



Nixon Academy of Multimedia Arts Productions 2017-2018

Parent Handbook

19600 Jacob Ave., Cerritos, CA 90703
562.229-7895 office
562.865-1249 fax
Office Hours 8:00 A.M. to 4:00 P.M.
Nixonacademy.org



A Message from the Principal

Dear Nixon Academy Jaguars!

Welcome to the 2018-2019 school year. This school year promises to be just as exciting and enriching. This year all Nixon Academy parents must set up and log in to their parent portal account. This allows you to better manage the communications and contact information coming from the school and school district. If you need assistance in setting up your account please contact our school office. The office personnel will be more than happy to help you. The benefit of the parent portal is that you will be able to see and manage your student's account, contact information, and attendance from home.

One of the most important components of this great school is the partnership between the teachers, support personnel, students, and parents. This team must work together to provide the essential ingredients necessary for each child to receive a high quality educational experience. Elementary education is not an individual task. The education of a child takes all of us, all the time, to nurture, enhance and mentor the learning. There is no question about it, success at school starts at home but the depth of learning comes from school. **TEAM!**

This year to help keep us all on aboard you will see a monthly newsletter previewing the upcoming events for planning purposes. Nixon Academy will have monthly parent meetings, coffee with the principal, to review, discuss, and share information essential to our school's success. Our School Site Council (SSC) will meet regularly to evaluate school programs. We will also have our PTA and Nixon Foundation meetings and events to help keep our school motivated. These events are open to the public so check your calendars and please join us!

Take a few moments to review the information contained in this handbook as it will answer a lot of questions about schedules, events, dress code, rules and regulations, and safety.

Success to us all!

Sincerely

Tom

E. T. Tracy, Ed.D.
Principal

School Staff

Office Staff

E. Tom Tracy, Ed. D., Principal
Mr. Michael Darby, Assistant to the Principal
Mrs. Marcela Campos, Secretary III
Mrs. Judith Barlow, Secretary I
Mrs. Nivin Ibrahim, Receptionist/Clerical
Custodians, Mr. Repil and Mr. Gutierrez

Teacher

Mrs. Lundby
Ms. Byrd
Mr. Ayala
Mrs. Parsonage
Mrs. Chi
Ms. Bentley
Ms. Nunag
Mrs. Kumagai
Mrs. Chen
Mrs. Kiedrowski
Mrs. Carver
Mrs. Okida
Ms. Kloth
Mrs. Browning
Mrs. Corrigan
Mrs. Lang
Mrs. Saiki
Ms. Garbiero
Mrs. Vazquez
Mrs. Stromberg
Ms. Ellison
Mrs. Whiteman
Ms. Tran
Mrs. Perez
Miss Molinar
Mrs. Klyde
Ms. Flaming
Mrs. Ybarra
Mrs. Hohman
Mrs. MacDonald

Grade

TK
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Primary SDC
Upper SDC
Resource Specialist

Room

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Conf.

Support Staff

Band Director
Computer Specialist
Dance Instructors
Library/Media Tech
Nurse
Cafeteria
Psychologist
Wellness Coordinator
Speech/Language
Mr. Hallback
Mrs. Stiefel-Smith
Ms. Smith, Mrs. Bocalan
Mrs. Galindo
Mrs. Bales
Mrs. Castro/Mrs. Cabral
Ms. Thorpe
Ms. Hubbell
Mrs. Gelvoria & Mrs. Young

Noon Supervisors:

Ms. Licon, _____, _____, _____,
_____.

Extended Day Care

Miss Ornelas, Mrs. Ahmed, Mrs. Gonzalez, Mrs. Sullivan

Newly Revised Recess/Lunch Schedule

Children are **NOT** to be on school grounds before 8:45.

