

## **ADMISSION**

All students living within the Black Butte School District boundaries may attend Black Butte School. Students in grades 7-12 may enroll at Sisters High School under a Black Butte School District and Sisters School District tuition agreement contract. For students attending Sisters Middle School or Sisters High School, Black Butte School District will remain the student's residing district with Sisters School District serving as the attending district. Occasionally, Black Butte School District will accept transfer students from outside of our district. If you wish to attend Black Butte School, permission from the resident school district superintendent is necessary. The request must then be presented to the Black Butte School District for consideration and approval.

The Black Butte School District may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student. **The District may revoke transfers for not meeting behavior requirements or meeting attendance standards. A transfer cannot be revoked for academic reasons.**

## **TYPICAL DAILY SCHEDULE**

Monday through Friday:

- 7:50 a.m. Students may arrive at this time; please do not arrive before this time as it is teacher work time and no supervision is provided.
- 8:00 a.m. School day begins
- 2:45 p.m. Dismissal: Students shall either ride the bus or be picked up at this time. No supervision provided after dismissal time. **Please be on time to pick up students.**
- Early Release: Noon dismissal on the following Wednesday dates for the 2016-17 school year.  
September 21, October 19, November 2, January 11, February 8, March 15,  
April 26 & May 17

**Note:** Daily schedule is subject to change due to field trips, guest educators, and daily lesson requirements.

## **DISMISSAL**

- ⇒ Dismissal time is 2:45 PM.
- ⇒ All students are expected to leave the school grounds when they are released from school. No supervision is provided after dismissal time. **Parents need to plan ahead and be on time.**
- ⇒ For your child's safety, students will not be allowed to change their regular after school destination unless the school has written permission from the parent/guardian authorizing the change.
- ⇒ When the after-school destination of a student is changed from the regular routine, the school must have written notification from the parent/guardian. In an emergency or when unforeseen circumstances arise, parents/guardians may call the school to notify them of a change of destination. If possible, please make those phone calls before 2:00 p.m. so the teacher and student can be notified in a timely manner. Message needs to go to the teacher. Please call 541 595-6203. For a true emergency, you may access the classroom number: 541

595-0139. Please do not use this number unless absolutely necessary as calls on this number interrupt classroom instruction and learning.

- ⇒ When a child will be changing his/her normal bus routine, that student should provide **written permission** from his/her parent/guardian to the bus driver. Please include both the address and a phone number for the new destination. If a change in bus drop-off happens and no written permission was given you may try to contact the school through phone or email. Only plan on the change being allowed if you get a response from the school confirming the message was received. If you do not get confirmation of the change then plan on the student being dropped off at their normal stop.
- ⇒ As a safety precaution, parents/guardians wishing to check out a student before regular dismissal must check them out through the teacher.
- ⇒ For your child's safety, students are allowed to leave school only with their parent/guardian unless the school receives prior notification from the parent/guardian giving permission for another adult to pick up their child.
- ⇒ Black Butte School District reserves the right to confirm identification of anyone who has been authorized by the parent/guardian to pick up a student.

### **SCHOOL HOURS AND SUPERVISION**

We will allow students to enter the school and the grounds at 7:50 a.m. each day. **Students should not arrive at school before 7:50 a.m. each day unless arrangements are made in advance with teacher.**

School is dismissed at 2:45 p.m. each day. It is the parents'/guardians' responsibility to arrange for the supervision of their child after school each day. **The school is unable to provide supervision after school is dismissed at 2:45 p.m.** If you plan to pick up your child, please make sure you are at the school by 2:45 p.m.

### **ATTENDANCE**

Black Butte School expects all students to attend school daily. Students who come to school regularly in the elementary grades have a greater chance of graduating from high school on time and achieving academic success than students who do not have regular attendance. Student absences also negatively impact the classroom environment and school community. Much of the learning that happens at school can not be made up at home. When students miss school they inevitably miss parts of the curriculum and opportunities for learning and growth. The following notes highlight important details of the attendance policy:

1. Please send a note or email explaining student absences so they are recorded excused.
2. The teacher must check out students leaving the school grounds.
3. The teacher may provide make-up work. Please allow one day for gathering materials. Call or drop by the school to make arrangements for homework. Homework needs to be made up in a timely manner.
4. The following guidelines are used for absences and tardies:
  - A. Students are expected to be present, lunches and jackets unpacked and homework delivered, ready to begin class promptly at 8:00 a.m. A student arriving after this time will

be marked tardy. Students are expected to be punctual. Tardiness is a disruption to everyone's learning. Excessive tardiness will result in disciplinary measures.

