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**Palo Alto Unified School District  
(PAUSD)**

**Lucille M. Nixon**

**Elementary School Handbook**



**2009 – 2010**

**1711 Stanford Avenue  
Stanford, California 94305  
(650) 856-1622  
FAX (650) 813 1417  
www.nixon.pausd.org**

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## Introduction

The Lucille M. Nixon PTA prepared this handbook as an easy reference guide to answer general questions you may have regarding our school. Throughout the year you may receive additional or updated information that was not available at the time of publication. Please keep all updates with this handbook for easy reference.

School Address                    1711 Stanford Avenue  
Stanford, CA 94305  
Telephone: (650) 856-1622  
FAX: (650) 813-1417  
<http://www.nixon.pausd.org>

District Office Address        25 Churchill Avenue  
Palo Alto, California 94306  
Telephone: (650) 329-3700  
<http://www.pausd.org>

## PAUSD Board of Education

### Board Members:

Melissa Baten Caswell (650) 823-1166	<a href="mailto:mcaswell@pausd.org">mcaswell@pausd.org</a>
Barbara Klausner (650) 324-4220	<a href="mailto:bklausner@pausd.org">bklausner@pausd.org</a>
Barb Mitchell (650) 328-6027	<a href="mailto:bmitchell@pausd.org">bmitchell@pausd.org</a>
Dana Tom (650) 321-4506	<a href="mailto:dtom@pausd.org">dtom@pausd.org</a>
Camille Townsend (650) 493-3410	<a href="mailto:ctownsend@pausd.org">ctownsend@pausd.org</a>

### Superintendent of Schools:

Dr. Kevin Skelly (650) 329-3737

School Board meetings are generally held on the second and fourth Tuesdays of the month at 6:30 PM in the District office boardroom located at 25 Churchill Ave., Palo Alto.

## Daily School Schedule

Playground supervision begins at 7:45 AM. Therefore, please be sure that children arrive only between 7:45 AM and 8:00 AM. At 8:05 AM, children will be considered tardy. Children coming to school or leaving from school should enter or exit their classrooms through the doors leading directly from the outside walkways or the courtyard.

Kindergarten                    8:00 AM – 11:30 AM  
Monday through Friday  
Extended kindergarten begins 11/3/09  
Tuesday, Wednesday, Thursday

Grades 1-3                        8:00 AM – 2:25 PM,  
Monday, Tuesday, Thursday  
8:00 AM - 1:15 PM,  
Wednesday and Friday

Grades 4-5                        8:00 AM – 2:30 PM,  
Monday, Tuesday, Thursday, Friday  
8:00 AM – 1:15 PM, Wednesday

*Minimum Day Dismissal*        1:15 PM  
(All buses leave at 1:20PM)        (Dec. 18, 2009; June 10, 2010)

## Children's Creative Learning Centers

*(Child Care Services at Nixon)*

An independent (not PAUSD) after school care option is available on the Nixon Campus. They offer programs for all school age children.

Director	Linda Jorden
Location	Portables P-2, P-3
Phone	(650) 493 – 6006
E-Mail	<a href="mailto:enroll@cclc.com">enroll@cclc.com</a>
Hours	All School Days 11:30 AM – 6:00 PM (Also some holidays – call for schedule)

## 2009-2010 School Calendar

### 2009

Registration	Fri, August 21
<b>First Day of School</b>	<b>Tues, August 25</b>
Back to School Coffee	Tues, August 25
Back to School Night	Tues, September 1
Labor Day (no school)	Mon, September 7
Volunteer Orientation/PTA Meeting	Mon, September 14
School Pictures	Tues, September 22
Back to School Picnic	Tues, September 22
Principal's Coffee/New Families	Thurs, September 24
Staff Development Day (no school)	Fri, September 25
Local Holiday (no school)	Mon, September 28
Vision Screening	Wed, October 14
Principal's Coffee/All	Wed, October 14
Pumpkin Festival/Parade	Fri, October 30
Kinder Extended Day Starts	Tues, November 3
Picture Make-up Day	Tues, November 3
Book Fair	Mon-Sat, November 9-14
Veteran's Day (no school)	Wed, November 11
Hearing Screening	Fri, November 13
Thanksgiving Break (no school)	Wed-Fri, November 25-27
Minimum Day (1:15 pm release for all)	Fri, December 18
<b>Winter Break (no school)</b>	<b>Mon, Dec. 21 – Fri, Jan. 1</b>

### 2010

School Resumes	Mon, January 4
Martin Luther King (no school)	Mon, January 18
MLK Assembly	Thurs, January 21
Staff Development Day (no school)	Fri, January 22
Presidents Days (no school)	Thurs-Mon, February 11-15
Math Night	Fri, March 12
Curriculum Night	Wed, April 4
<b>Spring Break (no school)</b>	<b>Mon-Fri, April 12-16</b>
Star Testing	Tue-Fri, April 27-May 14
International Spring Celebration	Fri, May 14
Memorial Day (no school)	Mon, May 31
Volunteer Luncheon	Thurs, May 27
<b>Last Day of School</b> (1:15 pm release for all)	<b>Thurs, June 10</b>

## L.M. Nixon Elementary Staff 2009-2010

Principal.....	Mary Pat O'Connell
Secretary.....	Becky Brewer
Clerk.....	Ginny Chu
Kindergarten.....	Jodie Harrier/Jinny Choo
Kindergarten.....	Stephanie Han
Kindergarten.....	Deborah Schweninger
Grade 1.....	Ginna Brereton
Grade 1.....	Kathleen Bianchini
Grade 1.....	Kim Peckenpaugh
Grade 1/2.....	Marie Legrand
Grade 2.....	Kim Bossi
Grade 2.....	Lisa Lichtenstern/Jan Krinsley
Grade 2.....	Laura Lajeunesse
Grade 2.....	Katherine Sullivan
Grade 3.....	Alison Curtis
Grade 3.....	Beryl Deremigio
Grade 3.....	Amanda Gantley
Grade 3.....	Kristina Hayes
Grade 4.....	Kerrie Edmonds/Britt Brown
Grade 4.....	Kevin Stevens
Grade 4.....	Martha Waterhouse/Britt Brown
Grade 5.....	Nikole Manou
Grade 5.....	Sean McDaniel
Grade 5.....	Donna Rumwell
Librarian.....	Janice Mulholland
English Language Dev. (ELD).....	Megan Cox
Resource Specialist.....	Deb Lipari
Reading Specialist.....	Sue Chakos
Math Support.....	Reva Shiv, TBD
Computer Lab Instructor.....	Sarah Patanroi
School Psychologist.....	Sharon Zebker
Speech.....	Kim Hales
Custodians.....	Abi Okunuga (6AM-2:30PM)
.....	Guadalupe Ponce (3-11 PM)

