

Lucille M. Nixon Elementary School

## The Answer Book

### A Handbook of Useful Information for Parents



Palo Alto Unified School District  
(PAUSD)

**2010 – 2011**

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

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## Introduction

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The Lucille M. Nixon PTA prepared this handbook as an easy reference guide to answer general questions you may have regarding our school. This information is also available on our school website. Throughout the year updated information will be added to the website.

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

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

## PAUSD Board of Education

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### 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

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Playground supervision begins at 7:45 AM. Therefore, please be sure that children arrive only between 7:45 AM and 8:00 AM or that a adult stays with the students who arrive before 7:45 AM. ***In the past, students have not been considered tardy until 8:05 AM. We are changing this practice because it has communicated to many of our families that arriving at 8:05 is still on time. We would like all students to be at school ready to start at 8:00.*** Students arriving after 8:00 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 11/02/10  
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. 17, 2010; June 9, 2011)

## Children's Creative Learning Centers

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*(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-3, P4
Phone	(650) 493 – 6006
E-Mail	enroll@cclc.com
Hours	All School Days 11:30 AM – 6:00 PM <b>(Also some holidays – call for schedule)</b>

## 2010-2011 School Calendar

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### 2010

Registration	Friday, August 20
<b>First Day of School</b>	<b>Tues, August 24</b>
Back to School Coffee	Tues, August 24
Back to School Night	Wed, August 31
Labor Day (no school)	Mon, September 6
Volunteer Orientation	Mon, September 13
School Pictures	Tues, September 21
Back to School Picnic	Thurs, September 24
Staff Development Day (no school)	Fri, October 8
Vision Screening	Wed, October 13
Principal's Coffee	Wed, October 13
Pumpkin Festival/Parade	Fri, October 29
Kinder Extended Day Starts	Tues, November 2
Picture Make-up Day	Tues, November 2
Book Fair	Mon-Sat, November 8-13
Veteran's Day (no school)	Thurs, November 11
Hearing Screening	Fri, November 12
Thanksgiving Break (no school)	Wed-Fri, November 24-26
Minimum Day (1:15 pm release for all)	Fri, December 17
<b>Winter Break (no school)</b>	<b>Mon, Dec. 20 – Fri, Dec. 31</b>

### 2011

School Resumes	Mon, January 3
Martin Luther King (no school)	Mon, January 17
MLK Assembly	Thurs, Jan 20
Local Holiday (no school)	Friday, Jan 21
Staff Development Day (no school)	Thurs, February 17
Presidents Days (no school)	Fri-Mon, February 18-21
Math Night	Fri, March 11
<b>Spring Break (no school)</b>	<b>Mon-Fri, April 11-15</b>
Curriculum Night	Wed, April 20
Star Testing	April 18-May 13
May Fete Parade	Saturday, May 7
Memorial Day (no school)	Mon, May 30
Volunteer Appreciation	Thurs, May 26
<b>Last Day of School</b> (1:15 pm release for all)	<b>Thurs, June 9</b>

## **L.M. Nixon Elementary Staff 2010-2011**

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Principal.....	Mary Pat O'Connell
Secretary .....	Becky Brewer
Clerk .....	Ginny Chu
Kindergarten .....	Stephanie Han
Kindergarten .....	Jodie Harrier/Jin Choo
Kindergarten .....	Lisa Lictenstern/Jan Krinsley
Kindergarten .....	Deborah Schweningen
Grade K/1 .....	Marie Legrand
Grade 1 .....	Kathleen Bianchini
Grade 1 .....	Ginna Brereton
Grade 1 .....	Kim Peckenpaugh
Grade 2 .....	Kim Bossi
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 .....	Britt Brown/Lena Grodin
Grade 4 .....	Kerrie Edmonds/Krista Velasquez
Grade 4 .....	Kevin Stevens
Grade 4 .....	Martha Waterhouse/K.Velasquez
Grade 5 .....	Mary Blazensky
Grade 5 .....	Nikole Manou
Grade 5 .....	Sean McDaniel
Librarian.....	Janice Mulholland
English Language Dev. (ELD) .....	Megan Cox
Resource Specialist.....	Deborah O'Brien
Reading Specialist.....	Sue Chakos
Math Support .....	Reva Shiv
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**

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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 and also notify Becky or Ginny in the school office.

