



On behalf of the entire staff and parent community, I am pleased to provide you with our updated 2008-2009 Parent Handbook. It is designed to share overall information about the culture of our school and explain daily practices and procedures. This resource guide compliments the Sudbury Public Schools Parent Handbook and therefore reflects many district policies and procedures as well. Please read both carefully as **some information has changed**, and feel free to call our office if clarification about any particular area is needed.

We are fortunate to have a highly-dedicated and professional staff at Nixon that is committed to working in partnership with you and your children to provide a range of learning opportunities that enable them to reach their maximum potential. We take pride in the fact that all members of the school community share in the responsibility of creating a safe, caring learning environment where each person shares in the role of teaching tolerance and treating others with respect. As we approach this school year together as a true community of learners, best wishes to all Nixon families for a year filled with personal growth, academic success and joy in learning.

Sincerely,

Joni Jay

Joni Jay
Principal

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About Our School

The General John Nixon School was built in 1960. Over the years the school has served as an elementary school, Town Offices and as the Central Administration Offices. During the early 1990's, Nixon underwent construction of an additional wing and reopened as a K-4 school in 1994. When the additional new space was completed, Nixon began serving K-5 students, our present grade level range. Our current enrolment is 513 students, staffed by approximately 63 highly-dedicated and skilled teachers and support personnel.

In keeping with the Sudbury Public Schools tradition, this school was named after the Revolutionary War hero, General John Nixon. It was during the battle of Bunker Hill that his bravery and wisdom was most clearly displayed. As a result of John Nixon's brilliant leadership at Bunker Hill, he was promoted to Brigadier General on August 9, 1775. He continued to serve in the military until 1780 when he returned to private life. In 1806, Nixon moved from Sudbury to Middlebury, Vermont where he died in 1815 at the age of 90.

Our mission statement was recently updated to compliment the District's and was developed with input from staff, parents and students. The mission statement and the core values are reflected in our yearly School Improvement Plan and are intended to permeate the attitudes and behaviors evident in the daily life of the school. The General John Nixon School prides itself in the fact that we are a community of learners committed to creating a climate of collegiality, shared leadership and respect in which all students can succeed academically, socially and emotionally. All members of the school community, including staff, students and parents, actively share this responsibility through participation in groups and activities such as Staff Leadership, School Advisory Council, Student Council, PTO, professional development workshops, community service projects, and school meeting.

We provide strong academic and special areas programs that are aligned with state and local learning expectations. These programs include Physical Education, Music, and Library classes for students in grades K through 5; Visual Arts and Spanish for students in grades 1 through 5; Band and Orchestra for students in grades 4 through 5 and Chorus for grade 5. Nixon also has state-of-the-art technology equipment in all classrooms, and a computer lab designed to enhance every aspect of student learning. In addition, literacy support, Special Education and guidance services are available to students as needed.

Nixon has a strong and supportive Parent Teacher Organization (PTO) comprised of committees that facilitate the critical partnership between home and school. Some of these include volunteering in the classroom, bringing cultural enrichment to students and staff, aesthetics and landscaping, Weekly Notices and the publication of our online newsletter, *The Gazette*. More information about these committees is included in other sections of this handbook and also available through contacting your PTO Co-Chairs.

Mission Statement

Nixon School is committed to supporting all of our students in their quest for academic excellence, by implementing curriculum that will help the students to develop strong essential skills, critical thinking, and problem solving abilities. Our school is committed to providing a safe, enriching, and nurturing environment for our students to grow and become independent and confident lifelong learners. We aspire to help our students grow into responsible citizens, who will be respectful of other people and their differences.

Core Values

Work hard to learn and don't give up.

Be curious and excited.

Honor and respect differences.

Work cooperatively with adults and children.

General John Nixon School A-Z

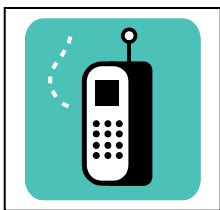
Absences/Tardies

Regular school attendance is essential for continuity and academic progress. As stated in the SPS Handbook, absences due to illness, religious observance, legal proceedings and family emergencies are authorized absences. Absences for other reasons, including family vacations, are unexcused absences which will be recorded as unauthorized, and should be avoided. Regular attendance and participation in classroom activities is essential for effective progress and continuity of instruction. Parents who take their children out of school for vacation assume the responsibility for their children's education program during that period of time. Teachers cannot be expected to provide work in place of missed instruction nor can additional work replace classroom experiences.

Students should be seated and ready to learn at 8:55am. Students entering classrooms after that time will be marked tardy. Teachers agree that a student's success is dependent upon being in the classroom for opening exercises, directions, and an explanation of the day's activities.

Parents of students who have had excessive absences or tardies can expect to hear from the principal per state regulations.

Please note that students in grades 3, 4 and 5 participate in the Massachusetts Comprehensive Assessment System (MCAS). The MCAS is scheduled to be administered during a period in March, April and May and the principal will distribute more specific testing windows once they are available. Parents are advised to have children present during the entire administration period. Students who are absent are required to make up tests during the makeup periods. Per state regulations, any student who does not take the MCAS (except with medical documentation) will be given a score of 0, which will be averaged into the school and district total.



All student absences must be phoned in to the school absentee line by 9:00 a.m. Please call 443-1080 and press 1 after the greeting.

This line is available 24 hours a day. For your child's safety, it's imperative that you contact the school. In the event that we cannot reach you to verify an absence, we will call the emergency contacts you have provided. **If no emergency contact can be reached, we**

are obligated to contact the Sudbury Police Department to assist us in insuring your child's safety. When a child returns to school, a note from home explaining the reason for the absence is recommended. If a student will be tardy to school due to a medical appointment, please phone the absentee line. This will alert the teacher that the student is expected, and the office will not be trying to reach a parent. Please note that your child will be marked Tardy/Absent if he or she comes in after 12:00pm. If your child is picked up before 12:00pm, he or she is marked Dismissed/Absent per our district recording system.

Allergies

The school nurse must be kept informed of all children with food and/or other allergies. She then will inform the teachers and staff. Children who are severely allergic to food can be provided with special seating arrangements in the cafeteria, such as a peanut or nut-free table. Additionally, parents will be informed if their child is placed in a classroom with another child with food allergies. Given the potential severity and risks associated with food allergies, it is critical that parents follow district and school guidelines regarding snacks, parties, and birthday celebrations, as well as crafts involving food. Please refer to the Sudbury Public Schools' Allergy Protocol found in the Parent Handbook section of the Sudbury Public Schools' district website. Birthdays are celebrated without food. Teachers must submit forms ahead of time if food is proposed to be served in relation to a party or the curriculum and the number of such uses will be limited. All food brought in by parents must also be checked by the nurse prior to bringing it to the classroom.