B. A student will be marked "absent" if they miss more than ½ the school day. Excessive absences will result in disciplinary measures.

Any student who is absent for ten consecutive days will be dropped from school rolls and must re-enroll upon returning to the school. State law requires the regular attendance of all school age children. (ORS 339.055)

Regular attendance:

- \*Contributes to academic success
- \*Is the responsibility of students and parents
- \*Aids students in making decisions and accepting the responsibilities and consequences resulting from those decisions
- \*Is a learned function necessary as a life skill
- \*Positively impacts grades and credit
- \*Meets Oregon graduation requirements

**Board Policy** Regarding Student Absences and Excuses states the following:

*It is the student's responsibility to maintain regular attendance in all assigned classes.*

*Absence from school or class will be excused under the following circumstances:*

1. *Illness of the student;*
2. *Illness of an immediate family member when the student's presence at home is necessary;*
3. *Emergency situations that require the student's absence;*
4. *Field trips and school-approved activities;*
5. *Medical (dental) appointments. Confirmation of appointments may be required.*
6. *Other reasons deemed appropriate by the head teacher or board designee when satisfactory arrangements have been made in advance of the absence.*

Continue to call or email when your child is absent from school. Please also send a brief note explaining the reason for the absence to school with your child when he/she returns (or email). We will continue to closely monitor absences. Please realize that an absence not covered above will be considered unexcused.

Numerous absences also cause homework to pile up for missing students. Homework and in-class work will need to be made up in a timely manner. If a child falls too far behind, arrangements will be made with the parent and the school staff for the student to stay after school to make up the work.

Please follow the school calendar when making arrangements for family trips/vacations. If it is necessary for a student to miss school due to an extended vacation, arrangements must be made with staff at least a week in advance. As much as possible, teachers will provide the student with material to be missed, with the expectation that the work will be due upon the student's return.

In addition, any other request for a student to miss school for any reason not listed as an excused absence must be cleared with the child's teacher in advance.

## **BEHAVIOR**

### **Classroom Rules**

Teachers will establish classroom rules with their students at the beginning of the school year.

### **School Rules**

School rules exist to protect all of us but they especially exist to protect your child's right to an education without disruption. Not all of the rules are in writing for they are based on good citizenship and common sense. Therefore, it is impossible to cover all possibilities and situations. Most students make excellent choices and demonstrate appropriate behavior. But occasionally a student may choose a behavior that interferes with teaching and learning. If a student makes a wrong choice, then he or she must be willing to accept the consequences that come with that choice. The following consequences will be used in Black Butte School District dependent upon the specific circumstance(s):

- \*Informal Talk: An adult will discuss the inappropriate behavior with the student. A student may be asked to write a behavioral reflection to be taken home and signed by parents and returned.
- \*Classroom Consequences: A staff member will assign classroom consequences to the student.
- \*Loss of Time: The student will lose free time, staying in at recess or part of lunch break.
- \*Parent Involvement: a staff member will contact the parent(s). A conference may be arranged between appropriate staff and parent(s).
- \*Conference: A formal conference between student, staff member, and administration. The parent(s) will be notified.
- \*In-School Suspension: The student may be assigned to an out-of-class placement for a period of time. Notification to parent(s) will occur.
- \*Work Detail: The student will be assigned to work.
- \*Suspension: The student will be sent home for a period of time ranging from one to seven days. A parent conference is required to get the student back into school.
- \*Expulsion: The student cannot be expelled until a school board hearing can be held.

Black Butte School District is reluctant to remove students from the school environment. However, at times this action is necessary for the well being of the offending student and/or other students.