## **Tardy Policy**

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Children should be at school by 8:00 a.m. Arriving after 8:00 into the classroom will be considered *tardy*. Teachers will be completing attendance online this year. If the teacher has already completed the daily attendance report while a child is not present, the student will need to go to the office upon arrival at school so the attendance report can be amended to "tardy" rather than "absent."

Persistent tardiness is a problem for some students. Students are often embarrassed to be arriving after the school day has started. This isn't a good frame of mind in which to start learning. The student may miss the teacher's opening message which sets the tone for the morning. The teacher may have to repeat directions which is inefficient and frustrating. Perhaps most important for children of elementary age, they are learning patterns for life. Being on time and ready to begin the day is an important habit for life. Since parents are largely responsible for getting children to school on time in elementary school, we ask you to plan a morning routine which ensures that your child arrives at school between 7:45 and 8:00 a.m.

We will send a letter to families of students who are repeatedly tardy asking that the family address the problem. If the pattern of tardiness persists, the principal will ask to meet with the parents to see how we can work together to solve the problem. If none of this is successful over a

reasonable period of time, the situation will be referred to the PAUSD Student Attendance Review Board.

## **Expectations for Behavior**

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Just as our students are learning the academic content of elementary school, they are also learning how to behave appropriately at school, how to control their emotions, how to get along with peers and how to work effectively with others, whether they are friends or not. A basic objective at Nixon School is to support children as they learn these behaviors, learn to 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 contributing to the positive, safe learning environment.

Students at Nixon are expected to learn 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.

To foster this school climate, the staff models the behaviors that we want students to learn, emphasizes positive attitudes, encourages good conduct, and helps children to value themselves and others. Our

Lifeskills awards assemblies 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 teach students conflict resolution skills through our Second Steps and Talk It Out curricula. We believe students must learn to work with others to settle conflicts and arrive at mutually agreeable solutions. Therefore, all students are encouraged to 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 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. Teachers will involve parents and the principal when further support for the child is needed or the seriousness of the problem warrants parent/principal involvement.

The **Lifeskills** are the behavior traits we are encouraging students to develop at Nixon School. They are based on respect for self and others. Lifeskills are taught by defining, 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 described below.

## Lifeskills

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<b>Active Listening:</b>	<i>To listen with the intention of understanding</i>
<b>Caring:</b>	<i>To feel concern for others</i>
<b>Common Sense:</b>	<i>To use good judgment</i>
<b>Cooperation:</b>	<i>To work together toward a common goal (purpose)</i>
<b>Courage:</b>	<i>To act according to one's beliefs despite fear</i>
<b>Curiosity:</b>	<i>A desire to investigate and seek understanding of the world</i>
<b>Effort:</b>	<i>To try your hardest</i>
<b>Flexibility:</b>	<i>To be willing to alter plans when necessary</i>
<b>Friendship:</b>	<i>To make and keep a friend through mutual trust and caring</i>
<b>Initiative:</b>	<i>To do something because it needs to be done</i>
<b>Integrity:</b>	<i>To act according to a sense of what's right and wrong</i>
<b>No Put Downs:</b>	<i>To never use words or actions to dishonor others</i>
<b>Organized:</b>	<i>To plan, arrange and implement in an orderly way</i>
<b>Patience:</b>	<i>To wait calmly for someone or something</i>
<b>Perseverance:</b>	<i>To continue in spite of difficulties</i>
<b>Personal Best:</b>	<i>To do one's best given the circumstances</i>
<b>Pride:</b>	<i>Satisfaction from doing your personal best</i>
<b>Problem Solving:</b>	<i>To seek solutions in difficult situations</i>
<b>Resourcefulness:</b>	<i>To respond to challenges and opportunities in innovative and creative ways</i>
<b>Responsibility:</b>	<i>To be accountable for your actions</i>
<b>Sense Of Humor:</b>	<i>To laugh and be playful without hurting others</i>
<b>Trustworthiness:</b>	<i>To act in a manner to make one worthy of trust</i>
<b>Truthfulness:</b>	<i>To be honest about things and feelings with oneself and others</i>

