

**NYE**

**ELEMENTARY**

**SCHOOL**

**HANDBOOK**

## *The Purpose of Handbook*

The purpose of this student handbook is to provide information for you from the Nye Elementary School. This handbook is a collection of expectations and policies that we will follow during the school year. We hope you agree that these guidelines are for the combined purpose of organized education and the safety of the children.

If you have any concerns about the expectations set forth in this handbook, or any other matter concerning Nye Elementary School, please contact the school at 328-6138.

**Please read and discuss the items in this handbook with your child(ren). Then sign the attached note and return it to the teacher within 2 weeks from the start of school.**

## *The Goal of Nye Elementary*

Our goal as a school is to provide a sound educational experience for each and every child. With parental help and support, we will put forth our best efforts to achieve this goal. The educational experience should help each child realize and reach his/her potential as a learner and help them become a productive and responsible member of the school community as well as the community in which each child lives.

A quality education is a process which can enable students to transform their potential into actuality. To help students realize their potential, the school experience should enable the to:

- Find joy in learning
- Communicate ideas, knowledge, thoughts, and feelings
- Learn who they are becoming
- Reason critically and creatively & further their creative ability
- Develop and assume personal and social responsibility

***Nye Elementary is a Drug-Free, Alcohol-Free, and Tobacco Free Campus.***

***The Nye School is in compliance with the asbestos-free initiative of Montana.***

***Due to ongoing concerns with Covid 19 we will continue the new school year with masks optional unless or until new mandates are given. Distance learning will only be used when a child or family is ill and/or quarantined.***

## *Daily Schedule*

Class hours are from 8:30 a.m. to 3:30 p.m. Please drop students off at school by 8:25 so they will have everything put away and be ready to learn by 8:30. At 8:31 students are tardy. Please do not drop children off before 8:10 unless you have made prior arrangements with the teacher. Children must be picked up at 3:30. I understand that sometimes things happen so please call the school immediately if you are going to be late. **School dismisses at 2:30 on Fridays.**

We have two 15-minute recesses beginning at 10:00 a.m. and 2:00 p.m. Lunch and lunch recess begins at 11:30 a.m. and ends at 12:10 p.m.

When we have a field trip planned, we will try to keep the regular school hours, however, if for some reason we need to leave earlier or arrive later the teacher will notify the parents about time schedules. Please make sure the school has updated phone numbers so contact can be easily made if we are on the road. The teacher's current cell number is 927-8426. Teacher's email is linda.wombolt@gmail.com. You are welcome to either email or text me if you have questions.

## *Attendance*

Daily attendance is essential in providing your child with a consistent and quality education. There are three types of absences:

- Excused: **Parents notify the school by 9:00 a.m. each day the student is absent as well as provide the student with a note upon returning to the school. The note will be kept in the student's file.**
- Pre-arranged: Parents will call in advance and verify with the teacher the date(s) that the student will be absent. Arrangements must be made with teacher prior to the absence concerning completion of schoolwork for the time the child will be gone.
- Unexcused: The school receives no notification from the parents. Attempts to contact the parents failed or were ignored.

All forms of absences apply to the 10-day limit per semester. Depending on the circumstances or for Covid related instances packets may be utilized along with distance learning.

## *Attendance Procedure*

- After 5 absences, parents will receive a notice from the teacher containing the district policy on attendance.
- After 9 absences, parents will receive notice from the teacher along with a copy of Montana School Law regarding mandatory attendance for pupils under the age of 16.
- After 10 absences, parents will be requested to attend a conference to review the circumstance for each absence.

## *Tardiness*

Students should always arrive on time for school. If, for some reason, he/she cannot arrive on time, the parent should call and notify the teacher. You may either call the school at 328-6138 or call or text my cell phone at 927-8426. **A student who accumulates 5 tardy marks will be assessed ½ day absence.** Students are considered tardy after 8:30 a.m. Our activities begin at 8:30 a.m. and missing a few minutes everyday can impact your child's learning. It is difficult to get off to a good start when the child is playing catch up from the beginning of the day.