Suspension temporarily removes from a student the privilege of attending school and all school activities until a reinstatement has occurred. The Head Teacher may make suspension. A suspension may not exceed seven calendar days. Under special circumstances, a suspension may be continued until specific pending action occurs, such as a court hearing, a medical or physical evaluation, or a review by a probation officer. The following procedures shall be used in each case:

The student shall be notified of the charge and the reason for suspension. If possible, the student's parent or guardian will be requested to have a conference with the Head Teacher prior to the student's reinstatement.

In the event the student or his parents are dissatisfied with the results of the school conference, they may seek and obtain a meeting with the School Board.

## **COMPUTER RULES**

Black Butte School students are privileged to have access to personal computers. It is important that students understand that with this privilege comes responsibility. Students must agree to the following rules:

\*No food or drink around computers. Make sure your hands are clean and free from dirt or grime.

\*Students are to use computers and related equipment without force: This includes keyboards, monitors, mice, and printers.

\*Do not install, change, modify or delete any programs.

\*Do not trespass into another person's folders work, or files

\*Do not send or display offensive messages or pictures

\*Do not check personal email, social network/Facebook

\*Do not access websites or play Internet games unless authorized by the teacher

\*Do not download anything to the computer unless directed by the teacher

\*Do not visit or participate in chat rooms

\*Do not give personal information (name, address, phone number etc.) on web sites/pages

\*Do not use obscene language or harass, insult, or verbally attack others online

\*You may take the computer checked out to you home overnight with teacher approval but it MUST return with you to school the next day.

Failure to follow these rules could result in loss of school computer usage or other disciplinary, financial, or legal actions.

### **School Referrals**

A student is referred to the Head Teacher when the teacher wants action outside of the classroom taken on the unwanted student behavior. This referral process applies to students in all areas of the school, on the playground and on the school bus. As a result of student behavior a student may forfeit privileges such as recess, be assigned to in-school suspension, be sent home for an out-of-school suspension or possibly be referred for expulsion. Please note that some specific behaviors, such as possession of weapons and/or illegal substances, will result in automatic referral for suspension and/or expulsion.

### **Behavior – Bus Transportation**

A school vehicle is an extension of the school. Student behavior while boarding, departing, and in transit shall be governed by student discipline addressed in the student handbook. Specifically, students need to be aware of and responsible for the following:

\*Students being transported are under the authority of the bus driver.

\*Fighting, wrestling, or boisterous activity is prohibited on the bus.

\*Students shall use the emergency door only in the case of emergency.

\*Students shall be on time for the bus both morning and evening.

\*Students shall not bring animals, firearms, weapons, or any potentially hazardous material on the bus.

\*Students shall remain seated while the bus is in motion.

\*The bus driver may assign students seats.

\*When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.

\*Students shall not extend their hands, arms, or head through bus windows.

\*Students shall have written permission to leave the bus other than at home bus stop or school.

\*Students shall converse in normal tones; loud or vulgar language is prohibited.

\*Students shall not open or close windows without permission of driver.

\*Students shall keep the bus clean and must refrain from damaging it.

\*Students shall be courteous to the driver, to fellow students, and to passersby.

\*Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.

#### Disciplinary Procedures for Violations of Bus Regulations:

**First Citation:** School Bus Incident Reports are given to students for bus misbehavior. It is the bus driver's responsibility to distribute various copies to the appropriate parties.

**Second Citation:** The driver verbally restates behavior expectations and issues a School Bus Incident Report. The student will have a conference with the bus driver and the Head Teacher.

\*All School Bus Incident Reports must be signed by the parent/guardian before the student will be allowed to ride the bus again.

Further violations of bus regulations will be considered a severe violation. Severe Violations:

A first severe violation will result in the immediate bus suspension of the student for the next 2 school days. A subsequent violation will result in a 5-school day suspension. Beyond this, any violation will result in a 10-school day bus suspension. There will be a meeting after any severe violation, arranged by the Head Teacher, involving the student, the bus driver, and the parent/guardian.

