



**OWYHEE
ELEMENTARY SCHOOL**



**Student Handbook
2020-2021**

**OWYHEE COMBINED SCHOOL
100 Academic Way – P.O. Box 100 Owyhee,
Nevada 89832**

Phone #: (775) 757-3400

Fax #: (775) 757-3663

School Website: <http://www.owyhee.ecsdnv.net/>

Elko County School District Website: <http://www.ecsdnv.net/>

IMPORTANT DATES TO REMEMBER

September 4	Fair Day
September 7	Labor Day
September 8.....	First Day of School
October 29	End of 1 st Nine Weeks
October 30	Nevada Day
November 4/5	Parent/Teacher Conferences
November 11	Veteran's Day
November 26/27	Thanksgiving Holiday (Early Out Nov 25)
December 21-January 1	Winter Break (Early Out Dec 18)
January 18	Martin Luther King Day
January 21	End of 1 st Semester
January 22	Professional Development Day
February 15	President's Day
March 26	End of 3 rd Nine Weeks
Mar 31- Apr 1	Parent/Teacher Conferences
April 5 -9.....	Spring Break (Early Out Apr 2)
May 31	Memorial Day
June 4	Last Day of School

OWYHEE COMBINED SCHOOL ADMINISTRATION

Mr. Justin Streeter.....	Principal
Mrs. Lynn John.....	Vice Principal/Athletic Director
Miss Shana Thomas	Counselor
Miss Andrea Thomas	Administrative Secretary



**SafeVoice Nevada
Carson City, Nevada, United States
833-216-7233 | SafeVoicenv.org**

Covid 19 related mandates:

Governor Sisolak signed Emergency Directive 028 which included changes to existing mandates regarding schools and their plans for reopening. These changes include but are not limited to:

- Requirements for face coverings expanded to students in kindergarten through twelfth grade.
- Physical distancing of six feet for students in elementary and middle schools while attending school as well as on school buses.
- Requirements for following isolation and quarantine guidelines as needed.

We will be following the CDC and Tribal Guidelines in both Virtual and face to face learning modalities.

FULL DISTANCE LEARNING PROCEDURES:

1. Each day students will attend Google Meets with their classroom teachers and Specials teachers.
2. All Students (Guardians) are required to fill out the attendance forms daily for their classroom teachers.
3. Internet problems with connectivity will be reported to the classroom teacher via email or phone. School phone number is (775) 757-3400. Please check with your teachers to obtain their extension numbers.
4. Students will be graded on work completed and turned in virtually or by Formative virtual assessment during the Meet. (Thumbs up/ down, answer in Jamboard, SeeSaw, etc)
5. Google Meets are recorded and posted daily for students on the instructor's "playlist" on Google Classroom in case of absence.
6. Students are responsible for completing and turning in work that they have missed regardless of absence.
7. School materials will be distributed quarterly on the lunch line route at designated dates and times.
8. No paper material will be accepted unless "quarantined" by the teacher for 72 hours. If you can send a photo of the work, or attach it to an email please do.
9. Communication with the school is key to helping your student reach their goals. Teaching staff duties are from 7:45 am – 3:15 pm. All teachers have "virtual office hours" available each contract day.

ABSENCES

Absences affect quality of work. All students who have not reached their 18th birthday are required by Nevada law to attend school regularly (virtually or otherwise) unless excused by court order. A phone call home will be made on each absence. Any student who is absent must have a **valid** reason. An excuse **WRITTEN by the parent, legal guardian, or doctor** must be reported and verified by the Attendance Office.