## **Attendance Policy**

When a child is absent because of illness or for a doctor or dental appointment, call the school office (856-1622) by 8:30 a.m. on the day of the absence and indicate the reason. The law requires that the exact nature of an illness be stated. This type of absence is an *excused absence*.

A child may be *dismissed early* from school only when a telephone call or note to the teacher has indicated the specific reason. The school is not permitted to excuse children for music lessons, Scouting, sports, or other extracurricular activities. *A child leaving school at a time other than the usual dismissal time must report to the school office and await transportation there, NOT at the curb.*

If your family is planning a trip of four or more days' duration, please notify your child's teacher in advance.

## **Tardy Policy**

Children should be at school by 8:00 a.m. Students are considered *tardy* if they are not in their classrooms at 8:05 a.m. A tardy child should report to the office on arrival.

Persistent tardiness is a matter of serious concern. When children are late for school, the child misses learning time. The child misses the setting of the tone and the context for the day. This has significant implications for learning readiness, as well as for the sense of belonging to the classroom community. The late student needs to have instructions, presentations and explanations repeated and this hinders instructional efficiency.

Our school policy on tardiness is as follows:

1. Tardy means being 5 minutes late.  
The classroom teacher will indicate "tardy" on the class attendance sheet.  
Students who arrive after the classroom attendance sheet has left the room *must* report in at the office.

2. When a student has three tardies in the monthly attendance period, a reminder postcard will be sent to the home. The postcard will restate this tardy policy and will include the dates of the tardies.
3. In the monthly attendance period, if there is another tardy following the sending of the postcard, the principal will call the parents.
4. If there is yet another tardy following the above #3, a principal-parent (and student, if appropriate) conference will be held to develop a solution strategy.
5. If the above procedures do not address the problem over a reasonable period of time, the situation will be referred to the PAUSD Student Attendance Review Board.

## **Behavior Standards and Discipline**

*The Lifeskills are the behavior standards of the Nixon School community and are based on respect for others and self. They are taught by modeling and acknowledging others' use of them on a daily basis. All students are expected to develop and practice good citizenship through the use of the Lifeskills.*

### **LIFELONG GUIDELINES**

***Be Trustworthy \* Be Truthful \* Active Listening \* No Put Downs \*  
Personal Best***

## LIFESKILLS

**INTEGRITY:** *To be honest, sincere, and of sound moral principal*

**INITIATIVE:** *To do something because it needs to be done*

**FLEXIBILITY:** *The ability to alter plans when necessary*

**PERSEVERANCE:** *To continue in spite of difficulties*

**ORGANIZED:** *To plan, arrange and implement in an orderly way*

**SENSE OF HUMOR:** *To laugh and be playful without hurting others*

**EFFORT:** *To try your hardest*

**COMMON SENSE:** *To use good judgment*

**PROBLEM SOLVING:** *To seek solutions in difficult situations*

**RESPONSIBILITY:** *To be accountable for your actions*

**PATIENCE:** *To wait calmly for someone or something*

**FRIENDSHIP:** *To make and keep a friend through mutual trust and caring*

**CURIOSITY:** *A desire to learn or know about a full range of things*

**COOPERATION:** *To work together toward a common goal (purpose)*

**CARING:** *To feel concern for others*

**COURAGE:** *To act according to one's beliefs*

**PRIDE:** *Satisfaction from doing your personal best*

**RESOURCEFULNESS:** *Knowing about options and choosing the appropriate option to accomplish the objective*

1. The Nixon School Discipline Plan is consistent with Palo Alto Unified School District policy in that its goals are: "To maintain order and decorum, educate our youth to observe accepted rules of conduct, and to develop self-discipline while simultaneously protecting the rights of others."

2. Discipline programs are designed to maintain or promote appropriate behavior; ideally, positive reinforcement is so effective that little or no other action is necessary. At Nixon we have a proactive rather than reactive approach to discipline. Our Lifeskills program is intended to model, teach and encourage the behaviors that we want to see in our students.
3. As much as possible we use a problem-solving process to settle disputes (Conflict resolution). Each person involved has the right to speak without interruption. When all have spoken, there is time to reach a consensus on what has happened. We agree on measures each individual will commit to in order that there are no recurrences of the same kind. For disputes requiring some kind of consequence - benching, time-out, community service, meeting with the principal and/or writing letters to parent, principal, or teacher may be imposed according to the needs of a particular circumstance. See below for Nixon playground rules and consequences on the playground.
4. Within classrooms, rules reflect the need to have children learn without disruption and to promote mutual support. Such rules vary from class to class, but usually involve speaking when recognized, not speaking out, listening carefully, using room and materials carefully, being responsive to suggestions from the teacher. The rules and consequences are posted in each room. They are consistent with district policy.
5. There are a few situations in which the usual regimen is inappropriate. When this occurs, principal, teacher and parent work together to provide support for a child in order to ensure behavior appropriate for learning. In these instances process and consequences are similar to those outlined in Section 3 and are consistent with the PAUSD discipline plan.

In the case of the following issues, a child may be suspended (in or out of school) from Nixon School, depending on the seriousness of the infraction. A suspension is defined as the removal of a student from ongoing instruction for disciplinary purposes. The principal (or teacher) will confer with parents or guardians concerning a student's suspension. Expulsion, if indicated, is determined exclusively by the Palo Alto Unified School District and not by the Nixon principal.