## Discipline Practices

Our discipline practices are consistent with Palo Alto Unified School District policy in that our 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."

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 and conflict resolution training are intended to model, teach and encourage the behaviors that we want to see in our students. Within classrooms, rules reflect the need to have children learn without disruption and to promote mutual support.

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 consistent with the PAUSD discipline plan.

In certain circumstances, a child may be suspended (in or out of school) from 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 will confer with parent 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. For a complete description of the grounds for suspension, you may check the Board Policies and Procedures on the PAUSD website.

## Playground Behavior and Discipline

Our behavior expectations do not change on the playground, but the situation is less structured. In many ways it is the real test of what students have learned about how to behave at school. Teachers and yard supervisors encourage personal responsibility and the use of conflict resolution skills by the children.

On the playground, students are expected to share the equipment that is available. In order to create the circumstances in which students need to negotiate and compromise in their play, we don't want students to bring their own play equipment to school. We have a policy of including everyone in games; there are no closed games in which students get to tell some children that they may not play. Beginning in kindergarten, students are taught techniques for entering a game, observing how it is being played and asking about the rules.

When there is a problem, our first strategy is listen and understand, encourage students to talk to each other and help students to take

responsibility for their own behavior. In many cases the situation can be resolved through discussion. When consequences for inappropriate behavior are needed, these can include having the student sit down for a period of time, clean up the lunch area or go directly to the office. When needed, yard duty supervisors use “blue slips” to communicate behavior issues to the child’s teacher.

Depending on the particular problem and the student’s general behavior pattern at school, the teacher will work with the student on strategies to avoid repetition of the problem. The teacher may choose to involve the parent to help. Repeated problems on the playground will certainly result in both parent and principal involvement.

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 and children hear a consistent message at home and at school, appropriate behavior is likely to result.

### **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. Please make your child’s teacher and the school principal aware of any circumstances that you feel might be in the category of sexual harassment.

## **Traffic Safety & Transportation**

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We have some traffic and parking challenges this year due to the construction at the water reservoir adjacent to our school. The upper staff parking lot is not available, but new parking has been added at the lower drop-off area. 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 children (and adults) safe by observing the following safety rules:

1. Speed limit maximum in driveway and parking areas is 5 MPH.
2. No parking is permitted during school hours in driveway or the bus circle. The middle lane parking in the upper parking area has been discontinued and parking is no longer allowed in the middle of this parking area. Parking is only allowed in visitor spots, in the new lower parking lot 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: There is no drop-off/pick-up yellow curb in upper parking lot. All drop-off/pick-up is on lower blacktop ONLY.
4. Cars may form a line prior to pick-up at either 1:00 PM or 2:15 PM, depending on day and school release time.
5. At dismissal, parents who park in either parking lot 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 within the designated lanes 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 8:30 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 all adults are responsible, respectful and safe too!

## **Buses**

The PAUSD Transportation Department transports many 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.

## **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 during the arrival and dismissal times. If a child does skate to school, s/he must change out of the rollerblades and into regular shoes at the entrance to the school grounds. All rollerblades must be left at the school office until the end of the day.