Excuses may be honored for:

1. Illness

1. **Prearranged Absence Request Forms** are available at the Attendance Office for medical, dental, and legal appointments, family bereavement, religious observances, family trips, appointments that cannot be scheduled outside the school day, or other important business. Prearranged absences are **NOT** intended for errands, baby sitting, "free day", non-school related events, i.e. basketball tournaments or entertainment. Assignments and homework are due when students return to school.
2. **Bona fide emergencies.**

PROCEDURES/ RULES/ POLICIES FOR IN PERSON LEARNING

1. Masks must be worn while riding the bus and on campus. Students may remove them only to eat or drink.
2. Physical distancing must be maintained at all times. Three feet Pre-K to 5th grades, Six feet for 6th - 12th. Adults must maintain six-foot distance from all students.
3. Temperature screening prior to arriving to bus stop or on campus is required.
4. Any student not feeling well should stay home and contact the OCHF.
5. Exposure to confirmed Covid 19 cases requires a 14-day quarantine for all students.
6. Desks and seating shall be measured for distancing purposes. Students are not allowed to move desks or chairs unless instructed to do so.
7. Students will not gather in small groups in hallways (or classrooms without barriers up)
8. Recesses will be held ONLY in small class groups with no other classes involved.
9. Backpacks will be placed in separate space in each classroom. Supplies will not be shared.
10. Students must bring Chromebook to class each day and take home daily.

CLASS SCHEDULE

MONDAY, TUESDAY, WEDNESDAY & THURSDAY

Breakfast & Braves Block.....	7:49 a.m.-8:00a.m.
Morning recess held separate by each class	
Language arts	8am – 10:15
Specials Grades 3-6	10:15- 11:00
Mathematics	10:15 – 11:15
Lunch	11:00- 11:45 (staggered)
Science/ Social Studies	11:45 – 1:00pm
Afternoon recess held separately by each class	
Specials PreK -2	1:15 – 2:00
Science/ Social Studies	2:00 – 2:44
School dismissal	2:44

FRIDAY- Early Release

School Ends- Students Released 1:56 p.m.

MISSION STATEMENT: Our mission is for every student to Believe, Achieve, and Succeed in life.

ADMINISTRATIVE OFFICE

Mr. Justin Streeter, Principal extension # 2352
 Mrs Lynn John, Vice Principal/Athletic Director extension # 2334
 Miss Andrea Thomas, Administrative Secretary extension # 2351

GUIDANCE DEPARTMENT

Miss Shana Thomas, Counselor extension # 2309

HEALTH SERVICES OFFICE

Mrs. Shainalee Smales, Nurse extension # 2340

ATTENDANCE

Ms. Becky Hilderbrand, Attendance Secretary extension # 2350

BREAKFAST / LUNCH PROGRAM

Mrs. Lavelle Garrity extension # 2356

BUDGET AND FINANCE

Mrs. Carla Baker, Bookkeeper extension # 2360

TITLE IX

It is the intent of the Elko County School District to abide by the guidelines that are found in Title IX of the Education Amendments of 1972, which prohibit sex discrimination in educational programs and activities.

The Elko County School District does not knowingly discriminate against anyone because of sex, age, race, creed, or national origin. Every effort will be made to eliminate any known sex bias in employment practices, counseling procedures, and provide equal opportunity for enrollment by both sexes in all course offerings.

Grievance procedures have been established for students and their parents, employees, prospective employees who feel sex bias has been shown by the School District. Any person, who feels he/she has been affected by sex discrimination, should notify the Elko County School District in writing at P.O. Box 1012, 850 Elm Street, Elko, Nevada 89801, telephone (775) 738-5196.

TEXTBOOKS

Textbooks are provided to students by the School District free of charge. However, all library and textbooks remain the property of the school. **Students will be charged for lost or unusable books.** Any lost book must be paid for before another is issued. All books found should be taken to the Finance Office. Serial numbers placed in the book are for the purpose of identifying the person to whom the book is charged. If this number is defaced, changed, illegible, or removed, the book will be returned to the school without credit to the student.

REPORT TO PARENTS

Report cards will be issued the week following the end of each grading period. Status reports are given to students as needed. Parents/ Guardians may access grades at any time through Infinite Campus Parent Portal.