## **Grounds for Suspension**

*(California Education Code Section 48900)*

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold or furnished firearm, knife, explosive or other dangerous object.
3. Possessed, used, sold, furnished or been under the influence of drugs, alcohol, a controlled substance or intoxicant.
4. Offered, arranged, or negotiated to sell look-alike controlled substances, alcohol or intoxicants.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school or private property including electronic files and databases.
7. Stole or attempted to steal school or private property.
8. Possessed or used tobacco or product containing tobacco or nicotine.
9. Committed obscene act or engaged in habitual profanity or vulgarity.
10. Possessed, offered, arranged or negotiated to sell any drug paraphernalia.
11. Disrupted school activities, willfully defied valid authority of school personnel in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm.
14. Committed or attempted to commit a sexual assault as battery.
15. Harassed, threatened or intimidated a student who is a complaining witness or witness in a school discipline matter.
16. Offered, arranged or negotiated to sell, or sold the prescription drug SOMA.
17. Aided or abetted the infliction or attempted infliction of injury to another person.
18. Committed sexual harassment (Ed. Code Section 48900.2).
19. Participated in an act of hate violence (Ed. Code Section 48900.3).
20. Engaged in harassment, threats or intimidation against school personnel or pupils (Ed. Code Section 48900.4).
21. Threatened school officials and/or school property (Ed. Code Section 48900.7).

## **Sexual Harassment Policy**

It is the policy of the Palo Alto Unified School District to provide a school environment free from all forms of harassment, including sexual harassment, and to maintain an environment in which all students and adults model this behavior and are treated with dignity and respect. Therefore, no student shall be subjected to sexual overtures or conduct, either verbal, visual, or physical, which is intimidating, hostile, offensive, or unwelcome. Such conduct by adults or students is deemed unacceptable behavior and will not be tolerated by the school district.

For purposes of this policy, “sexual harassment” is defined for student-to-student interaction as unwelcome sexual advances, requests for sexual favors and other verbal, visual and physical conduct of a sexual nature. “Sexual harassment” is defined for adult-to-student interaction as any sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. “Sexual harassment” is also defined as conduct of a sexual nature which affects an individual’s employment, academic status or progress; which has a negative impact on an individual’s work or academic performance; which creates a work or educational environment that is intimidating, hostile or offensive; or which affects benefits, services, honors, programs or activities available to an individual in the education setting.

## **Expectations for Behavior at Nixon**

A basic objective at Nixon School is to create a learning environment in which children behave appropriately, respect the rights of others, and take responsibility for the school community. Each student has the right to learn in a safe and supportive environment. Each student has the right to be treated with fairness and respect by students and staff. With these rights come responsibilities, and each student has the responsibility of preserving her/his rights as well as the rights of others.

Students at Nixon are expected to:

### **“Be Responsible”**

- Come to school on time and ready to learn.
- Follow school rules, make safe and respectful decisions, and take responsibility for their actions at all times and in all locations (classrooms, library, playground, halls, theater, lunch pods, restrooms).
- Listen to and follow the directions of all adults at the school.

### **“Be Respectful”**

- Treat all students, staff and adults with courtesy and respect.
- Listen to all adults and follow their directions.
- Treat materials, the school building and the outdoor environment with respect and care.
- Use inside voices when in the school building.

### **“Be Safe”**

- Follow school rules while on the school grounds: on the playground, at the bus and car pick-up zones, on the black top areas, in the classroom, and in all parts of the school building.
- Walk when inside the school building.
- Enter school in the morning and leave in the afternoon through the classrooms outside door (not through the library or the inside halls).
- If late, check in at the office first.

To foster this school climate, the staff emphasizes positive attitudes, encourages good conduct, and helps children to value themselves and others. Assemblies and recognition programs are designed to validate students in a positive manner.

As much as possible we use a problem-solving approach to settle disputes among students. We believe students must learn to work with others to settle conflicts and arrive at mutually agreeable solutions. Therefore, all students are introduced to and practice conflict resolution strategies in the classroom and on the playground.

From the beginning of the school year, each teacher works with her/his class to establish classroom rules and procedures, to share school-wide rules and expectations, to develop ways to reinforce appropriate behavior, and to make clear the consequences for misconduct. Students receive positive reinforcement and clear, consistent consequences that focus on students’ taking responsibility for their own behavior.

Consequences for misbehavior in the classroom depend upon the seriousness of the offense, the conditions under which it occurred, and the degree of recurring instances. These consequences may extend from checks on the board, to time-out, to student/principal discussion, to teacher/ parent conference, to teacher/parent/principal conference. In the rare instance of serious violation of conduct (severe fighting, defiance of authority), suspension from school may be instituted.

On the playground, yard duty supervisors use “blue slips” to communicate behavior infractions to the child’s teacher. The consequence procedure is as follows:

**During Recess:**

Student is benched outside and recess yard duty supervisor gives blue slip to classroom teacher after the recess (given for refusing to listen to the adult, for malicious/unprovoked bodily hurt to another, and for ethnic/racial name-calling). The child is given a blue slip and sent immediately to the office to wait for her/his teacher or to speak with the principal.

**After the Recess:**

1<sup>st</sup> Blue Slip: Teacher meets with student and selects appropriate consequences.

2<sup>nd</sup> Blue Slip: Teacher selects appropriate consequences AND contacts parent.

3<sup>rd</sup> Blue Slip: Teacher sends child to the principal, who contacts the parent.

4<sup>th</sup> Blue Slip: Student has a site or home suspension.

This procedure starts fresh with each monthly attendance period. For students with repeated, continuing playground difficulties, an individual behavior contract will be designed.

Teachers and other staff members earnestly seek to work with parents to encourage good behavior and to solve behavior problems. We know that when teachers and parents work together, children recognize the importance of good conduct.

**Traffic Safety & Transportation**

At Nixon School, we believe that everyone is responsible for traffic safety and preventing traffic accidents involving children and adults near our school.

