participate in and benefit from, high-quality curricular and extra-curricular activities.

### **HOME-SCHOOL COMMUNICATION**

*Neal Dow News* is our weekly newsletter. It is our "bridge" of communication with parents. The newsletter contains a current calendar of school events and articles about school activities. The newsletter is sent home with each student the last school day of every week (usually Friday). Extra copies are available in the holder on the wall in the office or by visiting our website at [www.chicousd.org](http://www.chicousd.org).

To visit our school website, go to [www.chicousd.org](http://www.chicousd.org), then click on the "Schools" tab, then click on "Neal Dow." The *Neal Dow News* is posted weekly.

The marquee is located in the front of the school. Upcoming school events are posted regularly.

## LIBRARY

The library is available to all students during their class library time and for research at the teacher's discretion. We welcome parent volunteers in the library. Children are encouraged to check out books. It is the student's responsibility to return library books when they are due.

## LOST AND FOUND

Lost and found clothing items, back packs, and lunch pails are kept in the hallway outside of the Multipurpose Room. Small and valuable items are kept at the front desk. Please encourage your child to check the lost and found on a regular basis. It is recommended that all clothing and personal items be clearly marked with the student's name.

## PARENT INFORMATION CENTER

Located near the office in the front hallway of the main building is an area for parent information. In addition to the school's calendar of events, children's work, and photos of school events, there are flyers for parent workshops and classes; announcements from day care providers; pamphlets and brochures from local agencies; the school handbook, report card, and a lending library of books and tapes.

## PARENT TEACHER ASSOCIATION (PTA)

This group sponsors a number of family night activities and provides support for the teachers and their classroom needs. Membership is open to all families.

## PARKING LOT PROCEDURE

Drive the speed limit of 5 miles per hour in the parking lot.

Park only in marked parking spaces. Do NOT double park in the drop-off lanes for the school.

Observe the direction of the arrows in the parking lot.

Be alert for "STOP" signals, which will be used to allow people to cross the parking lot at the crosswalk or vehicles to exit.

If you are crossing the parking lot on foot, please go to the area across from the drop-off/pick-up zone to walk across. A crosswalk has been painted to allow safe pedestrian crossing.

In the morning:

- If you are just going to drop off a child, pull up to the drop-off zone.
- There are TWO drop-off lanes. Pull up to the first space, if possible, so cars may pull up behind you. **Please do NOT leave your car unattended in the red zone.**
- Please do NOT park directly in the crosswalk zone.
- If it will take a few minutes to unload a project, get lunch money, etc., or if you plan to stay at the school, please park in a marked parking space.

In the afternoon:

- When you see your child waiting in front of the school, pull up to the pick-up lane and let him/her enter your car.
- If you do not see your child, park in the parking area closest to the street.
  - **Do NOT double park in the area closest to the school. Do NOT leave your car unattended in the red zone.**
- Pull up to the first pick-up space, if possible, so other cars may pull up behind you.

## **SCHOOL HEALTH**

Our school nurse, Lynn Koch, is on site one day per week. The nurse primarily does vision and hearing screening for our students. Our Health Aide, Sonya Steadman (hours 9:30-2:30), our Attendance Clerk, Karen Harwick (hours 8:00-12:00), and our Office Manager, Jill Miranda, will assist students who are injured or ill.

They also administer medications. Medications need to be accompanied by an “Authorization For Medication to be Given at School” form signed by a physician. If your child must take medication during school hours, an adult must bring it to the office in the original container.

Please make sure that the emergency contact form you fill out at registration is kept current. We will always try to contact parents first, and then others noted on the emergency contact form. Please make sure that the people who are listed on the card are able to come and get your child if the need arises.

## **TEXTBOOKS**

Textbooks are provided free on a loan basis. Students will be held responsible for their care. If a book is lost or damaged, it is the responsibility of the student to pay for the book. All books must be accounted for before promotion or transfer.

## **TRANSFERS**

If you anticipate a move out of the District or to a different school within the District, please notify the office in advance. That enables us to complete the necessary paper work.

## **TRANSPORTATION**

Chico Unified School District provides bus service for Special Day Class students and students who live more than two miles from school. (Transportation is not provided for students attending Neal Dow on a Form 10.) Transportation applications, which include fee information, may be picked up at the school office or the Transportation office.

## **VISITATIONS**

We encourage parents to visit their child’s classroom. If you wish to spend time in your child’s class, please call the teacher ahead of time and make arrangements for a 20 minute visit. Please check in at the office for a visitor’s pass.

Our site visitation day is Wednesday.

If you need to contact your child during school hours or if your child needs to leave school, you must check in at the office.