

Nahed Chapman New American Academy

1547 S. Theresa Avenue
St. Louis, MO 63104
Office 314-776-3285

slps.org/ncnaa

Hours: 8:05am - 3:02pm

Grades: K-5

**PARENT/STUDENT
HANDBOOK**



We believe LEADers change the world!

Our strength is in our diversity!

Why is the Cheetah our mascot?

Our Founder, Ms. Nahed Chapman, was a fierce advocate who fought passionately for children who came to us from all over the world. Although she was soft and kind in her approach, she was very passionate and diligent in paving the way for educating English Language Learners in St. Louis Public Schools. As such, while the Cheetah is mighty and powerful, they do not roar or raise their voice.

MISSION

We believe LEADers change the world!

VISION

We will model LEADership qualities for future success while serving the whole child.

CHEETAH CHARGE

LEADers change the world!

I am a LEADer!

I am Loyal.

I am Empathetic.

I am Appreciative.

I am Dependable.

I am a LEADer!

I am changing the world!

COMMUNICATION

School: 314-776-3285

ESOL Office: 314-664-1066

We communicate over the phone and in person with families using the help of in-person and telephonic interpreters.

The Principal, Assistant Principal, and your child(ren)'s Teacher will send brief messages using Talking Points. Messages will arrive as a translated text message on your phone. You can also download the app, but it is not necessary to do so. Parents can reply or send messages to us as well.

We also send robocalls recorded in multiple languages over the phone with important information that applies to all families.

ADDRESS OR PHONE NUMBER CHANGES

If your phone number changes, please contact the school to let us know so we can make the changes in our system.

We want to make sure we are always able to contact you. This is important in case your child gets sick or hurt at school and needs to be picked up.

If your address changes, please contact the school to let us know. Proof of address (lease, utility bill, etc.) will need to be provided for us to make the changes in our system. Once the change is made, we can request new transportation.

EXPECTATIONS FOR BEHAVIOR

Students at Nahed Chapman New American Academy are **LEADers!**

Our Leadership values are **LOYALTY, EMPATHY, APPRECIATION, and DEPENDABILITY.**

We believe it is important to teach students how to show Loyalty, Empathy, Appreciation and Dependability. Our Matrix of Expectations can be found at the end of this Handbook.

St. Louis Public Schools issues a ***Student Code of Conduct Handbook*** for every student. Please review this Handbook with your child(ren) at home. In the event behavior does become a concern, discipline procedures outlined in Student Code of Conduct Handbook will be followed.

ATTENDANCE

For your child to be successful, he/she must have regular attendance and come to school on time. When students are absent or tardy, it is difficult for them to keep up with instruction and follow the routines upon their return to school.

If your child is going to be absent, please contact the school. The absence will then be verified. The absence will still be counted against your child's attendance record.

Attendance at school is MANDATORY in the state of Missouri. Parents of students with excessive absences will receive phone calls, letters, and home visits from staff members. If a student accumulates 10 or more absences, a report will be made to the Missouri Division of Children's Services. Parents can also be fined for not sending their children to school.

BREAKFAST

Free Breakfast is served to all students from **7:40 am** until **8:00 am**.

DAILY ARRIVAL/DISMISSAL

Class begins promptly at **8:05am**. Student dismissal is at **3:02pm**.

Doors to the school are locked daily. This is for the safety of students and staff.

When visiting the school come to Door 1 in front and ring the bell. When you are admitted into the building, please report to the Main Office.

Do not bring your child(ren) to school before 7:35 in the morning. If students arrive before 8:00 they should enter Door 2 in front of the building. If students arrive after 8:00, they should go to Door 1 in front of the building and ring the bell.

NO student will be released to anyone other than parents, legal guardians, or those authorized to pick up your child. The parent/guardian must provide authorization in writing for another person to pick up their child.

EARLY DISMISSALS

Please pick up your child early only for emergencies or mandatory appointments. Early dismissals interfere with the learning process not only for your child, but all other children in the class. Early dismissals accumulate and will count against your child's attendance record.

If you are going to pick up your child early, please call or message the school to let us know ahead of time. Children should not be picked up between 2:30 and 3:00pm. This interferes with our dismissal process.

PICK UPS AT 3:00

If you are going to pick up your child at the end of the school day, a parent or guardian must call or message the school by 2:00 to let us know.

When you pick up your child, drive to the end of Theresa Ave and stay in your car. We will bring your child out the front door of the building at 3:00.

CELL PHONES

Students should not have cell phones at school. If a student is seen with a phone, they will be warned once to put it away. If they do not comply and the phone is seen again, it will be taken and held by the Principal or Assistant Principal. A parent/guardian must pick it up. ***The school is not responsible for lost or stolen cell phones.***

APPROPRIATE SCHOOL DRESS

School uniforms are **MANDATORY** at Nahed Chapman New American Academy.

School Uniforms consist of the following:

- Light Blue, Navy, Red, or White two-button, collared polo shirt
- Khaki or Navy pants
- Khaki or Navy shorts or skirt of appropriate length

Students will **NOT** be permitted to wear the following:

- Excessively revealing clothes such as: mini-skirts, short shorts, short/tight dresses, spaghetti strap tank tops, low cut revealing tops
- Tops which expose the abdomen /midriff and/or chest; pants with manufactured holes; pants that sag around the waist revealing under-shorts, panties, or buttocks
- Clothing which advertises alcohol, tobacco, or controlled substances, displays vulgar writing, sexual references, gang symbols, etc.
- Any other clothing, which is determined inappropriate in view of school standards by the Principal

Additional Requirements:

- Hats or hoods of any kind are not allowed to be worn inside the school building.
- All skirt hems must fall below the fingertips when arms are held straight at the sides.
- Blouses or shirts must be tucked inside of pants.
- Footwear must be secure on the feet (no flips flops or sliders)

INCLEMENT WEATHER

Local radio and television stations will report school closings as decided by the School Superintendent. Any school closings will also be announced on the district website (www.slps.org).