## *Truancy*

Any child who willfully stays away from school without the knowledge of his/her parent, guardian, or the schoolteacher will be considered truant. The student will receive a grade of zero for each class assignment missed because of truancy and will also be liable for any disciplinary action the administration deems advisable.

## *Make-up Work*

When a child is absent two or more days, the teacher will contact the home to plan for what assignments have been missed. School policy gives the teacher the right to determine whether or not the absence is excused. Teachers do not have to provide makeup work for a student who has an unexcused absence.

All students are expected to make-up classwork missed during an absence. The student has two days to make-up the work for each day he/she is absent, not including the day of return. Previously assigned work is due the day the child returns to school. Parents may pick up schoolwork during the absence if the child is feeling well enough to complete the work.

## *Illnesses (Please see action plan on website)*

If your child is ill, please keep child at home. The first stages of many diseases are dangerous for your child and others in the classroom. When your child returns from an absence, you are required to send a note of explanation. Special considerations need to be shared with the teacher. Your child should be free of fever at least one day before returning to school. **Please refer to the Action Plan for the 2021/2022 school year posted on the website.**

A child that is too ill to be out at recess is too ill to be in school. If your child needs special consideration to stay in at recess, a note from your medical caregiver is needed. Please remember your child may be unsupervised inside during recess time.

## *Medications*

Students who must take medications during the school day must deposit all medication in the original container with the classroom teacher. Parents would be advised that it is against the policy of this district for the teacher or other staff members to administer or dispense any medication (including aspirin) without parental permission.

The teacher must be informed if a student needs medication for an on-going condition such as diabetes or epilepsy. If medication is required at school, parents must send detailed instructions including dosage, times, and possible side effects. If your child has special medical considerations, please conference with the teacher as soon as possible.

## *School Immunizations Requirements*

Please check with your medical provider to see if vaccinations are up to date. An updated immunization record for each student must be kept on hand in the student's permanent file.

Parents seeking exemptions from regular immunizations must contact the school. A waiver, signed and notarized, must be on file for those families seeking exemptions.

## *Appropriate Dress*

The following regulations are to be observed by Nye students during school hours on school days or at activities sponsored by the school. These regulations are to be observed and are put forth in an effort to represent our school in a proud and appropriate way. In the event of a violation of the following dress code, parents will be notified and will be expected to provide appropriate dress.

- Students must be neatly dressed.
- Students and their clothing should be neat and clean.
- Appropriate shoes and socks should be worn. Sandals are permitted if they are attached to the feet so children can run and play safely. **NO FLIP-FLOPS.** Inside shoes will be worn during the day inside the school. The children must wear different shoes or boots when outdoors.
- Extremes in hair and clothing should be avoided.
- Excessively tight, short, or immodest clothing is not appropriate. No bare midriffs. Tank tops are allowed if they have wide straps at the shoulder. Spaghetti straps are not appropriate wear for school. No off-the-shoulder shirts.

Children must dress appropriately for the weather. Except in inclement weather, children should plan to be outside at recess. With the inconsistency of Montana weather, it is best to come prepared for a variety of weather conditions. In spring and fall, it is best to have a jacket on hand as well as a pair of gloves and tucked in their backpack. In winter, your child should come equipped **daily** with full winter wear. Jackets, hats, gloves or mittens, and boots are necessary. **If there is snow on the ground, snow pants are needed.** Help your child to become responsible for his/her own outdoor dress. Supplies may be left at the school if they are not needed at home.

## *Adverse Weather Conditions*

There are days when the weather conditions do not permit the children to play outside. The children will remain inside at the teacher's discretion. Adverse weather includes extreme cold temperatures, rain, stormy weather, and high winds.

## *School Closings*

There is always the possibility that school might be closed for emergency purposes. Severe weather, power outages, and other unforeseen occurrences may make it necessary to cancel school. Parents will be contacted by phone as soon as possible to inform them of a cancellation. In the case of a power outage, it is recommended that each family have a land line telephone that is not dependent on electricity. Even with the power off, families may still be contacted for initial information and updates.