Assessments/Tests

A variety of assessments are administered in all grade levels to assist teachers in understanding student needs and making instructional decisions in reading, writing and mathematics. Teachers may share students' strengths and weakness with parents or outside service providers, however they may not share the actual test forms in order to protect the validity of the tests. In Massachusetts, all students in grades 3-5 take the Massachusetts Comprehensive Assessment System (MCAS) tests in the spring. Students in each of these grades are assessed in reading and mathematics. In addition, fourth graders are assessed in writing and fifth graders are assessed in science/applied technology and social studies. MCAS results are used as tools which inform us as we continually engage in the process of examining our curriculum and meeting the needs of children. An Individual Student Success Plan (ISSP) is developed for each student who receives a score in the "Warning" or low "Needs Improvement" category, as required by law. Parents are invited to review the school results of the MCAS annually at a meeting with the principal. Staff members are available to assist parents in interpreting their own children's results.

Please note that the MCAS is scheduled to be administered during a period in March, April and May and the principal will distribute more specific testing windows once it is available. Parents are advised to have children present during the entire administration period. Students who are absent are required to make up tests during the makeup periods. Per state regulations, any student who does not take the MCAS (except with medical documentation) will be given a score of 0, which will be averaged into the school and district total.

Behavioral Expectations

All children have the **right** to learn in a safe environment free from distractions and disrespectful behaviors (i.e. a bully-free environment). Conversely, all children and adults in the school community have the **responsibility** to help create the kind of safe and respectful environment that fosters intellectual, emotional and social growth.



We believe that for school discipline to be effective, it should be primarily preventive and naturally built into strong classroom and school-wide programs. An engaging curriculum, the use of cooperative learning, teaching tolerance and other social competency skills, class meetings and school meetings to build a sense of community, solid classroom routines and management strategies, positive reinforcement, clear and consistent rules, available support services, and living by core values are just some of the necessary components of a safe and caring learning environment.

In spite of all of our efforts, inappropriate behavior will occur from time to time in our school. The adult in charge appropriately handles most behavioral issues. Some behaviors that are “dangerous and destructive” (language used in the Open Circle social competency curriculum) warrant further action because of the frequency or the nature of the behavior. These behaviors need to have a consequence and need to come to the attention of the principal or lead teacher. Parents will also be notified. The levels of behavior and possible consequences are clearly outlined in the SPS District Handbook and will be reviewed with a child when necessary. Parents should be aware that as a public school we welcome all students, including those with disabilities, which impact social interactions and behavior. The range of consequence for a particular behavior may vary within the district parameters depending on the developmental level of the child, intent, frequency, and mitigating or aggravating circumstances at the discretion of the principal or lead teacher. ***Please understand that for confidentiality reasons, other children and parents may not be informed of another child’s consequences.***

Children are not adults. They have not yet acquired the experience, moral frame of reference and social skills that most adults have. Therefore, we view a disciplinary action (with consequences) as a **learning experience**. We ask students to identify the problem with the inappropriate behavior, identify more constructive ways of handling a similar situation and then hold them accountable for putting at least one of those ways into action and making amends. Like all learning, these consequences and strategies work best when the school and parents work together for the benefit of the child.

It is important that all members of the school community feel safe at school. Therefore, at times it is important that a child who has **made others feel unsafe be temporarily moved away from the group in the form of timeout, internal or external suspension or expulsion**. All external suspensions and expulsions are governed by the district policy and state law.

The Sudbury Public Schools has adopted an **Antibullying policy and curriculum**. **Bullying** is defined as 1) intentional behavior meant to harm another, 2) that involves a power imbalance, and 3) occurs repeatedly. All aggressive behavior is not automatically bullying. Parents should be aware that many children bully at one time or another, and that research shows that contrary to popular belief, students who bully often have high self-esteem. The district policy requires that all instances of bullying be reported to the superintendent.

At Nixon School we set high expectations for student behavior and teach children to embrace our Core Values. **Our basic school rules are: Be Safe, Be Responsible, Be Respectful and Kind.** Every effort is made to teach positive behaviors and acknowledge children’s positive contributions. Children may be acknowledged as a group, for example, when a class earns

marbles or a green card for overall positive behavior, and group rewards build group pride and positive peer support. We work to identify individual children who may not be complying with school expectations and work with them to correct these behaviors. However, in some cases, such as in the lunchroom, on the bus, at school meeting, or even with a whole class, it may be impossible to identify exactly who is involved. In some cases, the most effective practice is for the entire group to participate in the discussion and/or consequence. While this may not seem entirely “fair” to every child, it is only one of many experiences children will encounter in a group shares a particular outcome even if some members made more or less of a contribution. These experiences in elementary school help children build skills in positively influencing peers that will be particular important as they enter adolescence in middle school.

Bike Riders

Children may ride bicycles to school when written permission from their parents is provided to the office. Bicycle helmets must always be worn. Parents are responsible for showing their children safe routes and teaching safety practices. Bikes in the bike rack located outside of the cafeteria should be secured by locks. The school cannot be responsible for lost or stolen bikes or bike gear.

Birthdays

Families who wish to celebrate their child’s birthday with the class are asked to work with the teacher prior to their child’s birthday to provide a **non-food acknowledgement of the special day**. Please refer to the website posting found in the Parent’s Guide section on the PTO website. All students are invited to celebrate their birthdays by having lunch with the principal sometime during the month of their birthday. Students with summer birthdays celebrate their half birthdays.

Breakfast

Breakfast is provided before school each morning for a nominal fee of \$1.00. If you plan on having your child participate in this program, **please drop your child off at the regular stop sign spot** (see morning drop-off section). Your child may enter the building through **the front door**. A staff person will be on duty each morning to supervise the drop-off and overall cafeteria. **You may drop your child off between 8:30 a.m. and 8:40 a.m. for breakfast. Please do not drop-off before this time, as there will be no staff supervision until 8:30 a.m.** Also, breakfast will not be served after 8:45 a.m. Participation is on a per diem basis so your child may join us on as many days as you wish. Only those students wishing to purchase breakfast are allowed in the cafeteria during this time. Note that in the event of a delayed school opening, no breakfast is served.

Buses



Bus Behavior

The code of conduct for student behavior is outlined in the district parent handbook. Students must comply with rules in order to continue riding the bus. At the principal, lead teacher or bus driver's discretion, students may be given assigned seats. The PTO also coordinates parent volunteers to occasionally ride the bus to assist the principal and bus driver observe bus behavior. All parent bus riders are subject to the volunteer confidentiality guidelines and the requirements of CORI.

Bus Cameras

To help ensure the safety of those riding and driving our buses, the school may request a video camera be installed on a school bus. Only video images (not audio) are recorded. The use of a video camera will occur only when other means to redirect disruptive behavior has not been successful. Only school personnel will review the video and only for safety purposes. A camera will be used for a limited time and may be reviewed only when an incident occurs.

Bus Passes

Students residing within two driving miles of the school are required to pay a transportation fee assessed by the School Department if they ride in a bus or van. Fees are not required for handicapped children riding in a van regardless of the distance. Every student eligible to ride will be issued a bus pass. Passes are checked by the driver at the beginning of the school year and for new students entering during the year to ensure that they are authorized to ride. Students who live beyond two miles from school are provided transportation free of charge by the district. Students should carry their bus passes at all times.