### **ACADEMIC INFORMATION**

#### **Curriculum**

The school programs will be inter-disciplinary with many hands on projects that require students to apply their learning to real world situations. The curriculum will have a strong STEM (Science, Technology, Engineering, and Math) focus with lots of experiential activities. Classes will take advantage of the local area by supplementing classroom lessons with lots of outdoor experiences where students will learn from the people and places that make up their community.

**English/Language Arts:** Black Butte School District has available the Houghton Mifflin Reading for grades K-6 and EMC Literature for grades 6-8 which integrate reading, writing, vocabulary, spelling, and grammar along with texts, library books, and novels to help all students achieve grade level goals plus state and national benchmark expectations in grades 3 through 8. The state writing scoring guide is used extensively to target and assess student growth and help students achieve grade level goals plus state and national benchmark expectations.

Math: Black Butte School District has available Math Connects, Connected Mathematics, and Holt McDougal for grades K-8. Technology and manipulatives are used to supplement and expand the math textbook. We have grade level goals plus state and national benchmark expectations at grades 3 through 8.

Science: Black Butte School District conducts inquiry-based hands-on science projects. The local area is used as a classroom for in-depth field science projects that rotate throughout the year.

These content and performance standards also apply to art, physical education, health education, music, and social sciences.

### **Special Curriculum Offerings**

Black Butte School District provides many special opportunities in addition to state and national requirements. These may include, but are not limited to, the following:

P.E.	Skiing program
P.E.	Swimming program
Drama	Holiday program
Drama	Spring Program
Music	Guitar instruction
Art	Project-based
Science	Outdoor School
Keyboarding skills	Computerized instruction
Language	Spanish Class and Duolingo (Free Online Language Program)
Social Studies	Educational field trips
Service	Service-based learning projects

### **Homework**

Research and our experience show that parents/guardians who support school, learning, and homework have students who succeed and do well at school.

Homework varies with the student's age and academic demands. It should start small and increase over time. The general rule is ten to twenty minutes average per night, Monday through Friday, per grade (e.g. ten to twenty minutes for a first grader and fifty minutes to one hour-forty minutes for a fifth grader.) This is only a starting point. Homework needs to balance with family time and recreation. Homework varies with what the student needs: guided practice, extension, or depth and application of learning.

Students' homework is tied to how wisely they are using their time at school. This can be monitored by teacher-student and teacher-parent/guardian communications. There also should be parent/guardian monitoring of homework efficiency and effectiveness. If students are regularly spending more than twice the recommended average time, other aspects should be explored with student, teacher(s), and others as necessary. Students, who have good work habits, do not procrastinate, and complete most work at school should regularly have the average, or less, time spent on homework.

Lifelong learning and "homework" varies for adults, but the more active discussions, reading, and use of computer that parents/guardians do, the more their children will copy, imitate, and learn that knowledge and education have value and extend beyond the work day. It also does not need to be "work," but can be curiosity or goal-directed behavior.

When people want high expectations and higher standards for learning, they must accept that homework is expected as part of the deal. We have to challenge and expect more from our children while enjoying them. Competence and success builds self-esteem.

## Related Issues for Parent/Guardian Exploration:

Students' initiative and responsibility for remembering and completing homework is a great topic of discussion and planning. There is also a balance or average of activities per week or time spent in other pursuits that should be evaluated for a student's after school time. More than two activities per week during school time can stress the after school hours for children.

Parents/Guardians frequently ask how they may help at home. Homework has a value. When homework is assigned, parents/guardians should:

1. Provide the student with a quiet place to study.
2. Observe him or her at work and be available for assistance if needed.
3. Resist the temptation to lead the child by the hand through his or her homework assignment.
4. Be positive - give praise when deserved.
5. Encourage the child to clarify and record homework assignments before leaving school.

Three kinds of homework assigned to pupils are the following:

- Informal homework, such as leisure-time reading, outdoor activities, selected radio and television programs, parent/guardian-directed trips to museums and other points of interest.
- Formal homework, such as drill and skill subject or remedial work.
- Assignments for upper grades requiring study and research.

We suggest that parents/guardians give their children a helping hand when necessary, but we also warn that too much help will defeat one of homework's major goals - the goal of self direction and learning to be responsible.