<https://elkonv.infinitecampus.org/campus/portal/elko.jsp>

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to expect:

- * an atmosphere that is conducive to learning
- * a curriculum that is challenging, yet appropriate to their needs
- * teachers who desire to create an interest in learning
- * fair and unbiased treatment from teachers and administrators
- * to be informed on those areas of policy that directly affect their performance and education
- * free and open dialogue with the administration on items of mutual interest and concern
- * channels of appeal to be open to arrive at satisfactory solutions
- * those who abuse the rights of others to be appropriately disciplined
- * leadership and guidance in their educational careers and post-high school endeavors

Responsibilities make rights possible. In order to secure these, a student has the following responsibilities.

- * take full advantage of the educational opportunities afforded them
- * strive always for excellence of performance in all activities in the home, school, and community
- * be punctual
- * be in attendance, barring illness or other bona fide emergency
- * not jeopardize the learning opportunities of others
- * gather facts through proper channels and meaningful dialogue prior to drawing critical conclusions

Summary Statement: Students usually receive the same courtesies as they display toward their peers, teachers, and administrators.

ELKO COUNTY SCHOOL DISTRICT STUDENT DRESS CODE

The responsibility for the appearance of the students of the Elko County School District rests with the parents and the students themselves. It is the intent of this policy to ensure a clean, safe and healthful environment in the Elko County Public Schools. When in the principal's opinion, a student's dress and grooming becomes obscene, filthy, unhealthy, and unsafe or becomes a distraction to and interferes with the educational process, disciplinary action will occur.

Owyhee Combined School has determined that bandanas, chains, and long belts are not permitted on campus at any time. Tank tops, short shorts, saggy/baggy pants, bare midriffs and clothing advertising alcohol, sex, drugs or tobacco are not allowed. Hooded sweatshirts, jackets, and coats meant for outside wear are not to be worn in the classrooms. Loose or dangling items are prohibited. **Masks must be worn at all times on campus unless eating breakfast or lunch during designated times in designated spaces.**

STUDENT CONDUCT AND DISCIPLINE

A student attending elementary is expected to act appropriately. Students are expected to know that actions such as shouting, pushing, running, and blocking traffic are not acceptable. Sexual harassment shows disrespect for its victims, whether they're male or female. Sexual remarks that are uninvited, unwelcome, or unpleasant to others are considered sexual harassment. It's unfair, disrespectful, and has no place in school. A code of common courtesy should be the rule and guide at all times.

ELKO COUNTY SCHOOL DISTRICT DISCIPLINARY POLICY

The administration is well aware that the vast majority of students at Owyhee Combined School want and expect an environment which is conducive to a good learning atmosphere. The majority of students accept their responsibility as demonstrated by their positive conduct and everyday interaction with students, faculty, and staff. The following policy is written for that small percentage of students who have not yet accepted responsibility for their actions. Students may be placed in On-campus Detention for infraction of attendance or conduct policies.

The principal shall have the authority to suspend, for a period not to exceed 10 days, those students who have committed one or more of the following offenses:

1. Malicious damage to school property.
2. Willful disobedience to administrators, teachers, or any other school personnel.
3. Possession of an intoxicating liquor, a controlled substance or counterfeit substance.
4. Using or being under the influence of an intoxicating liquor or controlled substance.
5. Hazing in connection with any school or social activity relating to school.
6. Impairing the health, safety, or welfare of teachers, students, or other persons.
7. Impertinent language toward administrators, teachers or other school personnel.
8. Use of obscene language or actions.
9. Use of tobacco on school property.
10. Sexual harassment of students or school personnel.
11. Being guilty of conduct which interferes with the maintenance of school discipline.
12. Being guilty of conduct which warrants the reasonable belief that disruption of school operations will likely result.
13. Committing any other act which is a crime under the Nevada Revised Statutes.

