Nibley Elementary

2545 South 660 West

Nibley, Ut 84321

Phone: 435-752-8525

<http://www.ccsdut.org/Nibley.cfm>

Principal: Jeanette Christenson

**NIBLEY NIGHTHAWKS**

**PARENT HANDBOOK**

Vision Statement: Building a foundation of excellence within a respectful community of lifelong learners.

Mission Statement: Nibley Nighthawks are respectful, responsible, successful, and safe.

School Colors: Purple, Black, and Blue

School Mascot: Nighthawk

School Song: (sung to the tune of Doe-a-Deer)

Nibley Nighthawks, the Nighthawks we are, Working together as a team!

The harder we work, the more we learn…With many fun activities!

Our colors are purple, black, and blue!

Parents and Teachers helping me and you!

Feeling good about the things we do!

That’s what makes our Nibley School!

District Policies and government forms can be found on the District website: [www.ccsdut.org](http://www.ccsdut.org) (Nibley School website can be accessed through the district web site). You are welcome to use a computer at the school if you do not have internet access. Contact the office for help.

Weather Related School Closers: For information tune to KVNU 610 AM or KBLQ 1390 AM: Guidelines for Red Alert days can be found at <http://www.health.utah.gov/asthma/schools/ac_guidelines.html> When the Particulate matter (PM2.5) is 35.5 ug/m3 – 55.4 ug/m3. Accommodate “sensitive students” to avoid outdoor physical activities. When the Particulate matter (PM 2.5) is 55.5 ug/m3 – 90 ug/m3. Accommodate sensitive students and students experiencing respiratory sysmptoms. Symptoms may include coughing, wheezing, shortness of breath, and chest tightness. When the Particulate matter (PM 2.5) is avoe 90 ug/m3. Recommend indoor physical activities for all students. “Sensitive students” may include those with: Significant or poorly controlled asthma, cystic fibrosis, chronic lung disease, congenital heart disease, comprised immune systems, or other respiratory problems. Contact the school if your child has any of these conditions.

Allergies: Tell the school about food or other allergies your child may have. Our teachers, food service workers, PTA room parents, and others stand prepared to accommodate the special needs of our students.

Attendance, Tardiness, and Leaving Early: Utah’s Compulsory Attendance Law requires students to attend school regularly between the ages of six and eighteen. Parents and/or legal guardians are expected to fully comply with the law. Disregard for the law can result in charges of educational neglect and related penalities. The school will send notification if a student misses more than six days. School begins daily at 9:00 a.m. If a student does arrive late, they need to sign in at the Office to get an admittance slip so we can track when the students arrived. When a student must be checked out, a parent, guardian, or an emergency contact person must report to the Office to sign the student out. Parents who repeatedly sign students out of school early or repeatedly allow students to arrive at school late are in violation of the state compulsory attendance law.

Books/Other school materials: Each student is responsible for textbooks issued and library books checked out from the media Center. Lost or damaged books must be replaced through payment for a new book or repair. Students misusing materials, and/or vandalizing furniture, the building, grounds, etc., are responsible for repairs or replacement.

Child Abuse/Neglect: The law requires “duty to notify” on every person who has reasonable cause to believe that a child may be neglected or abused. School staff does not have to prove that abuse or neglect is occurring, but only have a reasonable cause to believe. Our school will report suspected abuse and neglect within the guidelines of the law.

Citizenship/Discipline: The students of Nibley Elementary are expected to treat their fellow students, teachers, and staff with respect. We believe all students must be held accountable for conduct that is harmful or disruptive to a safe and secure learning environment. Schools where parents and school staff work together are most effective. Please support our efforts. If a student is out of instructional control or defiant, they will be temporarily removed from the classroom. The parent will be contacted. Students may also lose privileges. If the behavior is chronic, a behavior plan will be created by the teacher, parent, and other involved personnel. Students displaying severe behavior or needing immediate attention, will be taken to the principal, and parents will be contacted. Due process will be followed as stated in District Policy.

Computers/Acceptable Use: The Nibley Elementary School Acceptable Use Policy deals with students and their access to the internet. Parents and students must discuss and agree too the following rules: 1) Students will have access to the internet with parental permission, 2) Students may only use the internet at Nibley Elementary School under the direct supervision of a teacher, 3) may use the school network for commercial purposes or financial gain, 4) Illegal or inappropriate use of the internet is prohibited. Such policy must be signed each year agreeing to follow the terms listed above.