## **No Dogs on Campus**

In the interest of safety, 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**

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Children may bring their lunch or buy lunch at school. Menus are sent home with the children every month in the Friday folder. The menu can also be found at any time by checking the school website. A full lunch,

including milk, costs \$3.75. Milk may be purchased separately at a cost \$.50. Parents interested in participating in our lunch program have the option to pay into an account or by cash at lunch. Paying into an account is for parents who wish to pay for school meals without sending cash to school with students. We particularly recommend this for young children who may lose cash that is sent. Parents can create an on-line account at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). There is a 6% service fee for this method. To avoid the fee, you may write a check payable to PAUSD Food Service and drop it off in the office. The student's account will be credited.

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

## **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 not take them directly to the classrooms. The children will come up and get them on their way to lunch.

## **Lost and Found**

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Please write your child's name in jackets, hats, sweatshirts, etc. 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**

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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 *\$300,000 Bodily Injury Per Occurrence, \$100,000 Property Damage Per Occurrence*. Beginning in January of 2010, a driver must provide a copy of his/her insurance declaration page which shows these levels of coverage. The small card you carry in your car only assures that you have the minimum insurance level required by the state of California and that level is different from the amounts listed above.
- 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**

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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 4 hours has been administered, and no fever is present for more than 24 hours.

### **Protocol for Students with Severe Allergies and Possible Anaphylactic Reaction**

- School office must be notified.

- Proper/specific medicines with their medical instructions must be on file and updated annually.
- Teachers and relevant staff receive training annually in the use of epipens to address emergencies.
- Most of the tables in each of our lunch areas and all of our kindergarten eating areas are designated as “nut free.” There are a few tables in each of the 1<sup>st</sup> – 5<sup>th</sup> grade eating areas for students who have nuts in their lunches.
- The vast majority of our students do not bring food with nuts to school either for snack or for lunch in an effort to be supportive of our work to keep our school safe for the students who have severe nut allergies. We are very grateful for this widespread assistance.

### Head Lice Policy

Head lice are a nuisance, but not a serious threat to health. They are not associated with lack of cleanliness, but rather with having come into contact with someone who has them. Please don't hesitate to let our school office know if you find head lice on your child. We want to be able to notify other parents in the class so they can be on the look out in their own children.

Children with head lice are required to stay home until treated according to the California State Communicable Disease Code. PAUSD has a “no nits” policy to stop the spread of head lice to others. If a child is found to have head lice at school, the parents will be called and required to take the child home so that treatment can begin as soon as possible. The child will be checked upon return to school to be sure that s/he is “nit and lice free.” Parents also must complete and return the “Lice Treatment” form before a child is allowed to return to school. Precautions will also be taken within the classroom to reduce the likelihood of the spread of lice.

### Emergency Procedures

A well-developed plan exists to deal with a variety of emergencies. The plan is aligned with the guidelines of the National Incident Management System (NIMS), State Emergency Management System (SEMS), and the Palo Alto Unified School District Emergency Response Plan.

- **Children's safety is our first priority.** All staff are required to remain on campus in an emergency until released by the Incident Commander. Staff will absolutely not be released unless significant numbers of students have left the campus with their parents or authorized adults.

- Our plan covers a variety of possible emergencies, with particular focus on earthquake preparedness.
- All staff have designated roles in any emergency, and a command structure exists in case the principal is not on campus when an emergency occurs.
- District as well as school staff and our School Site Council are all involved in updating this plan. We inventory and replenish our supplies kept on hand annually.

In the event of an emergency, please remain calm and remember that your children will be taken care of.