## *Telephone Usage*

Students are not allowed to use the school telephone unless permission is given by the teacher. Students will be called to the phone only in an emergency situation.

The teacher uses a cell phone during field trips to keep parents up to date on arrival times. Student-owned cell phones are not needed at school or on the van for field trips. I do allow the children to take their iPads to use on the bus during travel. The cell phone number used by the teacher on field trips is 406-927-8426.

## *Field Trips*

Throughout the year, we travel to the library, the ski slopes, the theater, and a few other destinations. Our travel usually takes place in our activity van. The students are expected to follow these rules for safe travel in the van.

- Sit up in the seat, no lying down on the seats.
- Stay in your seat.
- Use soft conversational tone of voice.
- Keep your backpack, book bags, etc. safely stowed under the seats.
- Pay attention to the driver and stay safe.
- Wait for the van to come to a complete stop before unbuckling your seatbelt.
- Van-friendly snacks are allowed with permission of teacher (such as nuts, snack bars)
- Electronic games and music are allowed on the van and are the sole responsibility of the student.

Parents are sometimes invited to join the teacher and students on a field trip. Parents will be kept informed of these opportunities. Teacher will keep parents apprised of needs for field trips.

## *Library*

To comply with state requirements on meeting our Library and Media Standards, Stillwater County Library will come to our school for 1 hour per week. I am also planning to have a few visits during the school year to take the children to the library. I will notify you when that occurs. I will also let you know if the students will need to bring a lunch. We may also combine this with another field trip.

I do allow the students to take home books they check out from the school and Stillwater County Library, but please make sure books come back in a timely manner and in good shape. Each student will be given a bag to contain their library books, please help the students to use these bags.

Parents are encouraged to visit the library with their children at any time. The students enjoy their library experience. The numerous resources at the library are a great incentive to enjoy reading for pleasure. The Nye School also has a great library with many resources and parents are welcome to come look at resources and check out material for both themselves and their children. We have books, magazines and journals. Please return books within 2 weeks.

## *Snacks and Lunches*

The students have an opportunity after the morning and afternoon recesses for a quick, 5-minute snack. Snacks should be easily accessible and need no preparation. We encourage healthy snacks and ask that high sugar snacks be saved for home. Most snacks will be eaten at their desk so please try to keep them to easily cleaned up snacks and/or snacks that can be eaten while they are working.

Lunch begins at 11:30 a.m. Students bring their own lunches. The refrigerator is available if something in the lunch needs refrigerated. Two microwaves are available to be used with teacher supervision. Again, healthy lunches are encouraged, including some fruits and vegetables. Children must bring their own drink for lunch or drink water.

On occasion, we do a cooking project for lunch, or do a family potluck where each child contributes a dish to share. Information on those special days will come home with your child or by email from the teacher.

We practice good manners and quiet conversation during our lunchtime. The children will have duties to help keep the lunchroom clean and neat. The children also are encouraged to brush after the meal so they may bring a toothbrush if they wish to. They are responsible for their own toothbrush and can keep it in their backpacks. Thankfully, we have our kitchen table back downstairs.

## *Visitors to School*

Students who are enrolled in other schools may visit the Nye School only with prior permission of the teacher. Parents should notify the teacher and arrange for the visitor to attend. Because of special activities or academic events, it may not always be possible to arrange a visit.

Small children visiting with parents must be controlled so that they will not be disruptive or a distraction for the students.

Advance approval by the teacher must be given before bringing animals to school.

## *Valuables and Show-and-Tell*

Students are asked to leave valuable items at home. This includes all portable electronic games and music players, Students may use them on field trips in the van and are solely responsible for their care. If toys or the mentioned items are brought to school, they will be collected by the teacher and returned to the student at the end of the day. The school is not responsible for any lost, stolen, or broken items.

On Fridays, a show-and-tell time will be scheduled if the students bring something from home that they want to share. The item must be kept in their backpacks until it is time to share with his/her classmates and will be returned to their backpack when finished sharing.