8:45 – 9:00 supervised morning playground play

Recess

10:15-10:45/2:10-2:30
10:45 –11:00 Primary 1-3
11:15–11:30 Upper 4-6

Lunch

12:00-12:40 TK and Kinder,
12:40-1:20 Primary 1-3
1:05-1:45 Upper 4-6

“Nixon’s Behavioral Statement of Purpose”

Nixon believes student achievement can be attained with respect for self and others, responsibility in actions and academics, and promoting a positive school climate through kindness and self-control.

Nixon Core Values

- Be Respectful
- Be Responsible
- Be Kind
- Be Self-Controlled

It’s a great day to “Be” a Jaguar!”

Character Counts! Each month students are selected by their teachers and recognized at the Student Awards Ceremony for their exemplary behavior of the Value of the Month. As we embark on our first year as a PBIS School, and continuing to encourage our former school behavioral expectations, all Nixon students are asked to be respectful, responsible, kind, and to demonstrate self-control.

Nixon Academy’s school wide discipline policy is consistent with the standards of student conduct [reg. 5131 (a)] contained within the Rules and Regulations of the ABC Board of Education. The standards of student conduct state that “Student conduct shall reflect consideration for the rights and privileges of others. Students shall respect constituted authority. State laws relating to pupil conduct and behavior shall be enforced.”

Education Code 48900: GROUNDS FOR SUSPENSION

1. **Cause, attempt to cause, or threaten to cause physical injury to another person.**
2. **Possess knife, explosive, or other dangerous object.**
3. **Cause or attempt to cause damage to school or private property.**
4. **Disrupt school activities or defy the valid authority of school personnel engaged in the performance of their duties.**

Please review these rules with your child and discuss their importance. Nixon’s Behavioral Statement and Core Values are reviewed with the student body by the administration and teachers at the beginning of the school year, as well as throughout the school year.

PLAYGROUND

Playground rules are developed with the health and safety of students in mind. Specific rules for apparatus, equipment, and the playground are discussed in each classroom at the beginning of each school year with regular reminders throughout the school year. Nixon students are expected to comply with these playground rules. Nixon is fortunate to have 5 Noon supervisors and an Assistant to the Principal supervising student at lunch recess. Nixon teachers and support staff provide morning recess supervision.



DRESS AND GROOMING STANDARDS **The school dress code will be enforced** **The school dress code applies to all school activities.**

All students shall be dressed and groomed in a manner that reflects good taste and is not a distraction from or interfere with the educational environment, instructional program, and image of the school. Dress or grooming which is considered unsafe or **disruptive** will not be permitted.

1. Dress, grooming or accessories are not allowed which:
 - are considered unsafe, or a health hazard
 - contain offensive or obscene symbols, signs, or slogans degrading any culture, religious, or ethnic values
 - contain language or symbols oriented towards sex, drugs, alcohol, tobacco or violence
 - contain gang or tagger crew symbols or affiliation
2. Closed toe shoes (no platforms) must be worn at all times. Backless shoes (shoes lacking a back strap), flip-flops, sandals, and “skate shoes” can be a safety hazard therefore they are not acceptable.
3. Clothing must fit and be size appropriate. Clothes shall be sufficient to conceal undergarments at all times. Tank tops, thin-strapped tops, spaghetti strap tops, bare midriiffs, backless, see-through or sheer tops are prohibited. As a guide, boys and girls tank tops should have a two-inch width on the top of the shoulders. Short skirts and short shorts are prohibited. **Skirts and shorts must be “fingertip length”, no exceptions.** The hem of the skirt or short must be to end of the fingertip when the student’s arm is straight down by her side.
4. Stud-type earrings are acceptable. Large hoops, large dangling earrings, or any jewelry that create a safety hazard are not allowed.
5. Hats or head on boys or girls are to be worn facing forward and for protection from the sun only. Hats are to be removed upon entering the school building.
6. Makeup and tattoos are not appropriate for elementary school and should not be worn.
7. Costume hair coloring resulting in classroom distraction will not be permitted.

Parents and school staff have the responsibility to determine whether clothing and grooming meet appropriate standards. Your cooperation and support of the Nixon staff in enforcing these standards is greatly appreciated. Parents will be contacted for a change of clothes if a student is determined to be out of school and/or district dress code policy.