- Tune into 740 AM or 810 AM or 90.1 FM (KZSU) for emergency information broadcast from the school district. **DO NOT CALL THE SCHOOL.** We will be busy managing the situation and must leave phone lines open to communicate with emergency personnel and the district office.
- Proceed carefully and calmly to school if you can. We will care for your child until she/he can be picked up.
- Your child will be released only to you or to one of the adults designated on your emergency information card.
- ID will be required unless you are already familiar to the adults in charge of release.
- There will only be one location from which students will be released. It is our plan to use **the entrance/exit gate near Mears Court on Stanford Avenue** for this purpose. All other gates will be locked. Information will be posted at this site if we have found it necessary to move students to another location – possibly on the Stanford campus.
- Please park on Stanford Avenue and walk to the gate. Do not double-park on Stanford Avenue as that will be a main route for emergency vehicles within the community. We need to keep the school entrance clear for emergency vehicles, so **please do not drive into the main entrance of the school.**
- We need to release students in an orderly and calm manner and we need your help to manage the situation. We need to record who picked up each student as well as the time of pick-up, so this will require patience on everyone's part.
- There will inevitably be some confusion in any situation – we need as many people as possible thinking about how to be helpful. If you can stay and help us, please let us know as there will be a person coordinating the assistance of volunteers.
- Talk with your child about emergency plans within your family. Tell your child not to be worried if it takes a long time for anyone to pick him/her up. Your child will remain safely at school until you or a person designated on the emergency card arrives to pick him or her up.

up. Remember that your child's emergency card can be updated at any time during the school year. The card is kept in the classroom, so ask your child's teacher for this.

- 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 PAUSD school site.

## **School / Home Communication**

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There are a variety of ways that the school regularly maintains communication and provides information to the parent community. Our **Nixon website** ([www.nixon.pausd.org](http://www.nixon.pausd.org)) is the most accessible source of a variety of information about Nixon.

### **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 a major source of communication.**

### **Nixon e-News**

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 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 \$8.00.

### **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 School Accountability Report Card (SARC) which describes various aspects of our school program as defined by the State Department of Education. You can find the report posted on the [district website](#), select the button "About PAUSD" and then "School Accountability Report Cards."

### **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**

Occasionally throughout the year, the Student Council selects a theme for a day. Students dress appropriately (backward, pajama, Hawaiian). Fridays, in general, are blue/white day where we encourage students to wear Nixon logos or blue/white clothing to encourage a feeling a school spirit.

### **School Site Council**

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The School Site Council consists of an equal number of parents and staff members and is responsible 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:*

Alli Deeter (09-11)	Julie Tomz (09-11)
Mike Grady (10-12)	Laura Nicolls (10-12)
Vicki Sandin (10-12)	

#### *Staff Members of Site Council:*

Mary Pat O'Connell, Principal	Sarah Patanroi (09-11)
Megan Cox (09-11)	(TBD)
Stepahnie Han (09-11)	

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

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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 13th. 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 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 Jordan 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 for details.

## 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 personnel to support student learning since PTA funds may no longer be used for salaries. At Nixon this personnel includes the Math specialist, Technology instructor, Spectra Art instructors and classroom aides.

## PTA Board and Committees

Position	2010 -2011	Telephone
President - co	Beth Most	209-5229
EVP/Co- President	Shalina Mahajan-Miklos	213-8840
VP-Student Programs (EVP)	Ruth Ann Daines	213-9800
VP-Family Programs	Jo Marcus	521-0051
VP-Fundraising	Sarika Pandey	248-633-4275
VP-Communications	Liz Fendorf	323-6867
Treasurer	Lien Vu	462-1989
Financial Secretary	Theresa Chung	473-1730
Secretary	Cinnamon Chu	941-4505
Secretary - co	Sarah Wert	561-4058
Auditor	Karen Jacobson	493-2734