Dress Code:  Students should dress according to the conventions of good taste while in school.  Clothing should be neat and clean.  Clothing suggesting violence, drugs, obscenity, gang activity, or other offensive themes is not permitted.  Shorts, skirts, and dresses must not be shorter than the length of one’s arms while standing at rest.  Shirts must cover one’s midriff during all activities.  No sleeveless shirts including tank tops, shirts with “spaghetti straps” and the like are unacceptable.  Boys sleeveless shirts are not acceptable.  Hats and bandannas are not to be worn in the building.  Body paints and markings as well as “carnival” hair coloring are not allowed.  Mohawks longer than one inch and colored are not acceptable.  Visible tattoos of any kind are prohibited. The classroom teacher can determine any clothing or hair style that detracts or causes a disruption of the educational process in the classroom to be unacceptable.  We appreciate you working with us to eliminate distractions to the learning environment.

Emergencies/Emergency Forms: Throughout the school year, students are trained to respond appropriately to emergencies. Practicing for fires, earthquakes, bomb threats, gas leaks, intruders and the like is important for the safety and well being of our students. Copies of our Emergency Response Plan are available upon request. It is important to keep your emergency forms updated, both in the Office and with your child’s teacher. When your children need you, they need you!

FERPA: (The Family Educational Rights and Privacy Act) Parents have the right to review their child’s educational records within 45 days of the date theDistrict receives a request for access. All FERPA Documents are available online on the distict website. www.ccsdut.org

Field Trips: We frequently ask parents for donations to help cover the cost of bus transportation and incidental expenses for field trips. Students are never kept from participating in field trip activities because of an inability or desire not to make a donation. Students who ride the bus to a field trip must return on the bus unless they are physically handed over to the parent/legal guardian. There are no exceptions.

Food Service: Lunch and breakfast are served at Nibley Elementary School. Applications for free and reduced price meals are sent home at the beginning of every school year and are available at the Office. Breakfast is served at 8:40. Students who eat breakfast are expected to make it to class on time before the 9:00 tardy bell. Students are allowed to bring lunch and milk or juice from home. Students cannot bring soda to accompany their lunch. Milk is available for purchase separate from buying a meal. Food costs are as follows: (subject to change)

Daily breakfast. $1.10 Daily reduced breakfast $0.30 Daily lunch $1.75 Daily reduced lunch $0.40 Separate milk purchase $0.30

School Hours:

1st through 5th Grade Monday-Thursday 9:00 to 3:20 Friday 9:00 to 2:05 AM Kindergarten Monday-Thursday 9:00 to 12:00 Friday 9:00 to 11:30 PM Kindergarten Monday-Thursday 12:20 to 3:20 Friday 11:35 to 2:05

Students who walk or ride their bikes are not to report to school before 8:45 AM. Teachers do not begin their supervision duty until 8:45. This means students who arrive early are unsupervised, an uncomfortable and potentially dangerous situation for children. Afternoon presents a similar situation for children. Students are expected to leave the school campus by 3:30 PM daily. Please plan with your children how they are to get home after school: bicycle home, walk, or wait for your pick-up in the North horseshoe. It is hard for us to get messages to students after 3:00 because of the number of requests. *Please remind your children that school phones will not be used to call home to arrange playtime with friends.*

Illness: If your child becomes ill at school or he/she arrives at school sick, you or someone listed on your emergency card will be contacted to pick up your child as soon as possible. Please keep your child home from school if during the previous twelve hours he/she has exhibited one or more of the following:

Diarrhea or vomiting Measurable temperature (100 degrees or higher) Yellow to green discharge from the nose Severe or croup cough that has not been treated Infected eyes Ear infection or ache Other contagious, untreated infections: lice, ringworm, impetigo, etc. Contagious diseases such as flu, chicken pox, pneumonia, etc. for which the catagion has not passed or for which medical treatment has been in effect for less than 48 hours. Remind children to wash their hands often using soap and warm water.

Please ask another student to pick-up daily assignments for your sick child or plan to pick them up after school. If your child has missed three continuous days, you may contact the school to ask for the Home Bound teacher who will collect all of the student’s assigments and bring them to your home.

Invitations/Celebrations: If your child is going to bring invitations to school for a party, make sure all children in the class are invited. Otherwise make different arrangements to distribute the invitations.  **Please do not bring balloons or gifts to be delivered to a student in class as they are a distraction to the learning environment. We also ask parents not to bring treats on birthdays because of the food allergies that other students may have.** The PTA will sponsor class parties in each of the classrooms and will celebrate birthdays with a monthly birthday table in the cafeteria. June Birthdays are celebrated in April and July Birthdays are celebrated in May.

Medication: As per state law, school staff cannot provide medication for students. Nor will we monitor or participate in the dispensing of medication for students without signature of approval from both a health care provider and parent. This applies to both over-the-counter medications and prescription medications. “Permission to Administer Medication” forms may be obtained in the front Office.

Personal Possessions: Please put your child(ren)’s name(s) on their clothing, bags, etc., students should check with our office staff when items are lost. We periodically display lost clothing in the halls throughout the year. **Students should not bring toys, games, hobby cards, sports equipment, personal electronics, distracting accessories, pets, or personal money to school.** Such items are often distracting, cause hard feelings between students, or sometimes fall into the wrong hands. Staff will not assume responsibility for lost, misplaced, or stolen personal items.