Bus Routes and Stops

The Transportation Office of the School Department defines bus routes and their stops. Any questions with regard to adding or changing a stop location are to be submitted in writing for review by that office. Bus stops are located in strategic areas of all neighborhoods throughout the school district. In certain cases where safety is an issue, a bus stop may be at a child's home. When a child is handicapped or a pick up is inaccessible to a school bus, mini vans are used for transportation. All buses and vans are equipped with two-way radios, which are used for communication between driver and dispatcher in emergencies.

Bus Safety Patrol

Fifth grade students may apply to the principal to be a bus safety patrol. Any students selected to participate in the safety patrol program will be trained by staff. The safety patrol program is intended to encourage safe behavior by all children on the bus.

Bus Transfer/Changes

Any student may get off at a different stop on their same bus route provided they have a note stating they have permission. With advanced approval by the School Department, a student may ride a different bus to day care service provided that the arrangement is both regular and permanent.

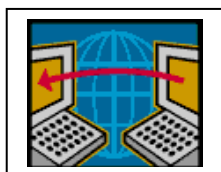
Parents who wish to have their children ride a different bus for a one-day occurrence must make the request in writing no later than 9:00 a.m. on the day of the change. The note should include the child's name, bus number, the date, the reason for the transfer (e.g. play date, scouts), with whom the child will be riding, as well as a cell phone number in case the transfer cannot be honored due to bus overcrowding. Bus transfer requests cannot be called in. If there is room for the child on the bus, the teacher will be notified, and the child will be given a bus transfer pass. This process applies only to students who have a bus pass. During the 2008-2009 school year, the district may extend the transfer program on an experimental basis to students who do not have a current bus pass. A fee would be charged in these instances and any further information on the process and fee for this program will be available on the district website. Please understand that a **bus transfer is NOT guaranteed**. You must have **alternative arrangements** for transportation in place in case the bus is at capacity. No transfers will be allowed on buses that are enrolled at or near the bus enrollment of 65, regardless of the number that may ride on a particular day. Should there be more requests for a particular bus than can be accommodated, requests will be taken on a first come first serve basis at the discretion of the office staff.

If your request cannot be honored, our secretary will contact you and ask what your dismissal plans will be. If you cannot be reached, your child will be dismissed according to the "Regular Dismissal Plan" that you filled out at the beginning of the year.

See also the special section on Kindergarten buses for more information.

Cell Phones & Electronic Devices

Parents are strongly discouraged from sending cell phones or other electronic devices to school with elementary-aged children. If a parent feels that a cell phone is essential for communicating outside of the school day, please understand that the school cannot take responsibility if it is lost, stolen or damaged. Students may not use cell phones, pagers, electronic games or other similar devices during the school day as it is disruptive to the educational process. Any cell phone or electronic device spotted



during the day will be stored in the principal's office until the parent can come to retrieve it.

Communication

Effective communication is an essential element to the educational process, enabling the partnership between school and home to flourish. Concerns should be first addressed to the person most immediately involved with the problem (e.g. teacher, guidance counselor, special educator). Should additional support be necessary, parents may then contact the appropriate administrator. In addition to the report cards and the annual parent-teacher conference, a number of other opportunities exist to facilitate the ongoing dialogue between home and school.

Calls/Notes/Emails to Teachers

Teachers welcome communication of questions and/or concerns from parents at any time during the school year. If a parent wishes to speak with a teacher or to arrange an appointment to meet with a teacher, it is helpful to send a note, leave a message on voice mail, or email the teacher indicating a number and convenient time to be reached. **If there is one mode of communication your child's teacher prefers over others, he/she will share this during the first week of school** or at our annual Back to School Night. Please keep in mind **that teachers are with students all day and not checking email at their computers, and often have school responsibilities before and after school as well.** Emails are most effective when of an informational rather than problem solving nature. Please note that any specific identification of students in email is discouraged, as the email then becomes part of the other child's record and may be viewed by the other child's parents. Teacher voicemail does NOT provide a visual signal. In most cases, teachers will respond to parents within 36 hours. All email addresses follow the format of firstname_lastname@sudbury.k12.ma.us. You may always contact the principal by email at joni_jay@sudbury.k12.ma.us.



Conferences

The school calendar provides time for one scheduled conference in the fall. Teachers either have a sign-up sheet for specific times at Back to School Night, or send home a separate notice. Spring conferences only take place if the parent or teacher requests it. Parents should contact the teachers directly to schedule any additional conferences.

Constant Contact

The school eblasts all parents or parents of students in a particular grade level via Constant Contact. Parents should register all email addresses at which they wish notification by clicking on the Constant Contact link on the district website at

www.sudbury-k8.org. Please note that the PTO maintains its own eblast system separate from the district system.

Newsletters

Each classroom teacher sends home written communication to parents at least monthly. Note that this communication may be delivered electronically, depending on teacher preference. The purpose of this communication is to inform parents of classroom activities and build the home-school partnerships. A newsletter from the special area staff comes home every three months. In addition, grade levels may choose to send home common curriculum communications. Many classroom, grade-level and specialist communications are also posted on the website.

Principal's Coffees

Parent coffees will be scheduled periodically throughout the year. Some will be in the "open forum" format in which parents may bring up issues and ideas. Others will focus on a variety of topics that impact your children and the life of the school. The principal and other invited guests, depending on the topic, lead coffees. Specific dates and times will be communicated via the PTO website and the Thursday Notices.

Principal's Open Hour

Parents may make an appointment to see the principal by emailing her directly or contacting Jeanette Galliardt, the administrative secretary, by phone or email. Often parents have a quick question and need only a few minutes. Monday morning from 9:00 a.m. to 10:00 a.m. is set aside for parents who wish to drop by without an appointment. On occasion another activity may require that the Open Hour be cancelled. When possible, this will be posted on the website or on-line calendar ahead of time.

PTO Communications

See the PTO website at www.NixonPTO.org for details on PTO events and meetings. The PTO Communications Guide available at this website contains procedures to follow to submit information to the PTO website.

Student Photographs on Website and Web Pages

In accordance with Sudbury Public School policy, information that may possibly identify a student will be used in a manner that provides a degree of safety and privacy for all parties concerned. Visual representations of students (e.g. photo or movie) may only contain the name of the class that they are in. Samples of student work may be identified only by initials. Web pages may not include pictures of students or their work if parents have signed an opt-out form. Parents are encouraged to observe these rules if they photograph students at school or at school-sponsored events.

Web Page and Address

The primary vehicle for school to home communication is the Nixon PTO website. Parents are encouraged to check the site at least weekly. In addition, parents who have provided updated email addresses will receive an email reminder when an important change to the website is posted. The website address is: www.NixonPTO.org. We continue to expand upon our ability to post grade-level and curriculum information on this site. Log on for the most updated information about our district and school. The district website is located at www.sudbury.k12.ma.us and also contains important district information. If you do not have access to a computer to check the websites regularly, please contact Jeanette Galliardt.

Who to talk to first

It is generally best to first communicate with the staff member most closely involved with the situation. If in doubt, contact the classroom teacher. If concerns remain after discussing the situation with the staff member, you may then contact the principal.