Historian	Tim Edmonds	325-8586
Parliamentarian	Steve Jaeger	323-2152
PTA Council Rep	Kim Bomar	323-7845
PTA Council Rep	Ping Hao	823-2912
PTA Council Rep	Ammie Rodden	320-8955
<b>Executive Committees</b>		
Back To School Registration	Neeraja Kambham	320-8152
	Sarika Pandey	248-633-4275
Back To School Packets	Jacqueline Pham	856-0866
	Sarika Pandey	248-633-4275
Nominating Committee		
<b>Communications</b>		
Nixon e-news	Ashini Srivastava	498-8211
Nixon Names Directory	Liz Fendorf	323-6867
Nixon News Distribution	Glynn Edwards	498-9382
Nixon News Editor	Julie Tomz	328-6253
Nixon News Production	Anjana Patel	949-2795
Parents Corner	Tim Edmonds	325-8586
Website Coordinator	Kimberley Lee	947-9282
Translation Coordinator		
<b>Fundraising</b>		
PiE Liason	Kathy Gurtner	565-8715
Book Fair	Jo Marcus	521-0051
	Kim Grimm	391-9233
	Melissa Wilkinson	941-4184
Gift Wrap	Van Cole	949-2636
PTA Membership	Ann Xu	843-1048
School Supplies	Judy Koebel	n/a
Spirit Shop	Sophia Mah	776-5825
Rebate: Escript	Jasminka Jakovljevic	498-0353
Rebate: Box Top	Joyce Hung	852-0688
Rebate: Nixon Night Out	Chris Asing	720-5152
<b>Family Programs</b>		
Back To School Picnic	Patricia Garic	209-5600
Family Game/ Math Night	Jeslyn Rumbold	n/a
	Theresa Chung	473-1730
Hospitality/Staff Appreciation	Jiyun Kim	498-0669
Ice Skating Party	Lori Delp	324-7981
Ice Skating Party	Cinnamon Chu	941-4505
International Night	Kim Bomar	323-7845
May Fete Parade	M.P. O'Connell	856-1622
Outreach	Kim Bomar	323-7845

New Families	Ann Xu	843-1048
School Safety Coordinator		
Traffic Control	Ruth Ann Daines	213-9800
	Lori Delp	324-7981
Welcome Back Coffee	Kim Bomar	323-7845
	Kim Grimm	391-9233
Parent Education		
<b>Student Programs</b>		
3rd Grade Bike Safety	Kathleen Ruppel	473-0991
	Emilie Lind	324-3328
5th Grade Activities	Ellen Waxman	813-9245
Assemblies	Alli Deeter	559-1816
Classroom Volunteer Coord	Kelly Mahoney	949-5823
After School Enrichment	Katie Talbot	329-8971
	Mike Grady	948-2089
Sustainable Schools/Green Team	Kathleen Ruppel	473-0991
Health Care Coordinator		
Library Volunteer Coordinator	Elizabeth Chung	n/a
	Nancy Sellinger	498-8065
Field Day	Mike Grady	948-2089
Noon Science	Carolina Maier	494-3848
Noon Art	Kelly Mahoney	949-5823
	Marina D'Arrigio	856-0206
Pumpkin Festival	Laura Nicolls	843-0140
Reflections Rep.	Larissa Usich	391-9761
	Gili Keshet-Aspitz	917-1937
Tax Return Preparation	Daisy Zook	493-7003

*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.