Placement: Parent Input forms (for student placement) are available for two weeks during the spring. Parents are invited to share information they feel the school administration should know about their child. However, classes will be constructed on the needs of the classroom.

Reading is Our Most Important Goal: Reading is the first and most basic educational process. From kindergarten through third grade, children learn to read. Please make a family commitment to reading 20 minutes daily with all your children. Scholastic Reading Counts is a literature-based leveled reading motivational program used to reward students for reading individually selected books. It helps teachers keep a close touch with how successful their students are at reading chosen literature. Remember parents may not sit with with children while the children are taking the quizzes in the Media Center or Classroom.

Recess: Unless teacher permission says otherwise, or severe weather requires all students to stay inside, students are expected to go outside for recess. Classrooms and hallways are not carefully supervised during recess, and thus students must accompany their classmates to the playground. *Generally, if students are too ill to participate in outside recess, they are probably too sick to come to school.* Please stress the need for hats, gloves, coats, and boots during the winter. Parents will be called to bring dry clothes if the student gets too wet during recess. Please label all outside clothing. Safety is paramount on the playground and students will be asked to stop play that is inappropriate and/or unsafe.

Safety/Safe Schools: Safety is a 24-hour-a-day concern within public schools. Cache School District is committed to providing a safe school environment where learning takes place free from unnecessary disruption and danger. The possession of weapons, facsimile of a weapon, or controlled substances is grounds for immediate suspension or expulsion. (See District policy on the District web site [www.ccsdut.org](http://www.ccsdut.org)) A safe walking route tri-fold will be given to each family and is available in the Office.

Carpooling drop-off and pick-up zones are a major concern. Please be aware of the following:

1. The circle drive in front of the school is a school bus loading and unloading zone. It is available only to preschool parents, busses, and students using crutches or in a wheelchair.
2. The carpool pick-up and drop-off is the North horseshoe. Enter through the far noth drive being aware of the crosswalk. Keep to the right of the lane and drop your children off at the point where the horseshoe begins to turn back to the road. NO CARS ON THE LEFTHAND SIDE PLEASE. As cars leave follow and drop off your children. When leaving the parking lot, please do not try to turn left, make a right hand turn and travel past the school. DO NOT DROP OFF OR PICK UP CHILDREN IN THE PARKING LOT UNLESS YOU ARE WALKING THEM TO AND FROM THEIR CLASSROOM.
3. All students should use available crosswalks when coming to and from school. There is a crossing guard on 2600 South (south of the school) 800 west (corner of 800 West and 2600 South) and directly East of the school. DO NOT CALL STUDENTS to run across the street to a waiting car. Teach them to use the crosswalks.
4. Students should walk their bikes and scooters across the road and when on school grounds. Bike racks are available in front of the school. Roller blades should be taken off at the edge of the school grounds. Skateboards, wheelies, and scooters must not be used on school grounds or in the building.

School Community Council: Parents and school staff will be voted into the Nibley School Community Council. Elections are held each fall and notice is given in the back to school materials and on the website. Regular meetings will bring representatives from each group together to discuss issues and make recommendations related to school improvement. As per the law, parent membership will exceed school staff membership by at least two people. The Council will play an instrumental role in writing our annual School Improvement Plan.

Telephone: Parents, please understand our need to keep phone lines open for emergencies and other urgent matters. Please handle all arrangements, including permission to go home with a friend, with your children before they come to school. We are not always available to answer your calls because we may be helping someone in the office or may be handling other issues. Please leave a message or try calling back later.

Title I: Title I funding is determined by the number of children on free or reduced lunch/breakfast. Title I funds pay the salaries of additional teacher’s aides. You have nothing to lose, and our school may gain immeasurably when you complete the free or reduced application form available that was included in your Back to School packet of information. (They are also available in the Office). It’s all about the students of Nibley Elementary getting an equal education opportunity. If you are already receiving free or reduced meals, you need to reapply each year. Eligibility for Title I clearly depends on your willingness to complete and turn in the free/reduced application form. We are currently a Title I school. We have some specific guidelines to follow. One guideline is agreeing to a student/parent/teacher compact stating which each party will do to be accountable for the student’s education. Teachers will hand out this compact at Back to School Night. Return the the signed form promptly.

Visitors/Volunteers: Visitors and Volunteers are sked to sign in at the Office and receive a pass before visiting any part of the school. Friends or relatives from other schools may not attend school with our students. Let someone at the school know if you are interested in volunteering.

**We regard you and your child as an important individual. The faculty and staff at Nibley are committed to proving the best opportunities possible for your child’s healthy growth and development. This handbook has been prepared to make this year at Nibley as successful and pleasant as possible for all students, parents, faculty, and staff. Please take time to review it.**