Considerable time and effort have been spent on traffic safety issues at Nixon in the past few years by our PTA, Stanford Campus Leaseholders Association, Stanford University’s departments of Public Safety and Community Planning, California Highway Patrol, and the Palo Alto City-Wide School Commute Task Force. The police are aware of the complex traffic issues around Nixon and they patrol regularly. Please be aware that tickets for traffic violations will be issued!

If you are driving to or from school it is critical that you keep all childrer (and adults) safe by observing the following safety rules:

1. Speed limit maximum in driveway and parking areas is 5 MPH.
2. No parking at any time in driveway/upper visitor & staff parking area at the top of the driveway. The middle lane has been discontinued and parking is no longer allowed in the middle of this parking area. Parking only allowed in visitor spots, blacktop (at designated times), or outside school grounds on street (i.e., Tolman Drive near back school entrance).
3. Drop-off and Pick-up at loading zone only on lower blacktop. NOTE CHANGE: Nixon no longer has a drop-off/pick-up yellow curb in upper parking lot. All drop-off/pick up is on lower blacktop ONLY.
4. No cars may park on the blacktop after 8:30 AM. Cars may park on the blacktop for pick-up when gate opens at either 1:15 PM or 2:00 PM, depending on day and school release time.
5. At dismissal, parents who park on the blacktop (not in pick-up area), must leave their cars and accompany students across the blacktop to return to their cars. Students are not allowed to walk unaccompanied across the pick-up area to parked cars.
6. Be alert for children/parents crossing in crosswalks and parking lots.
7. Drive slowly when entering the campus and keep in a single file line as you proceed to the yellow curb drop-off/pick-up zones (see map on back cover).

8. Have your child exit and enter the car quickly and safely at designated drop-off areas only so that the car line moves quickly.
9. If your child needs assistance getting to and from the classroom, park your car in designated areas only. NO DROP OFF or PICK UP IN THE BUS CIRCLE before 8:10 am or after 1:00 pm. Never leave your car in the yellow loading areas, pick-up driving line, staff parking areas, or in the red zones.
10. Do not enter or block access to the bus area in front of the school.

***Please respect the neighborhood environment*** – do not block driveways or crosswalks, double-park, or make U-turns in driveways. **Always drive attentively, safely, and slowly in the school zone and neighborhood!**

Thank you for taking extra care to ensure the safety of all children at Nixon School. Please be sure that all family members and babysitters are made aware of these important safety rules. Demonstrate to our children that we adults are responsible, respectful and safe too!

### **Buses**

The PAUSD Transportation Department transports most of our students to and from school. This department determines schedules, supervises drivers, and responds to problems. Bus schedules and bus rules are mailed to the parents of all children who ride the bus prior to the opening of school. Drivers have legal responsibility and authority for supervision of riders. They may withhold bus privileges from children who do not abide by bus rules. If you have a question or problem related to buses, or want to obtain a bus pass call the Transportation Department at 329-3747. Buses leave at 2:35 PM, Monday, Tuesday, Friday and at 1:20 PM on Wednesday and minimum days.

### **Delivering Lunches to School**

In order to reduce classroom interruptions, all lunches delivered to school are to be brought to the office and placed in the appropriate box. Please do not take them directly to the classrooms. The children will come up and get them on their way to lunch.

### **Bicycles, Skateboards, Scooters, and Rollerblades”**

Children may be able to pedal a bicycle before they have the skills, maturity and judgment to ride to school safely. All 3<sup>rd</sup> grade children will receive basic information in class on safe biking (the *3<sup>rd</sup> Grade Bike Safety* program); we strongly discourage children below 3<sup>rd</sup> grade and under from riding bicycles, skateboards, scooters, or rollerblades (or walking) to/from school without an adult accompanying them, and 4<sup>th</sup> and 5<sup>th</sup> grade students are encouraged to travel in groups if no adults are accompanying them. Furthermore, we strongly encourage parents to determine that their children are competent riders **before** they are permitted to ride to school unaccompanied – regardless of age.

Bicycles must be walked, not ridden, on the school grounds, including all crosswalks, paths, and the blacktop. All bikers must wear protective helmets. Bikes must be locked to a bike rack when parked at school. Bikes should be licensed.

Skateboards, rollerblades, and scooters are not allowed to be ridden on campus. We urge that these remain at home. If a child does skate to school, s/he must change out of the rollerblades and into regular shoes before entering the school grounds. All rollerblades must be left at the school office until the end of the day.

### **No Dogs on Campus**

There is a "No dog on Campus" policy from 7:45 a.m.-4:00 p.m. each day when students are present at school.

### **Lunch**

Children may bring their lunch or buy lunch at school. Menus are sent home with the children every month attached to the *NixonNews* newsletter. A full lunch, including milk, costs \$3.75. Parents interested in participating in our lunch program could choose one of the following methods of payment for meal purchases:

**Cash Payment** – This option is for parents who wish to pay for school meals with cash. Students need to bring cash every time he/she purchases lunch.

**Account Payment** – This option is for parents who wish to pay for school meals without sending cash to school. You can simply send a

check, made out to PAUSD Student Nutrition Services, to your child's school or to Student Nutrition Services at 25 Churchill Avenue, Palo Alto, CA 94306. The amount sent will be deposited into your child's lunch account. Or you could visit www.lunchdeposit.com, open an account and charge to your credit card. There is a \$3 transaction fee each time funds are deposited on www.lunchdeposit.com)

All lunches at the elementary schools are pre-ordered by 9:00 a.m. each school day.

## Lost and Found

Lost and found items are kept in the library, adjacent to the school entrance and office. All clothing, lunch boxes, and sports or other equipment brought to school should be clearly labeled with your child or family name. All unclaimed, lost items will be sent periodically to the PTA Wardrobe. Deadlines for claiming items will be in the *NixonNews*. The school is not responsible for theft, damage or vandalized personal property.

## Field Trips

When children are taken on field trips other than walking trips in the immediate neighborhood, the teacher will send home information and a permission slip for the parent to complete. No child is taken off school grounds without a signed permission statement from a parent. All field trips are voluntary per Education Code 35330, which states in part, "All persons making the field trip shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip."