Items for show-and-tell should have a story attached to it them that your child can share. An item that has meaning or a funny story attached to it will give your child the opportunity to practice public speaking and storytelling.

## *Report Cards*

A report card will be sent home at the end of each quarter. Our cards are based on the Common Core expectations. Any questions about your child's progress should be addressed to the teacher as soon as possible. One of the advantages to our small school setting is the frequent opportunities to talk with parents on academic issues.

Students in grades 2<sup>nd</sup> – 6<sup>th</sup> are grade on a percentage basis:

<b>A+ 100%</b>	<b>B 88-90%</b>	<b>D+ 73-75%</b>
<b>A 97-99%</b>	<b>B- 85-87%</b>	<b>D 70-72%</b>
<b>A- 94-96</b>	<b>C+ 82-84%</b>	<b>D- 67-69%</b>
<b>B+ 91-93%</b>	<b>C 79-81%</b>	<b>F 0-66%</b>
	<b>C- 76-78%</b>	

**Students in K-1<sup>st</sup> are graded on a checklist system indicating which skills they have mastered, and which skills need more time and/or attention.**

## *Fire and Emergency Situations Drills*

The state of Montana requires us to have several emergency drills during the school year. The bulk of them are to be fire drills. Our meeting place for fire drills is by the school sign, on the grass, off the driveway.

## *Special Treats and Birthday Treats*

*Children are not allowed to chew gum in school unless permission is given by the* teacher. Occasionally, we will have a gum treat or special snack provided by the teacher. Children should not bring candy or gum to school.

If your child wishes to celebrate his/her birthday with classmates, please notify the teacher so time can be set aside for the treat. When planning special treats, please keep in mind whether the snack is easy to serve and requires little clean-up afterward.

## *Computer and Internet Usage*

Students are responsible for good behavior when using school computers. The students learn to use and care for the computers with all internet work being supervised by the teacher. At the beginning of the school year, **each child and parent** will sign an Internet Access Informed Consent Form that will be placed in the student's file.

Computers are used to enhance and provide practice with basic skills and research. Our Spring assessment tests, and MAP tests are computer-based. For the 2021/2022 school year each student will have their own iPad assigned to them and will be responsible for the care of it. They may take it home but are responsible for bringing it back as it is used daily at school. There is no cost to parents unless the iPad is damaged. Parents will be responsible for any damages incurred.

## *Student Conduct*

At Nye Elementary, the students learn that caring for and maintaining the school, and items and tools used at school are their responsibility as well as the teacher's. Taking pride in

our learning environment provides the students with a sense of satisfaction and responsibility. Students will be assigned chores do complete in the school setting.

Students who are careless and destructive of school property will be responsible for paying for repairs to or replacement of a damaged item. Lost books from library or school or other misplaced school materials will be replaced by the student.

Discipline issues at Nye Elementary are usually minor and easily handled by the teacher and, if needed, the parents. However, there are times when an issue may need a stronger and more structured approach. The following are serious misconduct issues that are covered under our administrative policy:

- Skipping, insubordination and disorderly, vicious, illegal, or immoral conduct
- Persistent violation of school regulations
- Insults or defamation of character of any student, staff member, or guest of the school
- Vandalism of school property
- Violation of the narcotic laws
- Use of alcohol and/or tobacco products
- Possession of inappropriate items that could be used as a weapon. This includes toy guns and knives

Parents will be notified, student warned, and assigned reasonable punishment which may include detention, in-school suspension, or expulsion. These infractions are handled by the teacher and the county superintendent of schools, the school's administrator.

**Detention is assigned for one hour after school one or more days with a parent supervising the child.**

If in-school suspension is used, the student will be isolated from the regular classroom for the predetermined time for suspension. All assigned work will be made up and turned in to the classroom teacher.

Suspensions and expulsions are much more serious. Parents and students must meet with the teacher before a suspended student returns to the classroom. All work missed during the suspension must be made up and turned in at that time.

A student who has been expelled from Nye Elementary may go through a reinstatement process with the county superintendent and the board of education with the possibility of being readmitted to school. Parents should contact the school for information on this process.