Keeping In Touch with Education



STUDENT RECOGNITION

The student recognition awards will be presented during the monthly Student Awards Ceremony, which takes place on the last Wednesday of each month.

During our monthly Student Award Ceremony, students will be recognized for exemplary performance and effort in the academic areas of:

- English Language Arts
- Mathematics
- Social Studies
- Science
- Visual and Performing Arts
- Technology

Students will also be recognized for demonstrating positive character behavior aligned with our Nixon "4 Be's." The students will be recognized for exhibiting the following behaviors:

- Be Responsible
- Be Respectful
- Be Kind
- Be In Control

Calendar of Events

The annual calendar of school events and the Bell Schedule and "Keeping You Informed" is sent home with all students on the first day of school.

Additionally, the school and district calendar are available on the school website. Please refer to these calendars for monthly meetings, field trips, holiday or student free/staff development day schedules, school picture days, PTA activities, and special events.

Nixonacademy.org

Volunteers

Volunteers are a rich resource for every grade level. There are numerous ways for parents and volunteers to donate their time. Being a Nixon Academy Volunteer is fun, educational and rewarding. Please contact your child's teacher, visit the PTA link on the school web page or contact the school office for more information.

WE need YOU!

Parent Visits to the Classroom

Nixon Academy is a closed campus. During school hours, all visitors are required to sign-in and wear a visitor badge during their stay. While the school welcomes visits from parent and community members, anyone wishing to be on campus during school hours must notify the school office ahead of time. Classroom volunteers must be pre-arranged with the classroom teacher. Watch DOGS must be pre-registered prior to service days.

Learning about Your Child's Progress

Students receive three report cards during the school year to inform parents of how their child is progressing in each of the subject areas. Progress reports are prepared for students who are performing below grade level or who are having other difficulties in the classroom. The progress reports are sent to parents prior to each trimester reporting period to inform the parent and allow time for improvement before the next grading period. Parents are encouraged to call or email their child's teacher with questions or concerns. Teachers are available to meet with parents throughout the year.

Back-To-School Night

Thursday, August 30, 2018, 5:45 P.M.

Back-To-School Night and Parent Conference are the two most important parent meetings of the school year. At Back-To-School Night parents will have the opportunity to meet their child's teachers and learn about the educational program and activities planned for the school year. Please mark your calendars and plan on attending!

5:45 p.m.-6:00 p.m.	PTA Presentation
6:00 p.m.-6:15 p.m.	Principal Message
6:15 p.m.-7:00 p.m.	Grade Level Presentation (1)
7:00 p.m.-7:15 p.m.	Homeroom Visitation
7:15 p.m.-8:00 p.m.	Grade Level Presentation (2)

Parent Conferences

Parent conferences will be held during the week of December 3 through December 7. Students will be released from school at 2:04 p.m. for the week. Sign up for your conference at Back-To-School Night.

Nixon Academy Showcase

Wednesday, April 17, 2019

5:30 p.m.-6:00 p.m.	Performance & Presentations
6:00 p.m.-7:00 p.m.	Classroom Visitations



The Nixon Academy Parent Teacher Association has an ambitious and worthwhile schedule of events planned for the 2017-2018 school year. The PTA wants and needs your help! Membership and volunteer information are available by calling the office. Please refer to the monthly calendars and the PTA link on the school website for PTA events. Nixon Academy's 2018-2019 PTA President is Mr. Brad Beach.



Calling all dads... join Nixon Academy Watch DOGS! For more information contact the school office.

School Site Council (SSC)

The Nixon Academy SSC meets 5-7 times per year to guide, review, and revises Nixon's ongoing State funded programs. The Council is comprised of five parent members, four staff members, and the school principal/Asst. Principal. Parent membership is an elected position. Interested parents are welcome to attend any of the SSC meetings. School Site Council meeting agendas are posted in the lobby of the Jam Center 72 hours prior to each meeting.