We recognize and appreciate the invaluable contribution made to our students by parent volunteers. If a parent volunteer brings a non-student sibling on a field trip, the parent may only transport and supervise his or her own children. Each adult with a group of students must be able to devote full attention to their assigned students.

When school buses are not used for a field trip, volunteer drivers must give evidence of the following required items (there is a form in the office, which must be completed and signed):

- Valid California Driver's License
- Proof of Insurance (\$5,000 medical, \$300,000 per occurrence - bodily injury/property damage insurance)
- Auto Safety Check (auto is current in its maintenance, according to manufacturer's guidelines, and is in safe working condition).
- Seat belts for each passenger
- Car Seats for each student under the age of six or weighing less than 60 lbs.
- Driving Record free of DUI's or suspensions during the last three years.

## Health Services / Emergency Care

Health services are provided in Palo Alto to protect the health and safety of pupils and to identify health problems that may inhibit a child's activities and ability to learn. These services include hearing and vision tests at grades K, 2, and 5. If a pupil is to be exempted from these services due to religious beliefs, the parent ***must file an exemption card annually***. School personnel are required by state law to notify parents when pupils are suspected of having health problems.

## Immunizations

TB clearance and immunizations against poliomyelitis, diphtheria, tetanus, measles, rubella, mumps, and whooping cough are mandatory for school enrollment in any grade unless contrary to the family's religious beliefs. New students transferring into the Palo Alto Unified School District and all first graders are also required to have a full physical examination and return a completed School Health Report.

## Student Emergency Card

This card must be on file from the first day of attendance and instructs school personnel as to emergency action and identifies the health needs of your child. ***If any information changes during the year, make sure you let us know so that names, phone numbers and health information are up-to-date.***

## Emergency Care, First Aid, and Illness

School personnel are not permitted to render more than immediate first aid. Except in extreme emergencies, parents are contacted before a physician is called. Parents are advised that ***there is no school nurse***

**on duty at Nixon.** In case of sudden illness at school, a child will be kept at the school office only until s/he can be released to the care of a parent or other adult designated on the student's **Emergency Card**. It is imperative that this card be kept current for the school's use in case of sudden illness or injury to the child.

### **Contagious Illness**

Please do not send your child to school if they display any of the symptoms listed below in order to minimize the spread of illness to students and staff. Remember to **notify the school if your child has a contagious illness** in case exposure notices need to be distributed:

- Common cold: keep child home the first few days. Do not send them to school until active coughing, sneezing, and nasal drip are substantially gone, and a fever has not occurred within 24 hours.
- Fever (children should remain at home until they have been without a fever for over 24 hours)
- Eyes that are red, swollen, crusty, or draining
- Pinkeye (conjunctivitis): Consult doctor and begin treatment before child returns to school.
- Draining ears or an ear ache
- Diarrhea – loose, watery bowel movement
- Severe headache or pain
- Skin rash, unless diagnosed by a doctor as non-infectious
- Childhood communicable disease (chickenpox, measles, mumps, etc.)
- Nausea or vomiting
- Head lice (see more information in section below)
- Severe sore throat; note that children with strep throat may not return to school until a doctor is consulted, antibiotic treatment for at least 48 hours has been administered, and no fever is present for more than 24 hours.

### **Protocol for Students with Anaphylactic Reaction**

- School Office must be notified
- Proper/Specific medical instructions must be on file.
- Kindergarten and 1<sup>st</sup> grade will be nut free 2009-2010
- A “nut free” table will be available in each eating area.
  - K-1<sup>st</sup> must sit there
  - 2<sup>nd</sup> – 5<sup>th</sup> student may choose

Health & Safety Protocols are available in the site office.

### **Head Lice Policy**

Children with head lice are required to stay home according to the California State Communicable Disease Code. Nixon has a “no nits” policy to help children receive treatment and to stop the spread of head lice to others. If a child is found to have head lice, the child will be sent home immediately, and they will not be allowed to return to school until the child's hair is inspected and found to be “nit and lice free.” Parents also must complete and return the “Lice Treatment” form before a child is allowed to return to school. When lice are found, classrooms are vacuumed daily for two weeks.

### **Emergency Procedures**

IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, WHEN COMMUNICATION AND TRANSPORTATION ARE NOT DISRUPTED:

- All students will be required to remain at school or another safe site under the supervision of the district personnel.
- Until regular dismissal time and released only then if it is considered safe.
- Until released to an authorized by the parents or legal guardian whose name appears on the School's Emergency Card. If students are on their way back to school, they will be brought to school if bused or they should proceed to school. If students are on the way home from school they are to continue home.

IN THE EVENT OF A MAJOR DISASTER, IN WHICH TRANSPORTATION AND COMUNICATION ARE RENDERED INOPERATIVE:

- No student will be dismissed from school unless a parent (or individual previously designated by a parent on the Emergency Card) comes for him/her.
- No student will be allowed to leave with another person, even a relative of babysitter, unless that particular person is listed on the student's emergency form or tag in our files. With this in mind, if your student's card or card or tag is not up-to-date, please request a new one from the school office.

- Students on buses when a major earthquake strikes will remain in the custody of the bus driver and will, if possible, be delivered to the nearest accessible school site.

All parents or designated parties who come to pick up students must park outside the school grounds. ONLY Emergency vehicles will be allowed in the entrance to the school from Stanford Ave. Parents should park on surrounding neighborhood streets. All parents or designated parties must sign students out at the office or temporary, alternate *Student Release Area* before leaving the school. Signs will be posted if an alternate release location is required. Go to the release area and you will be directed to the location of the child's class, where you will sign them out with their teacher.

Nixon is prepared to care for your student in times of critical emergency situations. If parents or designated parties are not able to reach the school, student will be cared for at the school. First-aid will be provided, as needed, and the school will have communication with local emergency services.