When school is closed, there is **NO STAFF on duty** at Nahed Chapman New American Academy.

BUS RULES/REGULATIONS

St. Louis Public Schools contracts with Missouri Central School Bus for its buses. Parents can download the “Here Comes the Bus” app to track their child’s bus. Directions to download the app are available in different languages. You can find the directions by following the link below. You will need your child’s student number to complete the process.

<https://www.slps.org/Page/76310>

All students must follow the rules set forth by SLPS School Board Policy when riding buses to and from school. **Parents and students must remember, riding the bus is a privilege, not a right, which means it can be taken away if the students' behavior warrants such action.**

SAFETY is the priority when transporting students to and from school. The driver must focus on driving and cannot be distracted by the behavior of any student.

If a student endangers the safety of others while riding the bus, the driver will complete a Discipline Report and submit it to the Principal or Assistant Principal. Depending upon the violation of rules, students may be suspended from the bus for an assigned period. While on a suspension from the bus, students are still required to attend school. Parents are responsible for transporting the student to and from school during the period of a Bus Suspension.

A parent/guardian must be present at the bus stop in the afternoon to receive students in kindergarten and first grade. **If a kindergarten or first grade student is going to be allowed to exit the bus with an older sibling, the parent/guardian must provide authorization in writing.**

LOST OR STOLEN ITEMS

Large amounts of cash, toys, games, and/or cell phones should not be brought to school.

The school **is not** responsible for the replacement of any property, money, or other personal items misplaced or taken.

The school **is not** responsible for investigating any incidents of lost or stolen property.

STUDENT MEDICATIONS

If at all possible, medications should be given at home.

When medications must be administered at school by the school nurse, **ALL** medications must be accompanied by:

- ✓ Note from physician requesting medicine be administered at school
- ✓ Letter of permission from parent (obtained from school nurse)
- ✓ All medicine **MUST** be contained in the original container
Physician's name and address of pharmacy

Medications sent to school without a physician's note cannot be administered at school.

Parents are welcomed and encouraged to administer a student's medicine at school, whenever possible.

SICK CHILDREN

If your child gets sick at school, the Nurse will contact you to pick up your child.

A parent, guardian, or emergency contact person, who is listed on the Emergency Referral Form must come to get the child immediately upon being contacted.

Your child **WILL NOT BE RELEASED** to anyone who is not listed on the emergency referral form.

Make sure that you have a working phone number on file in the office at all times.

PARENT CONFERENCES

Parent conferences are held two times during the school year, in October and March. It is imperative that you attend.

Parents may schedule conferences at other times during the year. Please contact your child's teacher or the Principal to schedule a conference. Please do not show up at any time expecting to talk to your child's teacher. Teachers are engaged with their students, teaching lessons for most of the day. Teachers can make themselves available during their planning time to have a conference.

VOLUNTEERS

Parents, community leaders, friends and relatives are invited to volunteer at Nahed Chapman New American Academy.

If you are interested, please visit the school to obtain a volunteer application or contact the Family Community Specialist for further information.

NCNA School-Wide Behavior Matrix							
	Classroom	Hallway	Restroom	Cafeteria	Bus	Arrival/Departure	Playground
Voice Level	Varies	1	0	2	1	1	Varies
Loyalty (Self, Others, Property)	Keep hands, feet and objects to yourself. Be honest with yourself and others.	Walk to the right.	Enter/exit in a timely manner. Keep water in sink only. Conserve bathroom resources. Clean up after self and others.	Select food quickly. Stay in a straight line. Clean up after self and others.	Listen carefully to driver. Sit facing forward. Keep hands and other objects inside bus. Remain seated for the entire trip. Place backpacks in your lap.	Board bus and exit bus slowly. Look before crossing streets. Board bus and sit immediately.	Use equipment properly. Make safe choices.
Empathy	Listen when others speak and wait your turn.	Smile and wave at others who pass you.	If someone needs help, tell an adult.	Sit with a variety of friends. Invite others who are seated alone to join you.	Look for students who need help and offer assistance.	When exiting bus, wait your turn. Allow smaller children to board and exit first.	Allow yourself and others to make mistakes. Include others.
Appreciation	Use positive and appropriate language.	Walk quietly. Keep hands to your side. Keep hands off all hallway displays.	Keep eyes on self and not others. Pick up garbage and put in trashcan. Flush Toilet. Walk Carefully. Turn off water.	Follow staff directions the first time given. Use positive language. Say please and thank you.	Board bus in an orderly manner. Use positive and appropriate language. Listen carefully to bus driver. Pick up garbage and put in trashcan.	Use positive and appropriate language. Remove hoods and hats while indoors.	Share. Patiently wait your turn. Be positive if you lose-Good Sportsmanship.
Dependability	Give your best effort. Follow directions the first time given.	Go directly to your classroom. Have a pass at all times. Pick up garbage put in trash can.	Report graffiti or damage to staff. Throw away paper towels in trash can.	When directed, clean your area and throw away trash. Memorize your student number.	Ride your own bus. Make sure brothers and sisters are on bus.	Wait quietly for instructions in a single file line. Arrive 10 minutes early to bus stop. Wear your uniform. Come to school prepared with all your belongings.	Take care of equipment.