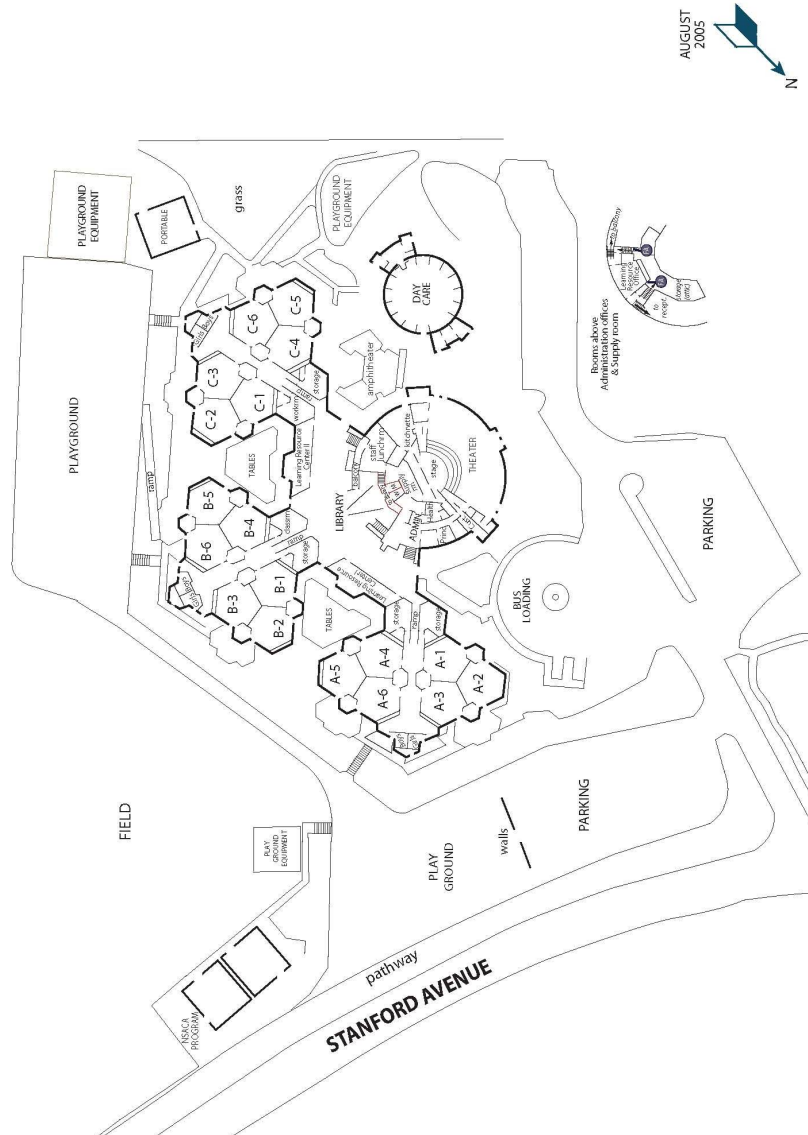
Nixon School has the largest grounds of all the PAUSD Elementary schools, and the architecture was designed to reflect and promote a sense of space both within and around the building, with the library serving as the central hub of the school's activities.

## History of LM Nixon School Name

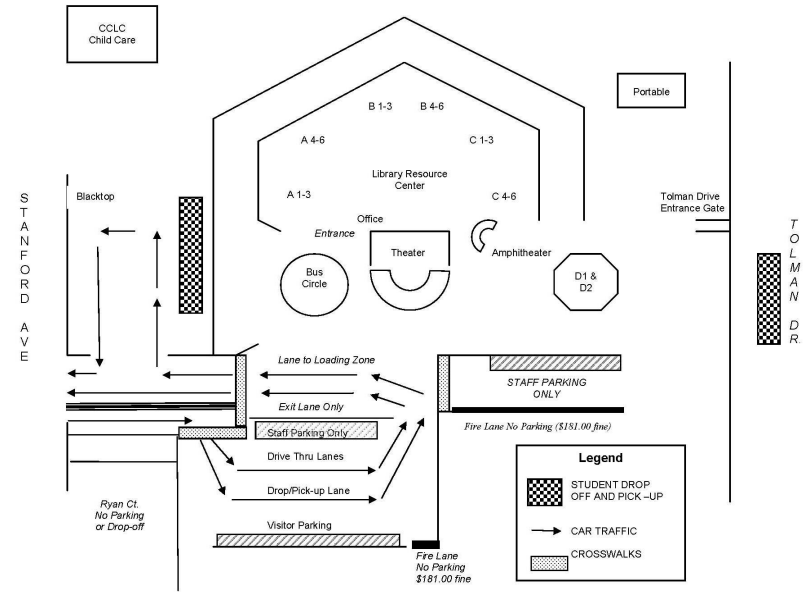
Lucille M. Nixon School proudly bears the name of an outstanding Palo Alto educator. From 1958 to 1963, Lucille ("Luchi") Nixon served as consultant for curriculum and instruction for the elementary grades of the Palo Alto Unified School District. She had originally come to the district in 1948 as a 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*

# 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**

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