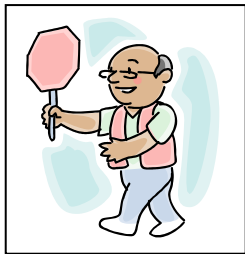
Community Service Projects

As part of the culture at Nixon School, students are encouraged to give of their time and talents to others in the school, the Sudbury community, and to the community-at-large. Some of the examples of projects conducted are 5th grade leadership roles for school meeting, yearbook, kindergarten buddies, safety patrol and tour guides, 4th grade recycling, 3rd grade collections for the Food Pantry and community events such as Pennies for Hope. In order to maintain focus on our primary mission and limit the demands on families while still engaging the children in responsibility toward the community, the PTO and Nixon staff have decided to focus on a single charitable effort yearly. During the current year our charitable project will be the Sudbury Food Pantry. However worthy, due to the many requests for “air time” and the requirement that all groups be treated similarly, the school cannot promote private charitable or organization requests to send home literature, make announcements and the like. Any requests for posting to the “Community Notices” portion of the website should be directed to the superintendent.

Confidentiality

School staff and all volunteers must respect student privacy and maintain confidentiality. Toward this end, student records are kept in a locked file, classrooms are kept locked before and after school, and school staff discusses students only with those who have a “need to know.”

Parents who volunteer are required to sign a volunteer agreement, which includes an agreement not to discuss with anyone information learned when volunteering (even if the child’s parent asks). Informal sharing and gossiping about children, classrooms, and teachers can cause anxiety and mistrust, and will be cause for a parent not being able to continue volunteering. Parents volunteering should refer issues or problems to the staff person nearby. If an issue or problem continues, you may speak to the principal or guidance counselor.



Crossing Guard

A crossing guard is on duty at the entrance to the school on Concord Road each day from 8:30 a.m. to 9:00 a.m. and from 3:15 p.m. to 3:45 p.m. Students should only cross when the guard is present, and always stay off the street until the Crossing Guard signals him/her to cross. They should then proceed to cross quickly but without running. Please be aware that the *crossing guard is not permitted to direct traffic, as he is not a police officer.*

Curriculum

As part of educational reform in Massachusetts, curriculum frameworks have been developed in all subject areas. Sudbury continues to examine and modify local curricula and align them with standards as they are adopted and revised by the State. Sudbury is committed to Standards Based Instruction and to identifying what is essential for children to know and be able to do. Local Learning Expectations have been developed based on the state frameworks and are contained in a collection of notebooks, which may be reviewed in the Nixon Parent Information Center located near the front doors. These learning expectations outline the curriculum for K-5 in the areas of English/ Language Arts, Science and Technology, Mathematics and Wellness. The Sudbury Learning Expectations, which are based on the State Frameworks are available for review on the district website. District Curriculum development teams, facilitated by our curriculum specialists, continue to refine curriculum, share instructional strategies and plan professional development. These teams consist of teachers from each school and an administrator and are overseen by the Assistant Superintendent.

Parents can become more informed about the specifics of school curriculum by reviewing the Learning Expectations located in each school and on the district website, attending events such as Back to School night, PTO meetings, School Advisory Council meetings and special curriculum presentations. Monthly classroom written communications can help parents understand what is currently being studied. In addition, parents may contact the principal, any of the curriculum specialists or the Assistant Superintendent's office for more information.

Dress Code

During the **winter months**, please remember to send your child dressed appropriately for the cold weather. This includes hats, gloves, winter coat, snow pants and boots. **Students who do not wear appropriate outdoor clothing will be asked to stay on the blacktop.** Teachers agree that students learn better if they have an opportunity for vigorous physical activity. It is important to note that **weather permitting all students go outside for fresh air at recess times.** Students can remain indoors only if they have a note from their physician stating the reason and duration.

Throughout the school year, **hats are permitted during recess.** However, students are not permitted to wear hats inside the building. Please remember that flip-flop type footwear can result in trips and falls on the playground, so plan accordingly. Also, for safety reasons it is

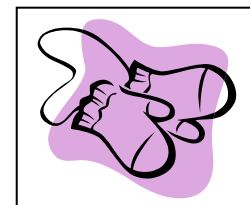
important for you to send your child to school with appropriate **sneakers for PE class**. Shoes with wheels (e.g. “Heelys”) may not be worn during school hours or on school grounds.

During warm weather, students are expected to wear **shorts or skirts that come to mid-thigh and shirts that provide coverage both front and back to the waist** so that midriffs are covered. Sleeveless tops must have straps at least two finger widths wide. In addition, underwear, including bra straps and boxer shorts, should not be showing. In order to ensure a learning environment that is respectful and not distracting, students not following these guidelines will be asked to wear borrowed clothes from the school for the remainder of the school day.

Dropping Off Items

If you need to drop off an item that your child has forgotten, please follow this procedure:

- 1) Put the item **in a bag clearly and securely labeled with your child’s name and teacher**
- 2) **Bring the bag to the office**. Student messengers or the office staff will deliver the item to your child at one of our two delivery times during the morning.
- 3) NOTE: Teachers in 3rd-5th grades expect students to be responsible for taking home homework and bringing it back to school. Therefore, they have **directed the office and custodial staff not to accept homework from parents or to open classrooms for forgotten homework.**



Early Dismissal Due to Illness

In the event the nurse calls you to pick up your child due to illness and you are unavailable, the nurse will then call your emergency contact number so that person can then take your child home. Please understand that we cannot keep sick children at school.

Early Pickup or Change In Plans

If it is necessary for you to pick up your child before 3:25 p.m., **a note or a fax** (443-0282) indicating what time your child will be picked up **must arrive in the office before 12 noon**. **If you fax, please call to confirm that we have received your message**. This includes changes in pickup plans as well. Adhering to this time frame will ensure less confusion at pickup time and most importantly, will guarantee us that your child safely leaves the building at the end of the day. Please make sure that **your child is aware of your pickup time and that you communicate this via a note to his/her teacher**. The secretary will call down to the classroom or special area when you arrive. Family emergencies will of course be the exception and can be called in. Please understand that if you are requesting by phone that someone else pick up your child, we may need to verify your identity by calling you back at number that we have on your contact form.

Extended Day Program

Sudbury Extended Day (SED) is a program offered for K-5 students who need before and/or after school child care. This program may also be utilized for Kindergarten children who wish to attend for the half day they are not in school. Emergency school closings, cancellations and delayed openings also apply to SED. SED is a licensed, nonprofit, independent program operated on a fee-basis, and is not an extension of Nixon School or Sudbury Public Schools.

Field Trips

Most classes take one or more field trips each school year that are designed to supplement the curriculum. In order for a child to accompany his/her class on any trip, a signed permission slip is required. If there is a fee, checks should be made out to the Town of Sudbury. (Please note that this is a change from the past, as the PTO will no longer be handling field trip money.) No child will be denied the opportunity to participate in field trips due to financial difficulties. Any family requesting a scholarship may contact the principal directly.