Black Butte School strongly believes in high academic standards. A successful BBS student is eager to learn and takes his/her learning seriously. Work submitted is expected to be the student's best effort.

### **Promotion**

Every year both teachers and parents are confronted with the problem of promotion and retention. If there is concern regarding your child's promotion to the next grade, you will be involved. The teacher and an assessment team to assist in this decision will complete a full evaluation study.

## **SPECIAL PROGRAMS**

### **Special Education**

Black Butte School District, through an agreement with Jefferson County ESD, offers a continuum of service for in-district students identified as needing special education. Out-of-district transfer students will be referred to their resident district.

### **Child Find Notice**

Black Butte School District attempts to locate, identify, and evaluate all children residing within the district boundaries who are suspected of being disabled and in need of special education services. For information or to make a referral, please contact school personnel at 541-595-6203.

**Counseling and Guidance**

Counseling and guidance are integral parts of our curriculum. It is our feeling that children learn best when they feel comfortable in their school environment. If you are interested in a conference concerning your child, you are encouraged to contact your child's teacher.

**Alternative Education**

Black Butte School personnel will develop and/or make provisions for alternative educational opportunities for those students meeting the criteria as established in Board policy. Criteria relates to disciplinary problems, potential for expulsion, and/or erratic attendance.

**RESPONSIBILITIES**

Black Butte School District traditionally has emphasized good student discipline. Rules and responsibilities governing discipline and conduct are presented in this handbook so that all members of the school community- students, parents, and teachers- know what is expected. By working together with clearly stated and consistently enforced regulations, we can continue to follow the Black Butte School tradition of firm and fair discipline.

Discipline is a positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, rights, and responsibilities.

Ideal discipline is self-directed and self-controlled. School, community, and parents share the responsibility for helping students develop self-discipline.

Discipline is necessary to ensure an orderly environment in which each person may live and learn to his/her full potential in harmony with others. School district goals cannot be achieved in an environment that is less than orderly. When self-control falters and self-discipline fails, discipline must be imposed to protect the rights of others and for the individual's own benefit.

In the Black Butte School District, as in the community at large, certain rules and procedures are established to guide students through constructive growth into mature adulthood. These rules are communicated by teachers and staff through the student handbook and in the classroom.

**Parent Responsibilities**

Send your child to school as required by Oregon School Law (ORS 339.020) which reads, "Every person having control of any child between the ages of 7 and 18 years who has not completed the 12<sup>th</sup> grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term." [Exceptions are defined in ORS 339.030.] State law calls for official notice of non-compliance (ORS 339.080). In addition, non-compliance can result in a fine.

Make sure your child's attendance at school is regular and punctual, and that all absences are properly excused.

Be sure your child is free of communicable disease and in good health.

Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her actions.

Teach your child, by word and example, respect for the law, for the authority of the school and for the rights and property of others.

Know and understand the rules that your child is expected to observe at school; be aware of the consequences for violations of these rules and accept responsibility for your child's actions.

Instill in your child a desire to learn. Encourage a respect for honest work and an interest in exploring broader fields of knowledge.

Become acquainted with your child's teachers and communicate any concerns.

As a small school, BBS relies on parental involvement. We have an active PTO. We understand that some parents have work schedules, but we value and expect parental involvement wherever possible.

### **Student Responsibilities**

Attend school regularly and punctually. Excuses for absences must be confirmed by parents.

Be self-controlled, reasonably quiet and non-disruptive in classrooms and rest rooms, on the school bus, and during school activities.

Be reasonable, modest, self-controlled, and considerate in your relationships with other students. An example of self-control would be the keeping of hands and feet to oneself.

Maintain relationships with teachers and all other school personnel that are mutually respectful. Comply with directions and corrections promptly and courteously.

Use language and gestures that are respectful and free of profanity or obscenities.

Respect private, public, and school property.

Use of tobacco in any form by students on school property or while attending school-sponsored activities is prohibited.

Students who use, possess, share and/or sell or are under the influence of alcohol, marijuana, narcotics or other dangerous drugs while under school jurisdiction, on district property, or attending any school-sponsored activity are subject to immediate suspension which may lead to an expulsion hearing, consistent with district policy.