Tips for Walking to School

It is the parent/guardian's responsibility to insure the following with their child:

- The safest route to school;
- The meaning of traffic lights;
- To walk, not run, across the street;
- To walk directly to and from school, avoid loitering along the way, and avoid strangers;
- To use the crosswalk and always look both ways; and
- To follow the directions of the crossing guards who are stationed at busy intersections by the city.
- Do not walk or ride bikes against traffic.

Riding a Bike to School 4th – 6th

Only 4th through 6th grade students may ride a bicycle to school if a parent permission form, obtained from the school office, has been completed.

Students will not be allowed to ride their bike without a helmet. Students without helmets will be sent to the office to contact their parent for a ride home.

Important Reminder

Drop Off and Pick Up FOR STUDENT SAFETY, PLEASE COMPLY WITH THESE RULES AT ALL TIMES!

- There is absolutely no parking in red zones, yellow zones or in the drop off and pick up zone at any time. You **MUST** remain in your car in the yellow-curbed areas.
- **Do NOT Park in or use the employee parking lot for drop off or pick up of students. The PARKING LOT is for EMPLOYEE PARKING ONLY.**
- Orange traffic Pylons clearly marks the Drop Off and Pick Up area for students in front of the school. **NEVER PARK IN THIS AREA.**
- Stay with your car when you are waiting to pick up your student, so that you may move forward as space permits, allowing others to move into the pick-up zone.
- Children are allowed to cross the street in the crosswalk only. Adults and students may not cross Jacob and Horst Streets unless at the corner or cross walk during arrival and dismissal time. Parents can and have been ticketed for crossing through the pick up and drop-off lane.
- **A U-Turn on Jacob Street is illegal and is clearly marked along the street.**
- If you need to come into the office at dismissal, please park across the street or on Wendy St.

The Sheriff's Department will issue citations for traffic violations. More information regarding parking and traffic flow will be sent home with your child in the first day packet.

Skateboards/Scooters/Skates

Skateboards, scooters and skates are **NOT** permitted. Please do not allow your child to ride these items to school, due to the safety problem. If the items are found on campus, they will be housed in the office for parent pick-up.

Bus Riding Safety Rules



Appropriate student conduct while riding a school bus is essential. Reinforcing the following rules will ensure your child's safety:

- Stay seated at all times while on the bus;
- Follow the directions of the bus driver;
- Stay off private property while waiting for the bus;
- Behave in a manner that does not distract the bus driver.

Should your child become ill or involved in an accident at school, we will contact you using information from the Student Information Form. Please notify us of any change in your home address, phone number, work number, email address or changes to any other emergency contact number or contact person in case we need to reach you quickly in an emergency.

Administration of Medication

The school must have on file a signed authorization from parents and physician to administer medicine to children during the school day. All medicine must be in a labeled container showing the doctor's prescription. Authorization forms are available in the school office. No over-the-counter medicines are permitted (e.g. aspirin, cough medicines, throat lozenges, and vitamins). Students are not permitted to have these on campus.

Information Regarding Insurance

The District does not provide any medical or dental coverage. Information regarding insurance that parents may purchase is included in the packet sent home with each student during the first week of school.

When Students are Late or Tardy

We expect students to arrive at school on time and remain at school for the school day. Students who are tardy to school or leave early from school miss learning and disrupt the learning of others. When your child is tardy or leaves early 5 or more times during the school year, a letter will be sent home from the school with a copy of the attendance. Upon a student receiving 10 or more tardys/early leave or absences a SARB Meeting (Student Attendance Review Board) may be held to help assist the family with improved attendance. Students who attend Nixon on a permit may have their permit revoked due to poor attendance.

Cell Phones



The administration highly encourages that all cell phones remain at home and not be brought to school. Student cell phones use is not allowed on school grounds. In the event that a student needs to contact a parent for an emergency, there are phones available on school grounds before, during and after school. Additionally, the Extended Day Care program has a phone that may be used by students for emergency calls. If a cell phone must be brought to school it is to remain off and in the student's backpack during school and extended day care hours. Students who are found talking, texting or taking photos with a cell phone during school hours will have their phone confiscated and will be subject to discipline.

