

Loy Elementary School

50157th Street North

Great Falls, MT 59405

(406) 268-6885

Principal: Mrs. Shanda Brown

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Office Assistant: Mrs. Lattica Foster

lattica_foster@gfps.k12.mt.us



**STUDENT HANDBOOK
2023-2024**

The Lynx Way



Great Falls Public Schools

Loy Elementary School • 501 57th Street North • Great Falls, Montana 59405

Phone: (406) 268-6885 Fax: (406) 268-6887 www.gfps.k12.mt.us/LY

Dear Loy Parents/Guardians:

Welcome to the 2023-2024 school year! The Loy Student Handbook and GFPS District Handbook are now online! Please access them at www.gfps.k12.mt.us.

For the Loy Handbook, select “Our District” on top of the GFPS Home Page. Select “School Directory” and then “Loy Elementary.” The Student and District Handbooks are located under the “Our School” tab as are other important school resource links that pertain to our school. The information provided in the handbook is designed to be a resource for your family. Please familiarize yourself with the information printed within.

If you don't have access to the Internet and would like a hard copy of both Student Handbooks, please call our office at 268-6885 to request a copy.

You can check out other information on our website, including a list of our staff, current weather on Malmstrom Air Force Base, military resources, and our virtual backpack. The Virtual Backpack contains Wednesday Envelope Fliers/Materials and other helpful information all in one location. You can find information about current events for Loy and Loy PTA on the “Friends of Loy Elementary PTA” Facebook page.

If it is necessary for your child to miss school, please call the school office at 406-268-6885. If an absence is necessary, **parents or guardians must notify the school by 8:45 a.m. on the day of the absence.** If parents or guardians do not notify the office when a child is absent, a call will be made through our automated attendance system. You will be instructed to contact the school to verify the reason for your child's absence. If no contact is made, your child's absence will be marked as unexcused.

I am looking forward to a fantastic year with each of you! School is a place for learning, growing, and having fun. I am hopeful that each of you will have a year full of great gains and fun memories. The incredible staff at Loy is eager to challenge and encourage you during your education journey. We are so glad you will be joining us at Loy.

Feel free to call 268-6885 or stop by with any questions or concerns. ***Here is to a great school year!***

Sincerely,

Shanda Brown

Shanda Brown
Principal

ABSENCES AND TARDIES

Attendance is important for your student's learning. If your child is absent please call the school office at **406-268-6885** by **8:45** a.m. on the day of the absence. Our automated attendance system calls to remind you to excuse your child after 8:45 am. If the absence is not excused, your child's absence will be marked as unexcused.

Absences and tardies are recorded on the report card. Excessive tardies and absences are monitored by the principal.

BACKGATE

The gate is open from:

8:10-8:30 am Monday-Friday

3:10-3:30 pm Monday, Tuesday, Thursday and Friday.

Wednesday 2:30-3:00 pm

The gate is open and closed solely at the discretion of MAFB.

BICYCLES/SKATEBOARDS/SCOOTERS

Bicycle racks are available. Each student must have his/her own lock and must lock the bike at the designated bicycle rack. Students must walk their bikes through the gate onto the playground. Skateboards are to stay in student lockers during the day. Scooters are to stay at the bike racks. Students riding skateboards or scooters to school need to carry them onto the playground upon arriving at the back gate.

BOOKS

Basic books and curricula supported material will be furnished by the school. A charge will be assessed for the damage of textbooks/workbooks. There is a fee for lost books.

CELL PHONES/WATCHES

Students must store cell phones in their backpacks during the school day. Watches are not to be used as communication devices during school hours. The school is not responsible for lost, misplaced or stolen devices. They are solely the responsibility of the student. If a student needs to make a call they must come to the office.

CHANGE OF ADDRESS/PHONE

Please notify the school office of any change in a student's address, telephone number or emergency contact information.

CHANGE IN AFTER SCHOOL PICK UP

There are times when a student's normal after school routine has to be changed. Please call or email the school office before **2:30pm** on the same day to change the normal after school routine.

To call regarding a change: Phone number 406-268-6885.

To email a change: Email is lattica_foster@gfps.k12.mt.us

CHARACTER ASSEMBLIES

Character Assemblies take place monthly. We will introduce the character trait for the next month and recognize the students selected for demonstrating the character word of the month throughout all settings in the school.

CHECK IN/CHECK-OUT

To check in a student please sign your student in at the front office and we will give them a pass to class. To check out your student, please come to the front office and we will call your student down to leave.

DISCIPLINE

We want all students to have a safe and rewarding experience at Loy Elementary. All the people in our school community have a responsibility to treat each other with respect and kindness. While uphold all peoples' rights and responsibilities.

Loy Elementary School adheres to the school laws of Montana (MCA 20-5-201):

(1) A pupil shall:

- a) comply with policies of the Trustees and the rules of the school that the pupil attends;
- b) pursue the required course of study; submit to the authority of the teachers, principal, and district superintendent and;
- c) be subject to the control and authority of the teachers, principal and district superintendent while the pupil is in school or on school premises, on the way to and from school, or during intermission or recess.

(2) A pupil who continually and willfully disobeys the provisions of this section, shows open defiance of the authority vested in school personnel by this section, defaces or damages any school building, school grounds, furniture, equipment, book belonging to the district, or harms, or threatens to harm another person or the person's property is liable for punishment, suspension, or expulsion under the provisions of this title.

Additional information is located in the GFPS [Student Handbook](#) within the "Conduct/Discipline" section. A copy of the Loy Elementary building wide discipline chart can be obtained from the office.