Gifts to Teachers

It is the policy of the School Committee to **discourage the giving of gifts** to the teachers and administrators. If parents, either individually or as a classroom group, feel the need to give gifts it is suggested that they be given to the classroom to be utilized by the entire class. Gifts such as books or classroom supplies are acceptable and welcomed gifts. You may also ask your child's teacher directly what item(s) he or she might like for their classroom. Please also note that Sudbury Public Schools has a gift and donation policy and gifts for a classroom or the school made by either individuals or organizations will need to be approved in advance by the Superintendent if the value of the gift exceeds \$500 and the School Committee if the value of the gift exceeds \$3,000. More details on the policy are on the SPS website.



The Gift of Knowledge program is also an acceptable and beneficial way to show appreciation for a teacher or staff member. Gift of Knowledge books remain part of the library collection, benefiting not only the honoree, but also the entire school community. The library staff always has a collection of books, as well as the book dedication materials, available for your needs. If a book is donated in honor of a teacher, the library staff will present the book to the teacher, making note of the dedication. This program is also used to honor a student. If the book is donated in honor of a student, the presentation will be made at the student's next library class. The student will be the first person to take out the book. If you would like more information, please call Janet Jennings or Pamela Nyangoni at (978) 443-1080 x1105.

Homework

Teachers assign homework on a regular basis and in accordance with the rationale, guidelines and procedures set forth in the Sudbury Public Schools Parent Handbook. In the younger grades, the primary purpose of homework is to build independence and study habits. In addition to the former purposes, in the upper grades, homework begins to provide practice and consolidation of skills, helps students prepare for upcoming lessons and builds the ability to plan and organize. In

addition to the guidelines set forth by the district, the school encourages students in grades 1-5 to read on a daily basis. **Research indicates that the amount of time students spend reading is directly related to the student’s achievement in all academic areas.** Since one of the primary purposes of homework is for students to become organized and independent, students in grades 3-5 are expected to complete the three parts of homework on their own: **“taking it home, doing it, and bringing it back.”** Therefore, parents should not return to school to retrieve forgotten homework or bring, fax or email forgotten homework after the child has arrived. Experience reveals that allowing students to endure the natural consequences of not doing or bringing in homework is the most effective strategy for most students. Should homework become a struggle or homework completion be a regular issue, parents should contact teachers to discuss the problem and develop solutions. In some cases, homework modifications may be appropriate. Parents should understand that all homework will be used in class OR seen by the teacher. However, the research does not support detailed correction of each homework piece as an element in student achievement.

Homework Assignment Books

Homework assignment books are generously provided by the PTO, and are required for students in grades 3 through 5. They are designed to assist students in organizing and managing their time and to communicate homework expectations to parents. In most classes, upon completion of an assignment, your child’s book will need to be **signed by you and brought back to school** the next day. If a child has difficulty with homework or is taking excessive time to complete it, please write a note in the child’s planner or on the homework itself. If homework continues to be a problem, contact the teacher to discuss the issue.



Hours

Full Day:	8:55 a.m.-3:25 p.m.
Early Release:	8:55 a.m.-12:45 p.m. (see online calendar for scheduled early release days)
Kindergarten:	
Morning Session	8:55 a.m.-11:40 a.m.
Early Release Day*	8:55 a.m.-12:45 p.m.
Afternoon Session	12:40 p.m.-3:25 p.m.

** Please see the district calendar and special kindergarten notices on the website to determine on which early release days your kindergartner will attend school.*

Students may enter the building at 8:45 a.m., unless participating in breakfast or a before-school activity, such as the Math or Chess Club. If your child arrives in the classroom after 8:55 a.m., he or she will be considered tardy.

Illness

Because schools are places where illness can easily be spread, if you suspect that your child is ill, please keep them at home to rest and recover. Fever, vomiting, diarrhea, or any contagious conditions are indicators that a child should be kept home. **It is appropriate for a child to return to school following illness after 24 hours of antibiotic therapy, after 24 hours**

without fever, after 24 hours without vomiting or diarrhea, or after all chicken pox lesions have crusted over (up to seven days).

Please call our school nurse if you have any questions about school attendance when your child is ill. Also, if your child will be absent, please remember to call our absentee line to report that your child will be out.

Kindergarten Bus

Morning kindergarten students ride the bus to school with the other children, grades K-5, in their neighborhood. They meet at the assigned bus stop. For the trip home, children will be dropped at their driveway by the kindergarten bus; a parent or guardian must be present.

The **afternoon kindergarten** students do the reverse. They will be **picked up at their driveway by the kindergarten bus** after the morning students are dropped off. **They return home on the neighborhood bus and will be let off at the assigned bus stop;** a parent or guardian must be present. With written permission, kindergarten students may bring a friend on the kindergarten bus.

On early release days, those kindergarten students attending school remain in school until 12:45 p.m. and both go to school and return home on the neighborhood bus. Therefore, they will NOT be picked up from nor taken to their driveway. Please see the district website or postings to the Nixon website to determine on which early release days your kindergartner will attend school.

Library

The library is one of the areas where you will have an opportunity to volunteer on a consistent basis. The library always is in need of volunteers to check materials in and out, shelve books, assist students with the automated library system, help with both the Fall and Spring Book Fairs, and assist with other small projects. For more information on these programs and to sign up, please contact the PTO Library co-chairs or call Janet Jennings or Pamela Nyangoni at (978) 443-1080 X1105.

Lunch

Students have 25 minutes to eat their lunch and 25 minutes for recess after they eat. Lunch is available for purchase on a daily basis for \$2.00. This includes a hot entree, milk or juice, and dessert such as fruit or jello.

Each day a different hot lunch item is available, and a monthly menu is posted online. If your child does not want the hot food special that day, alternative meals are available everyday for the same price. Alternatives are also listed on the monthly menu.

The following items are also available each day:

juice or milk	\$.50
ice cream/frozen treats	\$.30 and \$.75
popcorn	\$.50



large juice from machines	\$1.00
cookies/brownies	\$.70

Lunch times by grade for the current school year are listed below:

First Grade	11:55 a.m. – 12:20 p.m.
Second Grade	11:25 a.m. – 11:50 a.m.
Third Grade	12:25 p.m. – 12:50 p.m.
Fourth Grade	12:55 p.m. – 1:20 p.m.
Fifth Grade	1:25 p.m. – 1:50 p.m.

Sudbury Public Schools has implemented a POS system for food services, including lunch and breakfast. Every student has his or her own personal lunchroom account. Students can access their accounts using the PIN pads located at every register. If they forget their number, staff can access their account through the register using their name.

We strongly encourage parents to prepay for meals by depositing money into students' accounts, although students may still pay cash on a daily basis. Monies paid into a student account can only be used for the purchase of breakfast or lunch, including milk-only purchases. At this time, all a la carte snack items must be paid for with cash. The system will allow students to charge only if there is money in their account. Parents may deposit money into student accounts by credit card using the Pay Pal system found through the website MyNutriKids.com. Parents may also prepay by sending in a check **payable to Nixon School Lunch** or cash. Please include the student's name or PIN and grade on the check's memo line and the envelope so it is deposited correctly.

If your child qualifies for free or reduced prices for breakfast or lunch, this information is securely contained in the system and the meals will be processed the same way as other students.

If you are concerned about a food allergy with your child, please give the cafeteria this information. When we are informed about a food allergy, a warning will appear on the cashier's screen so that the cafeteria staff member can quickly review the items on your child's meal tray.

