

The mission of Lander County School District, in collaboration with parents and the community, is to provide the environment and resources to enable students to be prepared, educated, and confident in their ability to take charge of their future and (positively) contribute to their community.

Austin School and Battle Mountain Elementary Schools are committed to providing a guaranteed and viable curriculum in a safe and respectful environment where academic achievement is at high levels for all students.

Dear Parents, Guardians and Students,

A special welcome to each of you to Battle Mountain Elementary School! This is YOUR school! It belongs to every student, every parent and every faculty member.

The entire staff is looking forward to sharing many new learning experiences and fun activities with each of you!

This folder contains many of the school's procedures, rules and policies. The information has been compiled in order to improve communications between the home and school.

The better the communication between the home and school, the less confusion and/or problems that will result.

Purpose of the Thursday Folder

This folder provides the parents with a method of communication with the school on a weekly basis. It enables the parent to stay informed of student academic work, behavior, and general information about school. This helps place some of the responsibility (including praise and punishment) for the child's daily and weekly behavior on the child and his/her parents.

Behavior Definitions and interpretations

1 - Super: The child's behavior has been exemplary all week and s/he is self-governing and an asset to the class.

2- Very Good: The child's behavior has been very good all week. S/he is usually self-governing and responds to suggestions.

3 - Satisfactory: Behavior is satisfactory for the child's age. However, s/he needs correction at times and requires some supervision.

4 - Needs Improvement: The child often appears to disregard suggestions. Occasionally the child hinders class progress and is sometimes disruptive.

5 - Conference: The child's behavior is such that a needed conference is necessary in order to bring about an improvement.

[illegible]

Absences/Tardy/Early dismissal

Success in school depends upon regular school attendance. Each student should try to maintain a good attendance record. A call or written parental note is required in the office when the student returns to school after an absence and whenever a student is tardy.

Bicycles/Scooters

Those students who choose to ride bicycles/Scooters to and from school are advised to bring locks to prevent their theft. Please park them in the racks provided. Riding bicycles/Scooters on sidewalks or school grounds is **dangerous** and is **prohibited**.

Bus procedure

Students designated as bus students, (those usually riding the bus home) must have a note signed by his parents if after school plans change. Parents must contact the school in writing to make arrangements prior to guest or emergency riders riding the bus. We require the note to be signed by the parent and include a destination address for the student. Guest or emergency riders are allowed to ride on a space available basis. If you do not send a note, your child may not ride.

Dispensing Medication by School Personnel

School personnel will dispense prescription medication only if it is in the original prescriptive container or bottle, which must include directions from the doctor, and if a medication release is on file.

Over the counter medication can only be dispensed from the original containers with school personnel to follow directions according to ages. A release form must be signed before any medication will be dispensed.

Dress Code

Our dress code requires proper attention to personal cleanliness and conservative standards of dress and appearance. Short shorts, halter tops, tank tops, bare midriffs, double meanings or drug related writing or graphics all go against this standard. Violation of the dress code will result in a request to change the article of clothing in violation.

Drug policy

It is absolutely prohibited for any employee or student of the District to engage in the possession, use or distribution of alcohol, illicit drugs or tobacco on school premises or as part of any of the school's activities, or for any employee or student to be under the influence of alcohol or illicit drugs while on school premises, or while attending any school activity.

If a student has alcohol, drugs, or tobacco on the school grounds, s/he will be subject to consequences outlined in the Lander County School District policy manual. Lander County School District has the right to search all property on the premises when there is a suspicion. In addition to possible penalties including suspension or termination of the employee and long-term suspension or expulsion of a student, the employee or student may be referred to appropriate authorities for prosecution.

General Procedures

Student supervision begins at 7:30am. Please keep your child with you until that time. The tardy bell rings at 8:00am.

Upon arrival at school, students are to wait outside the building or go to the breakfast program in the cafeteria.

The use of school phones by students is limited to school business only. The phone may be used in case of emergency or necessity versus a request for last minute after school plans.

Books and materials issued to students are to be kept in good care. Payment for lost or damaged materials and books may be required. Student's possessions should have their name on them.

Toys and nuisance items that distract or disturb others should be kept at home.

Secretaries, custodians and assistants working at BMES are to be shown the same respect shown to teachers.

Students will wait outside the classroom until a teacher is present in the classroom.

Major and minor discipline issues will be dealt with on an individual basis, based on the LCSD Discipline Policy.

Hall and Restroom Procedures

Students will walk and keep their hands to themselves in an orderly and quiet manner while in the halls and restrooms.

Students will be encouraged to use the restroom during recess time. Restroom breaks during instructional time will be allowed on an emergency basis only.

Homework

Homework is an important part of the school program. The amount of homework will vary from day to day and week to week. The time it takes to do homework depends largely on the students' study habits and how well your child uses his/her study time while at school. Check with your child's teacher to see if the After School Program is an option for your child to help with homework each day.