#### WE DO ASK FOR YOUR HELP IN THE FOLLOWING AREAS AFTER AN EMERGENCY:

- Please DO NOT CALL THE SCHOOL. We must keep all phone lines open for emergency communications. Turn on your radio or television to get the latest information for each school within the PAUSD. Unless the District has been forced to evacuate Nixon School for safety, students will be sheltered at school.
- Please come to school to pick up your student and any other children for whom you are the designated Emergency Card Designee.
- Park on neighborhood streets because no parking will be allowed anywhere on campus to allow for passage of emergency vehicles.
- Report to the office or the alternative "Student Release Area" to obtain an authorization release slip required before students may be allowed to leave.
- Be sure your student is familiar with these Emergency Procedures, including their authorized designated Emergency Release people, and remind students that they must follow all directions given by school personnel in cases of emergency.

#### USE OF EMERGENCY ID TAG

- The emergency tag that you filled out for registration at the beginning of the school year will be used for identification and record purposes for your child in the event of a major emergency.
- In the event of a major emergency, the ID tag will be placed on the student for identification, treatment (if necessary), and for release records when the student is released to their parent or designated alternate.
- In the event of "minor" emergency, students will follow routine evacuation procedures; then if possible, school will be resumed. CHILDREN WILL NOT BE SENT HOME EARLY IF AN EMERGENCY IS CONSIDERED TO BE MINOR.
- In the event of an earthquake or other major disaster (e.g. of a magnitude similar to the 1989 or 1906 earthquakes), students will follow routine emergency evacuation procedures, as outlined in the Site Emergency Plan used by each PAUSD school. Students will be cared for at the Nixon site until you or your designated alternate can come to pick up the student. For this reason, it is necessary for us to know the city in which you work. The designated alternate should be someone other than a parent/guardian with legal custody, and someone who has a good to excellent chance of picking up your child during an emergency. Designated alternates should be someone with whom you have received permission to use as an alternate, and you and the alternates should have a mutually agreed upon plan for emergency pick up of your child at Nixon that is decided at the beginning of the school year.
- A signed medical release form should be given to each designated alternate for use in securing needed medical treatment of your child.
- Because long-distance telephone lines may function when local numbers are inaccessible during an emergency, we ask all Nixon families to provide an out-of-state contact phone number that we can use during an emergency, if needed.

## **School / Home Communication**

There are a variety of ways that the school regularly maintains communication and provides information to the parent community.

### ***Nixon News Newsletter***

The Nixon News is a newsletter published by the PTA every 3 weeks and distributed to the children via their classroom. This newsletter will keep you up to date on all school wide events and activities as well as community events. It is sent home with your child on Friday, please look for it in their backpacks. **NOTE: To stay informed this is the major source of communication.**

### ***Nixon e-News and Website***

Nixon publishes a weekly or as needed email newsletter, which supplements the Nixon News. This is an excellent resource for a summary of Nixon events, calendar reminders, and a quick way to get out pertinent information that cannot wait for the Nixon News. **NOTE: eNews is not automatic; it is by subscription request only. To subscribe go to the Nixon website <http://www.nixon.pausd.org> and follow the link to sign up.**

### ***School Directory – NixonNames***

The NixonNames is a school directory, which provides classroom lists by grade by student. It is also a directory of students in alphabetical listing to include; phone, email, address, parent names, etc. Inclusion in the directory is with parent consent. The directory is printed only once during the year, usually in October. Copies may be purchased for \$7.00.

### ***Friday Folders***

The key to staying current with classroom activities and teacher communication is to look for your child's Friday Folder. Each student gets one and they go home every Friday with information, classroom homework, flyers, field trip notices, room parent request, etc. Help your child keep up with their classroom activities by reading through the Friday Folder with them.

## **Parent-Teacher Report Cards / Assessments / Conferences**

Scheduled conferences are held in the Fall, with an optional one in the Spring. Report cards go out three times a year: Fall, Spring, and at the end of the school year.

### **Annual Report to the Community**

Each spring, we publish a comprehensive "Report to the Community" which describes various aspects of our school program including a mission statement, school philosophy, beliefs, and values. Copies are available in the office.

### **Visiting School**

Parents are welcome to visit the school. To visit the classroom, please make prior arrangements with the teacher so you can find a time that is convenient for both of you.

### **Enrichment Classes**

These are classes that take place outside of the school day. The providers rent space from Nixon. It is important for parents to understand that they are not part of the PAUSD program. Nixon staff does not supervise classes and personnel. Student attendance is not coordinated by office personnel. Parents are contracting with an outside agency. We require each provider to be bonded and have insurance. They are not fingerprinted. Each is asked to take roll and notify parents immediately if their child is not in attendance. The providers are to wait with their students for parent pick up. Parents who are late picking up their students a second time may be asked to withdraw their students from the class without refund. The PTA's only role is coordinating rental space with the Principal, collecting leasing fees and informing parents of class opportunities.

### **Spirit Days**

On the last Friday of each month the Student Council selects a theme for the day. Students dress appropriately (backward, pajama, Hawaiian). We often have short recognition/life skills assemblies or all school jog-a-thons on this day. All other Fridays are blue/white day where we encourage students to wear Nixon logos or blue/white clothing. This helps them feel part of a community.

## **School Site Council**

The School Site Council consists of an equal number of parents and staff members and has the responsibility for developing a school plan and a budget to support the plan. They act as an advisory group and provide staff/community input on Nixon programs.

For the current school year there will be a continued focus on the academic areas of reading, writing, and mathematics. Differentiated Instruction will continue to try and close the achievement gap and there will be a school wide life skills program.

School Site Council meetings are held the first Monday of each month from 2:40 – 4:40 and are open to the public. Agendas are posted in the school office at least 48 hours prior to each meeting. A summary of the meeting is published in the Nixon News. A notebook with Site Council agenda and minutes is available in the school office.

### *Parent Members of Site Council:*

Athina Peiou-Quake (08-10)	Ruth Daines (08-10)
Donna Norton (2008-2010)	Rika Bosmans (09-11)
Alli Deeter (09-11)	Julie Tomz (09-11)

### *Staff Members of Site Council:*

Mary Pat O’Connell, Principal	Kristina Hayes (2008-10)
Sean McDaniel (2008-10)	

## **The Parent Teacher Association (PTA)**

The PTA is a volunteer based organization who supports our schools by helping our children, our teachers, and the school staff. It advocates protecting our children on local, state and national levels. It raises funds to bridge the gap between what our kids need and what the school budget can provide. All families are encouraged and welcome to support our membership by volunteering their time, resources, and ideas.