Nevada Revised Statute 392.466. Battery on employee of school, possession of dangerous weapon or sale or distribution of controlled substances. "...must, for the first occurrence, be suspended from that school, although

he/she may be placed in another kind of school, for at least a period equal to one semester for that school..." When a student has been suspended 10 or more days, the principal may forward all relevant information, accompanied by the principal's recommendation to the Superintendent of Schools. Such recommendation may result in expulsion from school for the remainder of the school year. Parental conferences shall be an integral part of any readmission following a suspension. Every effort will be made to keep parents aware of abuses and infractions of school regulations in the hope that mutual cooperation and understanding between them and the school will prevent having to take serious disciplinary action. The goal of these rules and regulations is to create a situation where good teaching and learning can take place.

HABITUAL DISCIPLINE

The principal shall deem a student a "Habitual Disciplinary Problem" if during the school year the student:

1. Has or has attempted to threaten or extort another student or staff member.
2. Has been suspended for initiating two fights.
3. Has five suspensions for any reason.

A Habitual Disciplinary Problem student must be suspended or expelled for at least one semester, but must receive equivalent instruction per N.R.S. 392.070.

BUS CONDUCT

Each school bus passenger shall:

1. Be under the direct supervision and authority of the bus driver.
2. **Wear mask at all times on the bus.**
3. While riding on, entering or leaving the bus or while waiting for the bus at the bus stop, be orderly and appropriate.
4. Not clutter the bus with refuse of any kind.
5. Have written permission, approved by the principal, to leave the bus other than at the regular stop or at school.
6. **Sit in the seat assigned** by the bus driver or chaperone- 3 feet apart.
7. Cross the road after being discharged from the bus in front of the bus upon a signal from the driver.
8. Keep the center aisle clear at all times, especially when the bus is in motion.
9. Be at the bus stop at least five minutes, but not more than ten minutes, prior to bus arrival time- **6 feet apart.**
10. Throw no objects or mistreat property while waiting for the bus.
10. Respect the bus, other students and their property. Infractions will be reported to the principal. Damages will be paid by the offender.

The following behavior may result in permanent suspension of bus transportation privileges:

1. Commit or threaten to commit physical harm to driver or passengers.
2. Damages or destroys school property.
3. Absolutely refuses to obey or follow instructions.
4. Engages in any activity to distract driver's attention from the road. Suspension from bus transportation does not excuse the students from school attendance as required by the Compulsory Education Laws of the State of Nevada N.R.S. 392.140.

SCHOOL ASSEMBLY - No school assemblies will be conducted indoors until deemed safe.

~~Student body meetings and school assemblies are important facets of the school program. These are only as good as the students make them. Audience courtesy is very important to the general tone of the entire school. Practice good audience courtesy at all times.~~

BULLYING – GENERAL POLICY STATEMENT

It is the policy of the Elko County School District to maintain a learning and working environment that is free from bullying. The School District prohibits any and all forms of bullying because it violates the basic right of the students and staff to be in a safe orderly learning environment. This policy seeks to promote positive interpersonal relationships between all members of the school community. It shall be a violation of this policy for any student to bully another while attending school or school-sponsored events or riding in school transportation. School staff shall report suspected bullying behavior to school administration for investigation using appropriate district forms.

For the purposes of this policy, the term "school staff" includes board members, school employees, agents, volunteers, contractors, or other persons subject to the supervision and control of the District.

The school district will promptly and thoroughly investigate reports of bullying, whether of a physical or non-physical form. If it determines that bullying has occurred, it will act appropriately within the discipline codes of the District and will take reasonable action to end the bullying.

Definition of Bullying

Bullying is distinguishable from roughhousing or teasing in that bullying is intentionally hurtful and motivated by the desire to harm the victim.

In its legal definition and OCS purposes, bullying consists of repeated systematic abuse and harassment of a person or persons by another in which the victim does not foresee the actions to cease without intervention.