Understand that student misconduct will be addressed by members of the school staff whenever the misconduct falls within school jurisdiction.

In addition to the rules and regulations of Black Butte School District detailed in this handbook, students are expected to obey the laws of the State of Oregon and of the United States. On the school property, and at all school-sponsored activities, violations of public laws will result in disciplinary action taken by school authorities regardless of whether or not criminal charges are pressed.

### **Student Expectations**

In order to create and maintain an environment conducive for learning, four specific expectations for student behavior have been established. This means that as a student in Black Butte School District, your child is expected to:

1. Treat others and all property with respect; be kind, courteous, and considerate.
2. Act safely and responsibly.
3. Follow directions of all adults involved with the school and respond respectfully.
4. Abide by the district, school, and classroom rules.

### **Black Butte School Habits of Work**

The character traits of **respect**, **responsibility**, and **perseverance** are important for Black Butte students' success in academics and life. Students at BBS will learn, model, and be assessed on how they exhibit these character traits.

BBS students are **respectful** members of the BBS community.

- I communicate politely and kindly.
- I work cooperatively with others by sharing my ideas, listening to others' ideas, and compromising.
- I take care of resources and materials and clean-up after myself.

BBS students take **responsibility** for their success as learners.

- I arrive for each class on time and prepared to learn.
- I participate fully in whole-class, group/partner, and private work time.
- I carefully and thoughtfully complete all class assignments to the best of my ability and in a timely manner.
- I advocate for what I need to learn.

BBS students **persevere** to produce high quality work.

- I challenge myself to do my best on all school work.
- I embrace the many challenges I face at school and don't avoid work just because it is difficult.
- I improve my learning by seeking help when needed and asking questions.
- I learn from feedback and revise my work.

### **CONFERENCES**

One of the most difficult tasks faced by a teacher each year is assessing students. No single system of reporting student progress is completely satisfactory to everyone. There are two scheduled student led conferences during the year (see school calendar). We encourage you to talk with your child's teacher on many different occasions during the school year. If you wish to have a conference other than at the scheduled times, we ask that you call the school and schedule conferences either before or after school when the teacher is not involved with classroom duties. **Please do not ask for or expect an unscheduled conference with a teacher either before or after school.**

### **ACCIDENTS AND ILLNESS**

When an accident occurs at the school, the following steps will be taken:

1. Based on the information provided we will make every attempt to contact you.
2. If we are unable to make contact with you we will attempt to contact the emergency number(s) you have provided to the school.
3. If in the judgment of the school, emergency services are necessary, the school will call 911. If emergency transportation is required, the financial obligation will be the responsibility of the parent/guardian.

In the event your child becomes ill or sick while at school, steps #1 and #2 from above will be followed. The school does not have facilities to provide care for a child when s/he becomes ill.

**Students are not covered under District Insurance Plans. Any time phone numbers for you and your emergency contact person(s) change, please inform your child's teacher.**

### **EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Up-to-date home and parent(s) or guardian(s) work phone
4. Up-to-date emergency phone number of a friend or relative
5. Physician's name and phone number
6. Medical alert information/Consent to treat
7. Authorized person(s) allowed to pick-up your child.

**Please make sure to notify the school immediately of any changes in the above information.**

### **IMPORTANT PROCEDURES/POLICIES TO REMEMBER**

- ⇒ Students are expected to remain at school during the regular school day. They are not allowed to leave school grounds without parent/guardian and school permission.
- ⇒ Students must have a teacher's permission to use the telephone. Please limit calls to important matters. Students will NOT be allowed to use the phone to arrange for friends to come and play after school. Those arrangements must be done at home.
- ⇒ Do not bring animals to school unless you have permission from the teacher. Careful plans should be made for their proper care and comfort. Note: Animals are not allowed on the school bus – no exceptions. A student must have an adult bring the animal to school and take it home after it has been shared with the class.
- ⇒ Alcohol in any form, tobacco products and illicit drugs are not allowed on school property.
- ⇒ No profane language or gestures, fighting, or spitting are allowed at school.
- ⇒ Any form of a dangerous weapon is not allowed, including but not limited to knives, guns, or sharp objects.
- ⇒ Replicas of guns, knives or other such toys are not allowed.
- ⇒ Students should not come to school on roller blades, scooters, skates or skateboards. These items are not allowed on the school property.
- ⇒ Hazing, harassment, intimidation, bullying, menacing, and/or cyberbullying are subject to discipline including loss of privileges, detention, suspension, expulsion and/or referral to law enforcement.