The Nixon PTA provides funds for special non staff related school programs such as library and classroom instructional material, computer technology and program enhancements, playground equipment, school spirit activities, student assemblies, family events,

and school site facility and improvements needs. The PTA also supports all the school/home communication formats as well as the School Handbook. These funds are raised throughout the year with special fundraising events.

The ability to implement all of the school activities and programs is through the volunteer hours, which are donated by parents like you.

The Nixon PTA also works closely with PiE and other community organizations whose programs and funds support the PAUSD.

The PTA elects an Executive Board every year with 2 year term limit positions. There are a number of Committee Chairs available every year which serve to support in-classroom teacher directed activities and all the out of classroom events.

The PTA has the first general meeting scheduled for September 14th. Scheduling of the other PTA General meetings, as well as the PTA Board Meetings will be announced after school starts. All PTA meetings (both General and Board) are open and both parents and teachers are encouraged to attend.

## **The PTA Wardrobe**

All PTA’s in the district supply the PTA Wardrobe, which helps provide free clothing to school children and their families who are in need.

In addition, the Wardrobe has some Scout Uniforms, Halloween Costumes, and winter (ski) clothing, which are available to borrow and return. For this service a \$10.00 per year donation is requested, if possible, and rental fees apply to “ski” clothing.

The Wardrobe is located at Jordon Middle School, 2263 Middlefield Road. Regular hours are Wednesdays 2:00 – 5:00 PM and Saturdays 10:00 AM – 1:00 PM . Call 858-0654 with questions or requests.

## **Palo Alto Partners in Education (PiE)**

Palo Alto Partners in Education (PiE) is a non-profit foundation dedicated to sustaining the Palo Alto community tradition of extraordinary public education. PiE increasingly plays an important role in supplementing core programs funded by the district primarily through appealing for donations from the families or PAUSD students. The PiE vision is to harness the community's support for its schools and build a lasting public-private partnership. Nixon uses the majority of the funds appropriated through PiE to pay for teaching personnel to support student learning since PTA funds no longer may not be used for salaries. At Nixon this personnel includes the Reading and Math specialists, technology instructors, Spectra Art and classroom aides.

## **PTA Board and Committees**

### **Executive Board**

President	Daisy Zook	493-7003
Executive VP	Gioia Allegretti	949-2599
VP Student Programs	Suzie Lincoln	857-1076
VP Family Programs	Catherine Matterson	704-0915
VP Fundraising	Sheryl Humble	494-2456
VP Communications	Tim Edmonds	325-8586
Treasurer	Karen Jacobson	493-2734
Auditor	OPEN POSITION	
Financial Secretary	Joyce Hung	852-0688
Secretary	Harriet Roeder	856-4049
Historian	Jo Marcus	521-0051
Parliamentarian	Leisa Waschura	559-9926
	Kim Bomar	323-7845
PTA Council Reps	OPEN POSITION	

### **Committee Chairs**

Back to School Packets & Registration	Ellen Waxman Poornima Debolie Kim Bomar	813-9245 559-9978 323-7845
Welcome Back Coffee	Rika Bosmans Mary Pat O'Connell	
Curriculum Night		
PTA Tax Return Preparation	Gioia Allegretti	949-2599
Nominating Committee	<i>Unfilled</i>	
Nixon Names Directory	Liz Fendorf	323-6867
Nixon E-News Editor	Linda Baker	812-0417
Nixon News Editor	Julie Tomz	328-6253

**Committee Chairs cont.**

Nixon News Production	Anjana Patel	949-2795	School Enrichment	Athina Peiou- Quake	714-6156
Nixon News Distribution	Leisa Waschura	559-9946	Health Care Coordinator	Katrin Richter	424-8340
Parents Corner	Tim Edmonds	949-2884	Library Volunteer Coordinator	Yaso Natkunam	323-2152
Translation Editor	<i>Unfilled position</i>		Noon Art	Joy Margerum Kelly Mahoney	
Website Coordinator	Wenli Bai	320-8118	Noon Science	Carolina Maier	799-1094
Back To School Picnic	Melissa Wilkinson		Pumpkin Festival	Laura Nicholls	
Family Game Night	Mary Pat O'Connell		PIE Liaison	Nazilla Alasti Kathy Gurtner	
Hospitality/Staff Appreciation	Cinnamon Chu	424-8449	Reflections Reps	Larisa Usich Gili Keshet-Aspitz	
Ice Skating Party	Cinnamon Chu Lori Delp Gioia Allegretti Megan Cox Rika Bosmans	424-8449 324-7981	Book Fair	Jo Marcus Katrin Richter	521-0051 243-8857
International Celebration	Kim Bomar		Gift Wrap	Van Cole	494-2636
May Fete Parade	Mary Pat O'Connell Ann Xu	856-1622 843-1048	PTA Membership	Ann Xu	843-1048
New Families			School Supplies	Judy Koeibel	
School Safety Coordinators	Cassandra Gencarella	947-9535	Spirit Shop	Brenda Liu	559-5749
	Ruth Ann Daines Lori Delp Shali Mahajan- Miklos Kim Bomar	328-8917 213-9800 324-7981 213-8840 328-8971	Escrip/Schoolpop	Yuval Spector	269-8022
Traffic Safety & Control	Kim Bomar	328-8971	Rebate - Box Top	Yoshimi Munch	
Welcome Back Coffee	Rika Bosmans		Rebate - Nixon Nite Out	Betty Carlson	
Theatre Liaison			Parent Education	Rika Bosmans	
3rd Grade Bike Safety	Shali Mahajan- Miklos Kim Grimm Kathy Ruppel	213-8840			
5th Grade Class Coordinator	Cassandra Gencarella				
Assemblies (student)	Alli Deeter				
Classroom Volunteer Coordinator (CVC)	Kelly Mahoney	949-5823			