## *Problem Solving-Chain of Command*

The following “chain of command” shall be used by parents when problem solving with a teacher.

- Contact the teacher to resolve the problem. Please schedule a time to meet with the teacher so full attention can be given to the discussion.
- If the problem remains unresolved, contact the County Superintendent, Mr. Smith, at 322-1473.
- The third step is to contact the School Board and schedule a time for discussion at one of the monthly board meetings.

## *Playground Behavior*

On the playground, students are expected to continue responsible behavior:

- The children remain within the playground boundaries unless permission is given to move outside the boundaries, but only with supervision.
- Rough play is not allowed. Aggressive behavior will result in alone time on the steps, and depending on the degree of roughness, perhaps, contact with the parents. Everyone has a right to be safe on the playground.
- Things may be thrown on the playground, but never at humans or animals.
- Playground equipment must be used appropriately.
- It is important for students to set a good example for others on the playground.
- If a student needs to enter the school for a drink or bathroom break, he/she must inform the playground supervisor before entering the building.

## *Music, Art, and P.E.*

The Nye students are fortunate to have a weekly class for music, art and P.E. Mr. Wolfe will provide art lessons again this year. Mrs. Udey will provide P.E. lessons and we will be fortunate to be able to have music this year. We will be interviewing for the position with a promising candidate.

## *Enrollment of Kindergarten Students*

The Nye School accepts children for kindergarten who have turned 5 years of age by the September 10<sup>th</sup> deadline of the current school year. Please check with the teacher for needed enrollment forms and requirements.

## *Homework*

Homework may be assigned to your child if they do not complete their daily work at school in the time allotted. If they need to take homework it is due the following day and may be docked points if it is not completed and returned. There will be no homework sent home on Friday except for special reasons and will be limited to 15 to 20 minutes.

Students will be assigned daily reading for at least 15 minutes for 2<sup>nd</sup> grade and under and at least 25 minutes for 3<sup>rd</sup> and above. I will send a weekly reading log home that will need to be returned every Monday morning. Each log is worth 10 bonus points for each week and can be entered into the quarterly reading for pennies for pages program.

I will also be sending home a scholastic reader that will need to be completed by the end of the week. This should only take about 10 minutes a day. This will not start until the 2<sup>nd</sup> full week of school (unless we don't get it by that time).

4<sup>th</sup> through 6<sup>th</sup> grade may occasionally have larger projects they may need to work on at home.

## *Admission of Students*

The Nye School recognizes that the educational needs of resident students include the need for an orderly educational process free from disruptive influences, overcrowding, and violence.

Nye School may deny admission of an IN-DISTRICT student who has, in the last 12 months, been expelled from another educational agency, and/or exhibits behaviors that would be grounds for expulsion by a student already enrolled at Nye.

The teacher is given authority to admit or deny students in accordance with this policy. Students who are denied permission to enroll by the teacher may appeal to the Board of Education in writing within 10 days of the said denial. The school board members shall make the final decision at the next regular meeting.

If you are out of district please contact teacher for rules, regulations, and the forms needed to apply. Out of district forms will be posted on the website.

Parent/Student Sign-Off Sheet  
Nye Elementary School  
2021-2022 School Year

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent or Guardian's Name \_\_\_\_\_

Parents and Guardians,

Our goal at Nye Elementary School is to provide a safe and successful learning environment for your child. Research on Effective Schools states that when children feel safe at school, they are productive and successful. Please take a few minutes to review the expectations, rights, and responsibilities as outlined in the student handbook so that you understand the school's behavior expectations and consequences for failure to meet those expectations.

\_\_\_\_\_ I have reviewed and understand the student handbook.  
Student Signature

\_\_\_\_\_ I have reviewed the student handbook with my child.  
Parent/Guardian Signature

\_\_\_\_\_ I agree to care for my iPad/computer and be responsible  
Student Signature for any damages.

\_\_\_\_\_ I agree to pay for any damages incurred on my child's  
Parent/Guardian Signature. iPad/computer.