Please contact Rita Skog at (978) 443-1080 x 1106 with any questions about the POS system or your child's account.

Lost and Found

The Lost and Found is located in the cafeteria. Please check the Lost and Found periodically if you are missing items. Several times a year, all unretrieved items are donated to a local charity.

METCO/Cooperating Families

The Sudbury Public School District is strongly committed to METCO and has long participated in this state-funded program through which urban children attend suburban schools. Through this program, a number of Boston students attend the Nixon School. The district and school conducts

activities related to the METCO program, including a Cooperating Families Program. Families from Boston and Sudbury are partnered and may attend special school events together as well as schedule other social get togethers on their own. The Sudbury family may at times serve as a “home away from home” for the Boston child. A number of informational meetings chaired by the METCO Director also take place in Boston for Boston families to attend. If you are interested in participating in the Cooperating Families Program, please call the main office.

Morning Drop-Off

Children are **allowed in the building beginning at 8:45 a.m.**, unless your child is participating in the breakfast or a before-school program. Drop-off is **at the stop sign** located at the entrance to the front circle. A staff member will be on duty to ensure that your child walks along the sidewalk and into the front entrance safely. **Afternoon kindergarten drop off** is at the bench near the office.

To ensure the safety of all children entering the building both in the morning and at afternoon pickup, **no cars will be permitted to enter the circle in the front of the building.** The only exception to this is the handicapped accessible vans and cars with a handicapped license plate/tag.

Children in all grades **walk to the classrooms on their own in the morning.** Unless you have a meeting previously scheduled with the teacher, please do not plan to walk to the classroom. At this critical transition time, it is important that teachers focus on getting the children oriented to the day. Unanticipated conversations with parents can affect the teachers’ ability to begin the morning routine in a smooth and effective way. Please send a note, call and leave a message with the teacher or see us in the front office if there is a situation that needs immediate attention and we will be happy to address it with you.

Notification of Rights Under FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student’s education records. Please see the Sudbury Public Schools Parent Handbook for a full description of these rights.

Opportunities for Parent Involvement

Opportunities to Volunteer in Your Child’s Classroom

- Each class has several designated “room parents”. Individual classroom teachers select these parents. Room parents are often asked to contact parents in case of emergency, help coordinate field trips, special classroom activities and/or parties and solicit needed volunteers. Please speak directly with your classroom teacher early in the year if you are interested in serving as a room parent.
- Depending on the grade level and teacher, individual classroom teachers may need help in the classroom for: “reading workshop”, “math workshop”, “writers workshop” and/or “computer workshop” or field trips and special activities.

Typically, teachers ask for volunteers at Back to School Night in September or before the special event.

School-wide Volunteering

In addition to classroom volunteering, there are many opportunities at the **school-wide level**.

- Many parents enjoy volunteering in the library on a regular basis.
- Parents also help supervise lunch and recess daily.
- The PTO sponsors many committees which provide many services to the school. Committee co-chairs and volunteers are needed. See the school website for current volunteer needs.
- Parent representatives also serve on the School Advisory Council and may serve on ad-hoc committees addressing specific issues.
- Also, if you have a particular skill or interest that you may want to share with students or for additional volunteer opportunities, please see the Parent Teacher Organization section or contact your child's teacher.

Based on a recent state law, any adults volunteering in schools need to have a criminal background (CORI) check. You can access the CORI form on our website. New policy requires that you show a state-issued ID when submitting your CORI form to the office. A table will be set up for this purpose at Back to School Night or you may come to the office during the school day. Please submit this form at least three weeks before you plan to volunteer. CORI information is confidential, however, teachers and room parents will be informed of which parents have and have not submitted CORI forms for use in planning for volunteers.

All volunteers are also expected to sign an agreement outlining the conditions of volunteering, including maintaining the confidentiality of children. The form is available on the website and must be returned signed to the office prior to volunteering.

Parent Pick up at Dismissal

If you pick up your child after school, you must have sent a note in to your child's teacher indicating the day or days you will be picking up or have indicated this on the Regular Daily Dismissal Plan form. In an emergency or unexpected occurrence, you may call for a change in dismissal. If you pick up your child on a regular basis you may send in one note to cover the period. **If a neighbor or friend's mom or dad is picking your child up, you must indicate the person's name on the note sent to the classroom teacher.**

Afternoon pickup is in the cafeteria and you may enter and exit through the cafeteria doors. Please remember that even in inclement weather, there is no parking in the front circle to pick up your child. You may also choose to write a note having your **child dismissed as a walker** and wait for your child to be **crossed over to St. Elizabeth's Church**. No supervision will be provided after children are crossed, so parents must be on time to receive them.

- Once you arrive for pickup, we ask that you go to the line with your child(ren)'s last name. **If your child(ren) is not visible, please step aside and the next person will be served. Please wait for all children you are picking up that day to be visible.**
- **Please wait until the staff member checks off your child(ren)** and verifies your identity. Your child(ren) is then free to leave with you through the exterior cafeteria doors.
- If your child is **going home with someone else**, the **children will wait in the line of the family who is picking up.**
- If your child is picked up as **a group on a regular basis** (e.g. Scouts, carpool to Hebrew School, CCD, etc.), please write a note to that effect with the names of all members of the carpool. Children will wait in the **regular carpool line.**
- If you do not see your child, tell a staff member immediately. The office can contact the bus area via walkie-talkie to ensure that your child is in the correct location.

Parent-Teacher Organization

The PTO's purpose is to be of service to the school in promoting cooperation and understanding between school and home and to support the school's efforts to further the intellectual, physical, social, emotional and ethical development of all of the children.

All parents or guardians of the children at the Nixon School are members of the Nixon PTO. There are no attendance or dues requirements for the membership. **Meetings are scheduled at both day and evening times to accommodate the differing schedules of Nixon parents.** All Nixon parents are welcome and encouraged to attend meetings. Meeting dates and times are published on the school website with reminders sent out in the Weekly Notices.

The PTO assists the school in numerous ways including, but not limited to:

- Holding fundraisers during the school year to make money for committee operating expenses and supplement the school budget for the benefit of the students.
- Sponsoring creative enrichment programs such as dance, history, and science programs either school wide or for specific grades to support the curriculum goals.
- Offering parents the opportunity to hear guest speakers discuss topics related to parenting and family issues.
- Working with new families to acquaint them to the school.
- Coordinating a craft center to provide students with the opportunity for hands-on experience in learning crafts associated with the curriculum.
- Maintaining the school website. This is the primary means of communication between Nixon School and parents.

The Nixon School has a tradition of active volunteerism and encourages all parents to volunteer in some fashion during the school year. Your participation is encouraged and appreciated!

Please feel free to contact a PTO Board member or committee chairperson for further information about the PTO. Their phone numbers are included in the Nixon School Directory.

Parking

During school hours, parking is permitted in the front parking lot to the right of the Concord Road entrance or in the diagonal spaces once you loop around the parking lot and head back towards Concord Road. Please note that there are certain identified reserved spots (e.g. for the principal and auction donor). For the safety of all, **no cars will be permitted to park or drop-off in the front circle or in the rear of the building.** Exceptions to this are vehicles with handicapped plates or tags.