## History of LM Nixon School Name

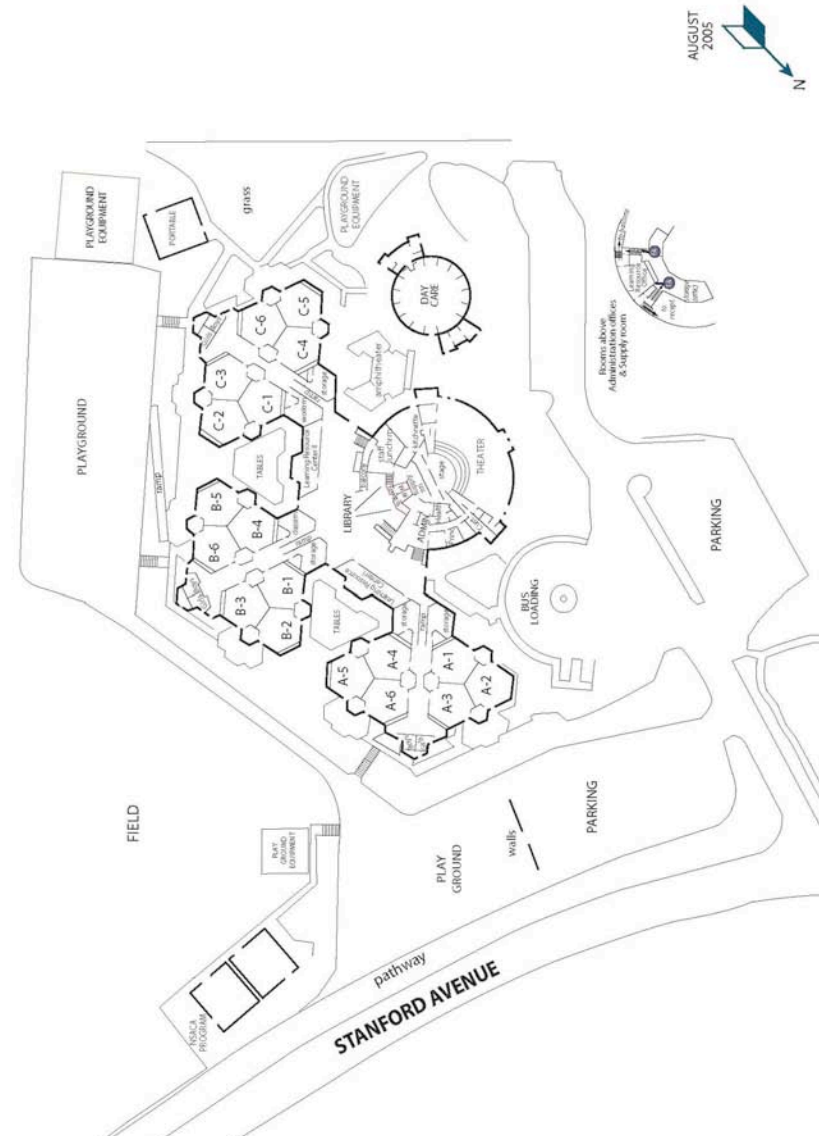
Lucille M. Nixon School proudly bears the name of an outstanding Palo Alto educator. From 1958 to 1963, Lucille (“Luchi”) Nixon served as consultant for curriculum and instruction for the elementary grades of the Palo Alto Unified School District. She had originally come to the district in 1948 as a classroom teacher. In 1956, she gained international attention when her poetry won her an audience with Japan’s Emperor Hirohito. She met an untimely death in 1963 at the age of 55. At that time, the Palo Alto Board of Education lamented her loss:

*“The district has lost a great educator, a teacher, a teacher of teachers, and above all, a creative person of remarkable stature. In a day of increasing specialization, she was able to make contributions on an astonishingly wide front which embraces reading and writing, social studies, art, literature, intercultural studies, programs for gifted students and the stimulation of creativity in young children. The district can take pride in the fact that it has created an environment in which a Lucille Nixon could develop and flourish.”*

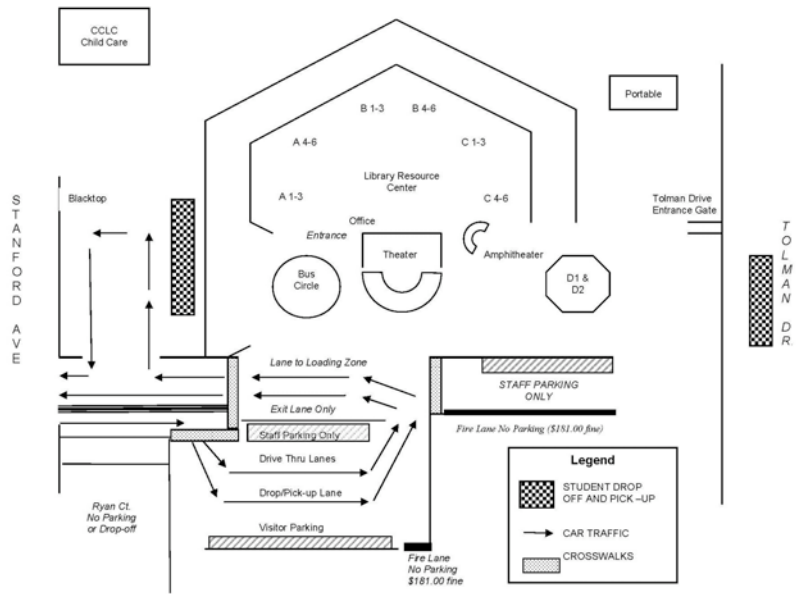
When our school opened in 1970, the parents and staff of the PAUSD gave tribute to the contributions made by Lucille Nixon by naming our school after her.

Nixon School has the largest grounds of all the PAUSD Elementary schools, and the architecture was designed to reflect and promote a sense of space both within and around the building, with the library serving as the central hub of the school’s activities.

## Map of LM Nixon School



## Map of Internal Traffic Flow & Loading Zones at LM Nixon School



## Map of Internal Traffic Flow & Loading Zones at LM Nixon School