Birthday Celebrations



District policy and good instructional practice dictate that we do not celebrate individual birthdays at school with balloons, flowers, cakes, cookies, cupcakes, donuts and other food items. Thank you.

Disaster Preparedness Program

The Nixon Academy disaster preparedness program includes: fire drill, earthquake drills, intruder on campus drills, a staff coordinating team to direct operations, basic supplies for a 48-hour period,

Please Leave Toys & Personal Property At Home

Students who bring personal property on school grounds do so at their own risk! Please be aware that the school district does not assume responsibility for the loss or theft of any personal property. The school staff cannot be custodians for the safekeeping of electronic devices (iPods, cell phones, etc.), jewelry, sports equipment, bicycles, and musical instruments (if applicable, personal automobiles parked on school sites). Knives, sharp objects, or weapons are prohibited on school grounds. **Cell phones** found on campus will be taken to the office for parent pick-up.



LOST & FOUND Items Donated

We encourage parents to LABEL their child's jackets, sweaters, and lunch pails with his or her name. It is the student's/parent's responsibility to check the lost and found for lost items. Unclaimed items will be donated to charity at the winter break and the end of the school year.

Compulsory Attendance

Regular attendance at school is required and necessary. Research shows that regular attendance is directly related to student academic success. Students are deemed truant (in violation of compulsory attendance law) if they have three or more unexcused absences and/or tardies (30 minutes or more in duration) within one school year [Education code section 48260]. Students who have 10 or more absences or tardy in one school year are subject to having their permit to attend Nixon Academy revoked.

All absences must be verified by a parent/guardian by a phone call on the day of the absence. A note is required upon the child's returns to school. A doctor's note will be required for any student who has been absent 3 consecutive days. Parents of students with excessive truancy will be reported to the District Child Welfare and Attendance Office and will be required to attend a mandatory meeting of the School Attendance Review Board and risk having their school permit revoked. **Students who attend Nixon on SOC or any other type of permit may have the permit revoked due to poor attendance.**

Early Release From School Day

The Nixon staff encourages parents to plan around their children's daily school schedule. *Early release is disruptive to the learning environment for all students in the class. **Students may be released during the school day to parents or adults listed on the student emergency card only.*** When picking up a child early, parents need to come directly to the school office to sign their child out. Parents or emergency contacts should be prepared with a photo identification to show the office attendant at time of check out. The child will be brought to the front office for pick up. For safety reasons, no child will be released early directly from the classroom.

Independent Study Contract

If your child will be missing 5 or more days (consecutively) of the school year and up to no more than 10 consecutive days in a school year, you may request to place your child on Independent Study Contract. Independent Study Contracts are approved/denied on a case-by-case basis by the school principal. Not all Independent Study Contracts will be approved. Students with unexcused absence of more than 10 consecutive days run the risk of being dropped from the school enrollment and jeopardize the School of Choice Permit status. If and ISC is approved, the Principal, teacher, parent and student agree that while the student is not physically attending school the student will complete and turn in all class assignments provided by the teacher. Parents requesting an ISC must do so in the school office at least one to two weeks prior to the leave date.

Homework Policy

Students in grades K-3 will have brief assignments that enhance classroom instruction. Parents are encouraged to READ aloud to their children and/or have their children read aloud to them EVERYDAY (thirty minutes total). Whereas, students in grades 4-6 will have assignments that are short and long term and which reinforce and enhance classroom instruction (sixty minutes total). Students are encouraged to READ AT HOME EVERYDAY.

Students are not allowed to re-enter the classrooms after 3:15 p.m. to collect any forgotten homework due to safety and security reasons.

It is the student's responsibility to bring all materials needed for the school day when they arrive (homework, lunch, projects etc.)