DRESS CODE

Students need to wear appropriate clothing for the weather. Student clothing must not interrupt the educational process. Students should wear appropriate shoes for PE.

FOOD SERVICES

Below is the link to the lunch account system. You can add money to your student's account online as needed.

MYSCHOOLBUCKS.COM

Cost for breakfast is \$1.75 and includes milk and juice. (Prices are subject to change.)

Cost for student hot lunch is \$2.80

Cost for adult hot lunch is \$4.65

Cost for milk only is \$0.50 per half-pint.

Adult lunches must be pre-ordered. Notify the office by 8:30.

Applications for free/reduced lunch are available here <https://www.gfps.k12.mt.us/Domain/93> and **Must be Filled Out Each Year**. Many school programs are funded based on the number of students eligible for free or reduced lunch.

GFPS & LOY HANDBOOK

District and Loy handbooks apply to Loy students. Below is the link to the handbooks on our website.

<https://mt50000605.schoolwires.net/domain/303>

HANDS PROGRAM

The HANDS Program (Heroes and Neighbors Down at the School), a self-supporting school-based childcare program, serves K-6 grade students before and after school. The HANDS Program is a state licensed, non-profit corporation, governed by an Advisory Council, American Association of University Women, and the Great Falls Public Schools. Please request HANDS information by calling (406)268-6932.

HEALTH CARE

If your child becomes ill at school with a fever above 100.4, is vomiting or has diarrhea, a parent will be contacted to come and pick up their child at school. A child must be fever free, no vomiting or diarrhea without medication for 24 hours to return to school.

Parents/guardians can drop off prescription/over the counter (OTC) medication at the front office in the original bottle. All medications are kept in the office. Prescription medication must have a permission form completed by a physician. OTC medication must have a permission form signed by the parent before designated staff can assist with self-administration.

HOMEWORK FOLDERS

Please check with your child's teacher regarding their individual homework expectations.

HOMEWORK POLICY

Teachers may give homework to students to aid in the students' educational development. Please check with your child's teacher on their homework expectations.

LOST & FOUND

Lost & Found is located at K/1 recess entryway. At the end of each quarter, unclaimed items are donated to charity.

PARTY INVITATIONS

If you choose to have party invitations brought to school, please know the following expectations. Students are responsible for handing out party invitations at the beginning/end of the day. Teachers are unable to provide personal information of other students.

SAFETY

Our campus is completely enclosed for student safety. All visitors must be buzzed into the building via the front door.

SERVICES

ECS (Extended Curriculum Services): The ECS teacher is at Loy 2.5 days per week for identified students.

Speech: Identified students only.

Instrumental Music: Grades 5 & 6 only. Both orchestra and band instrument instruction is two 45-minute periods per week.

SUPERVISION

On campus school supervision starts at 8:10am
Supervision at recess and in the lunchroom
Dismissal outside supervision until 3:30pm on M,T,TH,F
Dismissal outside supervision until 3:00pm on W
Bus supervision until buses arrive

SPECIALISTS

Physical Education: All grades have two 30-minute periods each week.

Vocal Music: All grades have one 30-minute period each week.

Library: Grades K-1 have one 30-minute period each week. Grades 2-6 have one 45-minute period each week.

Art: The specialist works with all grades on a monthly basis

Counselor: All grades receive one 30-minute lesson each week

TECHNOLOGY

Loy Elementary School is equipped with Chromebooks in all classrooms. Students will use the computers for a variety of applications. Parents and students will be asked to sign an Acceptable Use Form that highlights the rights and responsibilities of using school technology.

PARKING

Visitor parking is located in the front of school off of 57th Street N. HANDS parking is located in the back of the school. Please park in the spots facing the track/field. The faculty parking lot is located at the back of the school closest to 57th Street N.

VISITORS

All visitors must be buzzed in the front door and check in at the office.

Virtual Backpack

All district and community fliers will be uploaded to the Loy Virtual Backpack on the Loy Website. Fliers will be left in the backpack until the event occurs. If you cannot find a flier please call the office at (406) 268-6885.

WEAPONS

It is the policy of the Great Falls Public Schools to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district.

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No student shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No student shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

WITHDRAWAL PROCEDURE

To withdraw your child from school please notify the office as soon as possible and we will coordinate with you to get records. Please return all library materials, textbooks, and pay all lunch charges before withdrawing your child from school.

VOLUNTEERS

Volunteers support Loy students and staff in many ways. If you are interested in volunteering, please contact your child's teacher or contact the office and we will connect you with the PTA. We invite you to join us.

WEATHER

Children go outside for recess if the temperature is above zero degrees Fahrenheit with wind chill. Please ensure your child has appropriate clothing for the weather.

WEATHER ALERT SYSTEM NOTIFICATION

Notification may be made or accessed in the following ways:

- Phone and/or email notification from the GFPS automated attendance system
- GFPS Twitter: @GFPublicSchools
- Facebook: <https://www.facebook.com/GreatFallsPublicSchools>
- GFPS Website: www.gfps.k12.mt.us
- Media Twitter and websites: @KRTV, www.krtv.com, @KFBB, www.kfbb.com, @GFTribune, www.greatfallstribune.com. Please be aware we have no control over when the media begins posting or announcing our information.
- Radio Stations: FM: 92.9, 94.5, 97.9, 98.9, 101.7, 102.7, 104.9, and 106.1 AM 560 and 1450. Please be aware that GFPS has no control over radio station announcements.
- Call 406-268-6444 for a phone message (you may reach a busy signal depending on caller volume.)

Please note: If the decision is to operate as usual, there will NOT be postings or announcements.