Hot Lunch Accountability and Procedures

Rules for the cafeteria are necessary to ensure everyone has an enjoyable eating experience. The following rules are to be observed by all students:

- No food is to be removed from the cafeteria unless it remains in the original, unopened package and doesn't need refrigeration.
- Students walk to and from the cafeteria.
- Talking in the cafeteria is kept at a normal conversational level.
- Students should remain in their seats until they have been excused.
- Sloppiness and carelessness can ruin another's lunch. Make certain food, paper, etc. are all taken off the tables and thrown into the garbage cans provided. Do not throw anything on the cafeteria floor.

If there is a change in your child's lunch plans, the office must be notified. Students going to lunch with their parents must be checked out of the office. Parents having lunch with their child at school must check into the office and receive a visitor sticker prior to going to the lunchroom. If you wish for your child to leave the school area and walk home for lunch, we require a note, signed and dated by the parent.

Lunch money can be paid online at or in the BMES office. Charges are limited so please watch for low funds.

Make-up work Procedure

The responsibility for arranging for make-up work lies completely with the student and/or parent. When your child is absent from school for more than one day, arrangements can be made for your child to complete the work missed before returning to school.

Arrangements for make-up work can be made by calling the school office.

Nurse

The school nurse conducts periodic health screenings for general health problems (vision, hearing, dental, etc.) as well as sex education classes. Parents will be notified of health problems/concerns as well as when sex education classes will occur.

Playground Procedures

- Students go outside to the playground areas with permission of the supervisors or teachers.
- When the bell rings at recess and lunchtime, students should stop playing immediately, pick up playground balls and other equipment, and go directly to their classroom line quietly.
- Snowballs, rocks and other objects stay on the ground.
- Inappropriate play on the playground equipment will have appropriate consequences, including but not limited to, the denial of the use of some playground equipment. Teachers will review and discuss proper use of playground equipment at the beginning of each school year.
- Students should play in designated areas only.
- Appropriate clothing (hats, gloves, snow boots) should be worn to school and during recesses during bad weather days.

Snow Day/Late Start

Any potential snow day/late start day will be called by 7 am the morning of a snow day/late start day. Any late start delay will be for up to 2 hours from normal start times. Parents will be notified by robocall, class dojo, phone call or text from teachers/staff.

Special Services

Battle Mountain Elementary School is fortunate to have a Speech/Language Therapist, Title I Aides, Special Education Learning Center Teachers, School Nurse, School Nurse Assistant, Counselor, Social Worker and District Psychologist. Please feel free to call the school for information regarding additional special services that may be available to parents and students.

Student check out procedure

Any parent wishing to pick up a child from school prior to the dismissal bell will be required to check in at the office and sign the child out before the child is released. If there is any question as to the identity of the parent, identification will be required. The person picking up the child must be listed on the white registration card filed in the office, or the child will not be released until the parent has contacted the office, in writing, prior to the release. It is very important that you keep registration cards updated.

Suspension or Expulsion

Nevada State Law and LCSD policy mandates that students may be suspended or expelled for the following:

- Battery of a school employee
- The distribution/sale of drugs/alcohol on school property
- possession of a dangerous weapon on school property
- Possession of Alcohol, Tobacco or Illegal drugs
- Bomb threats

Fighting, insubordinate acts; vandalism and continual violations of classroom rules are offenses that will result in: in/out-of-school suspensions. Less significant offenses will generally be handled through the Student Support Center. The students will be responsible for completing and turning in all class assignments missed during the suspensions.

Out-of-school suspension will require that the student remain off school property for the length of the suspension. The student may not attend or participate in any school functions during the suspension.

Unsatisfactory Conduct Notice

This letter is sent home to parents notifying them of their student's unacceptable behavior at school and to ask for their help to insure that this behavior doesn't continue. An attempt will be made to reach the parent by phone so that immediate action can be taken. In the past we have found that prompt action as well as school/parent cooperation has prevented future problems.

Walking to and from school

If your child will be walking to or from school, please review with your child the route he/she will be taking to get to school. A comment from you regarding the danger points along the path might prevent a serious accident.

Visitors

Any time you visit the school, you must check into the office and receive a visitor sticker.

Equal Educational Opportunity

The Board of Trustees supports equal educational opportunity for students, free from limitations based upon ethnic or racial background, religious beliefs, economic and social conditions, or handicap. This concept of equal opportunity shall serve as a guide for the Board and staff in making decisions relating to school facilities, selection of educational materials, equipment, curriculum and regulations affecting students. Parents or students who have a concern in this area may contact Lander County School Superintendent at 635-2886.

In Conclusion

It is hoped that this folder helps to promote a smooth and problem-free school year. All of our rules and procedures are based on the idea of providing a safe and effective education for each child. With the home and school working together toward this common goal, we can do nothing but succeed!

If you have questions or concerns, our staff and administration are ready and willing to listen and to work with you for a better school.