### **BICYCLE SAFETY**

Students who ride their bicycles to school should use established bike paths in the community whenever possible. Bikes must be parked in the morning; they are not to be ridden during the day. Students should take reasonable measures in the safekeeping of their bicycles; locks are encouraged. Black Butte School District does not assume any responsibility for damage or theft. The July 1, 1994, bicycle safety law requires that children riding their bicycles to school wear a helmet.

### **BREAKFAST / LUNCH PROGRAM**

Black Butte School District does not provide a hot lunch program; however, the district encourages students to bring nutritional lunches to school each day. Time will be allowed for students to eat a snack in the morning. Gum, candy, soda pop, and other non-nutritional foods are not allowed at school.

### **CLOTHING**

It is important to mark your child's personal belongings with his/her name. Items such as coats, hats, boots, gloves, backpacks, lunch boxes/bags, etc. should be plainly marked. Many items are left in the lost and found at the end of the year because students don't recognize their own belongings or items. If students lose items, they should check the lost and found box. The Black Butte School District cannot be held responsible for lost clothing. We donate all lost and found items to a charitable organization during summer break.

### **DAMAGE TO SCHOOL PROPERTY**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing property.

### **DRESS CODE**

Students' dress is an important part of our school environment. For these reasons, Black Butte School has a set of rules for student attire:

1. *Skirts and shorts must be an appropriate length.*  
*\* To determine appropriate length, stand with arms at your side with fingertips extended straight. Fingertips must touch article of clothing in order to be deemed appropriate. If the fingertips touch skin, the article of clothing is too short to be worn at school.*
- 2) *Tank tops must have a minimum 1-inch strap.*
- 3) *No halter, strapless, spaghetti-strap, or back-less shirts.*
- 4) *No shirts that expose the stomach area.*
- 5) *No shirts with low-cut necklines.*
- 6) *No undergarments should show, in particular, pants that are excessively torn or worn low.*
- 7) *No clothing with suggestive pictures, offensive words, or slurs.*
- 8) *No clothing that advertises alcoholic beverages, tobacco, or drugs.*
- 9) *No flip-flops.*

*All students should wear clothing that allows them to fully participate in outdoor field science projects, P.E., and recess activities.*

*A student who violates the dress code will be required to cover the concerned clothing, change clothes, or be removed from the class/activity until a parent/guardian can bring in an appropriate article of clothing.*

## **FIELD TRIPS**

There will be times when students will have the opportunity to participate in field trips, which provide additional educational experiences outside of the classroom. Before participating in a field trip, parent/guardian permission will need to be established with the school. The one form signed at the beginning of the year will cover all field trips. Students may be excluded from participating in a field trip based on their behavior. Students must still obey school rules on field trips. Students who come to school not fully prepared for a field trip (lacking proper clothing, food, etc.) will not go along.

## **DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS**

At least one fire drill will be conducted each month for students.

Drills also will be conducted for earthquakes and building lockdown for all students.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

## **FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag at least weekly by reciting The Pledge of Allegiance. Students who choose not to participate are expected to stand quietly and respectfully while other students salute the flag.

## **HEALTH EXCLUSIONS**

There are several health reasons why your child could be temporarily removed from attending classes due to an illness. Some of these are:

- Infected skin lesion.
- Red, watery, inflamed infected eyes or eyelids.
- Rash on skin or scalp.
- Presence of lice or nits.
- Severe sore throat.

Under these circumstances, a child will not be allowed to return to school without a note from a parent/guardian or physician or until there has been a conference with the teacher.

## **HOMELESS STUDENTS**

Black Butte School District provides full and equal opportunity to students in homeless situations as required by law.