HABITUAL TRUANCY

Notice is hereby given that under Nevada Revised Statute 362.224, the penalty imposed for habitual truancy (first time offense) is a fine of \$100; and, if the student is 14 years or older, the court can order the suspension of the child's drivers license for 30 days. The second or any subsequent time the child is found to be a habitual truant; the penalty is a \$200 fine, performance of not more than 10 hours of community service, and suspension of the child's driver's license for 60 days. A pupil shall be deemed a truant if he or she is absent from school without the approval of the principal of the school which the pupil attends. A pupil who has been declared truant three or more times within one school year must be declared a habitual truant. After a pupil is deemed a habitual truant, the school will issue a citation to the pupil and the parent or guardian which will direct the pupil to appear in Juvenile Court for adjudication.

TARDINESS

A little late is too late. All tardiness will be considered "unexcused" unless extenuating circumstances warrant otherwise and are approved by the classroom teacher or Attendance Office.

Students have three (3) minutes between classes. Students are to be seated in the classroom when the bell rings or they are tardy.

Procedure for tardies:

1. Less than 10 minutes - Report directly to assigned class with a minimum of disturbance. Teacher will determine validity of tardy.
2. Later than 10 minutes - Truant, unless written excuse is accepted (all written excuses must be submitted to the office by 3:30 each day).
3. Penalties: After three (3) and multiples thereof, morning detention or Saturday detention will be assigned. At (9) tardies a parent conference will be scheduled to establish a behavior plan to correct the problem.

PASSES

Students are not to leave the Owyhee Combined School campus during school hours without permission. A student may be considered truant for non-compliance with pass guidelines.

Students must have a **pass** to be out of class. Students are to go directly to the designated destination and return to class promptly. Students are to be under direct supervision of a staff member at all times in a computer lab. Abuse of pass system in any way may result in loss of privileges.

MAKE-UP WORK

Make-up work after being absent is the sole responsibility of the student.

Two days will be allowed for each day of school missed. Work not made up in two days will be counted as "zero."

Make-up work for detention and suspension is required. "Incompletes" will be given only in cases when enough time does not warrant a grade as a result of student's absence. Otherwise, work not made up will be given no credit. "Incompletes" not made up before the next grading period will automatically become failures. "Incompletes" make a student ineligible for honor roll consideration and become failures.

ELECTRONIC DEVICES

All **Non-ECSD electronic devices** (CD players, headphones, pagers, iPods, MP3 players, cell phones, etc.) are prohibited. If brought to school, the item will be confiscated and turned into the office and will be returned the last day of school. **Chromebooks must be carried by each student to school and home daily.**

STUDENT APPEAL PROCEDURE

The constitutional rights of students assure the protection of the due process of law; therefore, this system of procedures is developed for use in classes where extended suspension or expulsion of the student is contemplated.

FEES

STUDENT INSURANCE

Accident insurance is available to all pupils of the Elko County School District, and all are urged to avail themselves of the opportunity to participate. This is optional, providing the parents sign a "Request for Injury Plan Exemption." The School District has no liability for accidental injury.

HOT LUNCH and BREAKFAST PROGRAM

School lunch and breakfast is available to Owyhee Combined School students free of charge. All students must eat in designated areas with their class groups. Masks must be worn during pick up procedures until eating.

GENERAL INFORMATION

WITHDRAWAL FROM SCHOOL

To withdraw from Owyhee Combined Schools a student must complete all of the appropriate paperwork, return textbooks, ECSD electronic devices, and pay all fines/ fees.

FEES TO BE PAID BY THE STUDENT

When a student moves, or checks out of Owyhee Combined School for any other reason, the student must pay any fines and/or collect any refunds at the Finance Office.

Each parent/ guardian is responsible for conveying the rules to students of Owyhee Elementary school. By your signature, you acknowledge that you have read and understand all contents of this student handbook.

Parent/ Guardian signature

Print student(s) name(s)