Placement

Placement of students is a thoughtful process during which considerable time goes into the formulation of student assignments. **The responsibility for placement rests with the faculty who has the goal of establishing balanced, heterogeneous classes that provide a good learning community for all.** Factors considered in making assignments include gender balance, learning styles, achievement levels, social dynamics and need for learning support. In April when the process begins, you will have an opportunity to complete an optional information form about your child to communicate facts that may impact his/her placement. This information is carefully considered, however, we cannot make guarantees about specific requests. Requests for specific teachers cannot be honored. On the last day of school, students will have the opportunity to meet all of the teachers at their next grade level during an event called 'Step-Up'. Class lists are sent to students' homes in early July. Placement of all Nixon 5th grade students into 6th grade is facilitated by Curtis Middle School.

Recess

Students generally play outside for the recess every day, even in the cold weather. A variety of factors are considered when determining whether students will stay indoors, including temperature, wind chill, sunshine, conditions of playground, number of days students have been indoors, etc. Generally recess will be indoors if the temperature is 10° F or below, including wind chill factor. When there is snow on the ground, students must wear snow pants, mittens and boots. If a child does not have snow pants and boots, the child will be asked to stay on the black top. For the safety of all, no hard balls or sticks are permitted at recess. Students may only bring equipment (e.g. balls, jump ropes) that they will share with others. Students should not bring toys, video games and the like.

Lunch recess is approximately 25 minutes and immediately precedes lunch. Students in grades K-4 may have a morning or afternoon recess of 10 minutes. As is the case in all Sudbury elementary schools, students who do not follow recess expectations may lose the privilege for one or more days. Teachers are aware of the benefit of physical activity, however, this must be balanced with the need to avoid loss of class time and achievement of other school goals. On occasion, at teacher discretion, students may be required to stay in to complete work, speak with adults about a problem, receive assistance, or as a consequence.

Report Cards

Report cards are distributed three times a year in grades 1 – 5 and twice a year in Kindergarten. Most do not contain letter grades, but rather an evaluation by each teacher on how your child is mastering certain areas of growth socially, academically, and emotionally.

Safety and Security

Many of the procedures outlined in this handbook are geared to the safety and security of all students attending the Nixon School, i.e. visiting the building, entering at the front entrance, reporting an absence, bus procedures, sending a note for afternoon pickup, signing out in the cafeteria at afternoon pickup and not attempting to return to the building after 4:00 p.m. to retrieve lost or forgotten items. Your cooperation in implementing these procedures benefits all children and again, is much appreciated.

Building Access

In order to ensure maximum safety for all, **parents & visitors should verbally check-in at the front office, sign-in and wear a guest pass each time they visit the school.** Badges and a sign-in/out book are located in the lobby on the table to the right of the front office.

The secretaries leave at 4:00 p.m. time each day and teachers may not be in classrooms to ensure that the confidentiality of student information is maintained. 3rd-5th grade teachers require that students remember to bring assignments and materials home and return them to school on their own. For these reasons and to maintain the security of the building, parents, students, and visitors will not be able to enter classrooms after school hours. **Again, for the safety of all, we are working to implement security measures throughout the day as well as before and after school. Please honor this process and not ask the teachers, custodians or SED staff if you can enter the building after 4:00 p.m.**

Also, if you are leading any groups after school in the cafeteria or art room, please do not allow students or adults in any other area. Creating a safe learning environment requires the efforts and support of all members of our school community. For this and other procedures outlined in this handbook, your cooperation is greatly appreciated.

CORI Check

If you would like to volunteer in any capacity or accompany your child's class on a field trip, you must first complete a CORI form, which can be obtained from our web site or at the school's front office. As of February 25, 2003 all school districts in the Commonwealth are required to complete this criminal background check on any person who will be in direct and unmonitored contact with children. This includes all school employees and volunteers. Please note that your completed CORI form is confidential.

It will only be viewed by a certified school employee and will be kept in a secure location. Beginning in 2006, CORI forms must be returned in person to the office and ID checked. CORIs are good for three years. Please allow 3 weeks prior to volunteering for your CORI to be processed. You will only be notified if there is a problem with the check.

Crisis Plan

All Sudbury Public Schools staff members have a crisis plan, which details the actions to take in case of a variety of crisis situations. We also have a crisis team, which includes the principal, lead teacher, nurse, office staff, custodian, guidance counselor, and PTO representatives.

Emergency Communications

At the school level, it is critical that parents provide current contact numbers. These are used by room parents to contact families in case of school level emergencies (e.g. school closing due to lack of heat) and by the nurse and office staff to contact parents in case of illness or other student need. District closure due to inclement weather is communicated via major radio and TV stations as listed in the district handbook. Further, the school eblasts all parents or parents of students in a particular grade level via Constant Contact. Parents should register all email addresses at which they wish notification by clicking on the Constant Contact link at the district website at www.sudbury.k12.ma.us. Please note that the PTO maintains its own eblast system.



Emergency Forms

It is important for the school to have a complete and updated emergency form for your child. In case of an emergency, it may be necessary to review this form so that we may contact you at home or at work. If we are unable to contact you, we will get in touch with one or more of your emergency contacts.

Evacuation Plan

In the event that we need to evacuate the building, there are safety measures that have been put into place and practiced by the staff. In case of an emergency, staff and students will proceed down the street to the auditorium at the Lincoln-Sudbury Regional High School. Each classroom has a “go-bag” that the teacher will bring with him/her to the high school. Each bag contains class attendance lists, a map of the high school, and safety numbers and contacts. The nurse will bring essential medications and health information.

Fire Drills



At the beginning of the year, teachers at Nixon review with their classes the procedures for exiting the building in case of a fire. These procedures are practiced as a school four times a year. All classrooms have marked fire exits.

Traffic Pattern

As you enter the school from Concord Road, please **stay to the right** (you will see a one way sign), proceed through the front parking lot and drop your child off at the stop sign. Please note that cars **MUST** move in the indicated ONE-WAY pattern through the parking lot and driveway to the right of the school building. **No cars (except for handicapped vehicles) are permitted into the front circle during school hours, as this is a fire lane.** If you have a meeting or are at the school to volunteer, please park in the front parking lot or in the diagonal spaces once you loop through the parking lot.

The parking lot in the back of the building, which is to the **left of the Concord Road entryway, should only be used by school personnel and school buses during school hours.** The only exception is the Sudbury Extended Day (SED) before and after school program. Drop-off and pickup for this program is in the rear of the building and does not interfere with Nixon bus schedules. **THE EGRESS ONTO NEWBRIDGE ROAD IS FOR BUSES ONLY; THEREFORE THE GATE WILL BE LOCKED AT ALL OTHER TIMES.**

School Advisory Council

The School Advisory Council consists of the principal, four teachers (elected by the faculty), four parents (elected by parents through the PTO), a PTO representative and a community representative (appointed by the principal). The principal and one parent member serve as co-chairs. Mandated by the Educational Reform Act of 1993, the School Advisory Council serves as an advisory board to the principal and addresses educational needs of the school community. The council reviews the school budget and spends significant time developing the School Improvement Plan, which is prepared and reported to the School Committee on an annual basis. School Advisory Council meetings are generally scheduled about eight times a year and are public meetings open to all.