Homework Request: When students are absent, parents must request homework by 10:00 a.m. the day of the absence. Homework requested by 10:00 a.m. will be available for pick up in the school office after school at 3:15 p.m.

Home-Prepared Dishes

Keeping in compliance with the California Health Safety Code at all schools, home-prepared foods are not allowed to be served to the students. Parents may bring in store-purchased food items for classroom events with the prior approval of the teacher. Please no candy. We enforce this for the safety of all students.

School Lunch

Each day please send your student to school either with a sack lunch or be prepared to purchase hot lunch through our program. If, on occasion, you plan to bring lunch to school for your child, you will need to ensure that the lunch is labeled and you will need to drop it off at the lunch cart in the school office. Please remind your child to check the lunch cart by the lunch line if they did not bring a lunch in the morning. Please ensure that your child's name and teacher name is clearly marked on the lunch bag/box. The school may only provide two lunches to students whose accounts have gone in the negative, after which the parent will be called to bring lunch for their child. Please do not allow this to happen!!! We suggest that all parents keep a positive balance in their child's lunch account at all times.

Good Nutrition Helps Learning

Good nutrition is essential to good education. We suggest that your child have a nourishing breakfast each morning before school.

New Computerized Payment System for the Cafeteria

ABC Unified School District has adopted a new computerized **Point of Sale** payment system for all purchases in our school cafeterias on the first day of school, **Thursday, August 24.** Please take the time to familiarize yourself with the upcoming services that will be provided. We highly encourage parents to deposit money into the student's account, as this will make the lines move much quicker. Monies paid into a student account can only be used for the purchase of a school meal or milk. All of the a la carte items must be paid for with cash. When sending in money by check or cash, please include the student's name and class on the check or envelope so it is deposited into the correct account. Deposit envelopes are located in the school office. Payments can also be made online with a minimal surcharge.

If your student has qualified for **free or reduced** price meals, this information is securely contained within the system. Your child's meals will be rung up as all the other meals are. No one will know whether they are receiving a free or reduced meal or debiting their account. There is no need to be concerned for a potentially uncomfortable situation for the student. In order to qualify for free or reduced lunch prices, parents must re-apply each school year.

PREPAYMENT OPTIONS

- You can send in prepayment monies at any time. We recommend that parents send in checks rather than cash.
- **Checks** are to be made payable to **ABCUSD.**
- When sending prepayment, please include the student's name on the face of the check. If you send in cash please indicate on the face of the envelope, the student's first and last name.

Online payments can be made at

www.MyNutrikids.com





ABC Unified School District Code of Conduct



This Code of Conduct is intended to assist parents, students, school employees, and guardians to identify and resolve issues of conduct that may arise at school. It is designed to guide all of us in our dealings with other parents, the school and the wider community. The code is written as a set of general principles, rather detailed prescriptions that are in line with the school's values and expectations. The Code stands beside, but does not, of course, exclude or replace the rights and obligations of individuals under federal or state law.

It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the school itself. The Code is intended to demonstrate that both parents or guardians and teachers work together for the benefit of our children. It will remind us to listen to our children as they tell us their reality but that a different reality may possibly exist elsewhere. The Code provides an approach to seek an intervention in bringing about an equitable and peaceful solution to the situation.

School Community Values

- A non-judgmental attitude towards all people
- Seek to understand the situation of others
- Adopt a co-operative attitude in working with others
- Develop open communication skills
- Work respectfully with other people
- Work from a basis of trust
- Be responsible for our actions
- Demonstrate honesty and integrity
- Respect differences in people, their ideas, and their opinions

Expectations for students, parents or guardians, and staff:

- To be treated with respect and courtesy
- To conduct ourselves in a way that is in keeping with the values of the school
- To maintain a positive and co-operative attitude
- To attempt to resolve issues using calm and respectful dialogue directly with the Individual concerned
- To follow the meeting norms if a conflict arises
- To be listened to and clearly communicated with, in regard to the child's education
- That confidentiality over sensitive issues is respected by staff