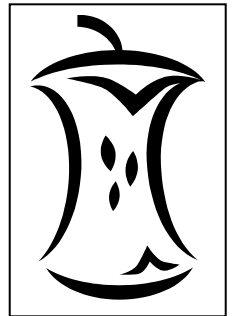
School Directory

The PTO publishes a school directory early in the school year. It includes telephone numbers pertinent to the school district, class lists, student addresses, phone numbers and email addresses. The school directory is available for purchase at Back to School Night and at the front desk throughout the school year. The Directory may be used only for school-related purposes and for the promotion of community building within the school. Information may not be distributed to anyone outside of the school community, nor may information be used for personal gain or any non-school purposes (no matter how worthy). Parents have the right to refuse to permit the publication of any or all of the directory information via written notification. In that case, this

information will not be disclosed except with the consent of a parent or as otherwise allowed by FERPA.

School Meeting

School Meeting is a time when we come together as a school community to share, build oral presentation and performance skills and foster self-confidence. Our meeting is generally scheduled in the cafeteria every other Friday and usually begins at about 2:40 p.m. Some of the activities that take place during school meeting include a sharing of talents, curriculum projects and accomplishments, saluting our flag, singing together or celebrating an important event. Parents are welcomed to attend if your child is performing at a particular meeting. However, just as we expect our students to enter and exit school meeting quietly, we ask parents to please do the same.



Snacks

Most teachers allow students to bring a snack and drink to school. Depending on your child's lunch time, snack may be in the morning or afternoon. It should be healthy and nutritious. Suggestions for healthy snacks may be sent home via your child's classroom teacher. Some teachers appreciate parents sending in boxes of crackers for students who forget a snack. Please review the "Allergies" section in this handbook.

Student Council

Representatives from each class will meet with the principal on a monthly basis to discuss students' concerns and ideas about school. An equal number of boys and girls from each 1st-5th grade class are selected randomly from volunteers willing to give up their lunch/recess period once to twice a month for half of the year. One serves as the representative and the other as the alternate, and the two students switch roles mid-year. All students have a voice through surveys and informal polling done by the Student Council members throughout the year.

Support Services

Guidance and Counseling

The guidance counselor supports the social and emotional growth of all children and delivers short-term counseling services to individual children. The children often refer to the guidance counselor as the "feelings teacher." The guidance counselor works with the children on an individual, small group and classroom basis on issues relating to self-esteem, conflict resolution and adjustment. As a parent, you may contact the guidance counselor directly at ext. 1104, if you have any questions or concerns.

Health Office

A nurse staffs the health office during school hours for administering first aid and medications. The school nurse is also available at ext. 1103 to answer questions, discuss children's specific health needs and address any health concerns in the school environment.

Individual Student Success Plans (ISSPs)

Individual Student Success Plans are developed for all students who score in the low needs improvement or warning categories of the MCAS. Plans are designed to provide support to improve student performance.

Instructional Support Team (IST)

Instructional Support Team (IST) is a regular education process and refers to a meeting among classroom teachers and other staff members as appropriate, including the guidance counselor, principal, literacy specialist, special educator, special area teacher, speech therapist, occupational or physical therapist and psychologist, to discuss academic or adjustment concerns that are usually brought to the team by the classroom teacher. The goal of IST is to generate recommendations from colleagues for strategies and modifications that will help the student(s) be successful. Parents will be informed if their child is referred to IST and the nature of the discussion will be shared. The IST will also make referrals for a special education evaluation when necessary.

School Psychologist

The school psychologist consults with classroom teachers, specialists and special educators both informally and as a member of the IST. The psychologist also administers a variety of psycho-educational tests for special education evaluations.

Section 504 Plans

Students who are disabled and need accommodations but are not eligible for special education may qualify for a Section 504 plan under the Americans with Disabilities Act.

Special Education

Sudbury offers a complete program to identify and address special education needs of students who have been found disabled and who are not making adequate progress in school. Special educators observe and evaluate children who have been recommended for evaluations by their classroom teacher, the faculty IST or parents, lead team meetings, write Individual Education Plans (IEP's) provide services and conduct annual reviews. To the extent possible, special education services are provided within classrooms and may sometimes include other students in the class during small group work. Special education staff tutor individuals or small groups in the Learning Center as well. Parents are vital members of the team and always have the right to agree or disagree with any

recommendation arising from a special education evaluation and will agree to any services by signing the IEP.

Speech and Language

The speech and language pathologist works with children who are having difficulties with communication skills. Teachers will refer a child to the speech pathologist if they are concerned about a child. As a parent with a concern about your child, you are encouraged to contact your child's teacher first who will then refer the child to the pathologist if appropriate.

Tardiness

School begins at 8:55 a.m. (afternoon kindergarten begins at 12:40 p.m. -- children should not be dropped off before 12:40 p.m.). Every attempt should be made for children to arrive on time (walking in the door between 8:45 a.m. and 8:50 a.m.). Students who arrive **in their classrooms after 8:55 a.m. according to the front office clock will be considered tardy.** After 9:30 a.m. (or 1:00 p.m. in the case of afternoon kindergarten) a note should accompany the student with the reason for the tardiness. Repeated tardiness will be addressed by the principal per state law. Teachers agree that children's presence at the beginning of the school day is essential for their success and for building a framework for the day. If a student will be tardy due to a medical appointment, please phone the absentee line. This will alert the teacher that the student is expected, and the front office will not be trying to contact a parent.

Visiting the School

All parents and visitors to the school **must enter through the front entrance only and register verbally at the office and sign in and out in the front lobby area.** Visits to the classroom should be made only if you have an appointment with the teacher or you have made arrangements to volunteer in your child's classroom. **All parents and visitors are required to wear a "visitor's badge" while in the school,** including all volunteers and field trip chaperones. To ensure the proper security of the building, your cooperation in consistently following this process is much appreciated.

Walkers

Students who live nearby are permitted to walk to and from school with parental permission. However, kindergarten students may not walk home after the morning session, or to school for the afternoon session, as there is no crossing guard on duty. Staff will be on duty to escort walkers to the crossing guard at dismissal time each day.

Important Contact Information

Address: General John Nixon School 472 Concord Road; Sudbury, MA 01776

Phone: 978-443-1080

Counselor, dial 1104

Inclement weather line, dial 3

Nurse, dial 2

Office, dial 1100

Principal, dial 1101 (administrative assistant will forward messages to principal's voicemail)

Student absences/tardies, dial 1

Fax: 978-443-0282 (if faxing, please call to ensure fax was received)

School Website: <http://www.NixonPTO.org>

District Website: <http://www.sudbury.k12.ma.us>

Principal email: joni_jay@sudbury.k12.ma.us

Staff email: firstname_lastname@sudbury.k12.ma.us

Sudbury Extended Day Phone: 978-440-9757

Bus Dispatcher: 978-443-8631

Sudbury Public School Central Office: 978-443-1058