## **IMMUNIZATIONS**

Oregon law requires evidence of immunization or a medical or religious exemption for each child as a condition of attendance in any school and requires exclusion from school attendance until such requirements are met. A new student must provide a signed certification of immunization status form documenting either evidence of immunization or religious and/or medical exemption. A transferring student must provide evidence of immunization or exemption(s) within 30 days of initial enrollment.

Finally, a student currently enrolled shall not be allowed to continue in attendance without complete evidence of immunization or exemptions(s).

## **MEDICATIONS**

No students may self-administer medications except for medications requiring immediate emergency access (such as an asthma inhaler). Before a student may carry and self-administer any medication, the parent/guardian, physician, and a teacher or school administrator must provide written permission for the student to self-medicate. Additionally, the student and the parent/guardian must sign a self-administration agreement. If your child needs to self-administer an asthma inhaler or another emergency medication, please ask your child's physician to either write a note stating it is ok to self-administer the medication, or have the physician add that statement to the pharmacy label.

### Medication reminder

All medications (prescription and over the counter) for all grades must be brought to school in their **original container**. We also need a note or authorization form signed by the parent/guardian that gives the name of the medicine, the amount school personnel is to administer and when the medicine is to be given. If it is not to be given on a schedule, after *frequency*, you can write "as needed" and if a second dose can be given, write, "Can repeat every \_\_\_ hours."

Students are not allowed to carry their medication home with them, so please ask the pharmacy for a 2<sup>nd</sup> bottle for school or divide the doses and give the school only the amount of medication needed for school (in the original container), with the remainder of the medication kept at home.

If a student needs to carry an inhaler, the parent/guardian must fill out the Authorization Form with the child's physician filling out the bottom part, and both the parent/guardian and the student signing the Self Medication Agreement Form that the teacher or school administrator will also sign.

## **MEDIA ACCESS TO STUDENTS**

The School Board recognizes the important role the media serves in reporting information about the district. The media must make prior contact with the teacher or school administrator before making contact or taking a picture of a student or a group, unless it is an event that can be attended by the public. The media may on occasion be invited to take pictures of instructional programs or an extra curricular activity. Any parent or guardian who wishes their child not be photographed or interviewed may opt out on the annual enrollment form.

## **OUTSIDE RECESS**

Please be sure your child comes to school with proper clothing so he/she can be comfortable when playing outdoors. Participation during recess is an important part of a child's total growth and development. Students will be expected to participate in outdoor recess if they attend school. An exception to this procedure would be made with a written note from your child's physician.

## **PARTIES**

If you wish to have a party to celebrate a special event for your child in their classroom, please contact his/her teacher at least a week in advance to make arrangements. Each teacher will inform you when it's best for a party in their classroom.

The staff of Black Butte School believes strongly that students need to learn healthy eating habits while they are young. We strongly encourage parent(s)/guardian(s) to bring healthy snacks and treats to share for parties or other occasions when food might be brought to school.

### **RESTRICTIONS ON VISITING**

Please notify the office immediately if your child is to have restricted contact with a specific individual or if there are individuals (i.e. outside counselors) who will make contact with your child on a regular basis. Legal documentation is required to restrict or limit contact with other adults who might regularly have legal right to visit or contact a student.

### **SCHOOL CLOSURE**

Decisions regarding school closure due to snow, icy conditions, or a power outage will be made by the bus driver. The following is a description of the classifications that will be used:

- **Late opening or 2-hour delay:** All school functions, buses, and morning supervision will start 2 hours late. Doors will open at 10:00 a.m. when teachers and staff arrive. There is no supervision for students before 10:00 a.m. Please do not send or drop your child off at school before 10:00 a.m.
- **School closed:** The school will be closed for the day. Teachers and staff will not be on the school grounds.

If weather or other circumstances forces an unscheduled closure of school, an attempt will be made to contact you by a staff member or another parent/guardian will contact you. A school closure cancels all school activities unless otherwise notified.

### **SEARCHES**

District personnel may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation or school rule.

Searches will not be excessively intrusive in light of the age, gender, and maturity of the student and nature of the infraction. Strip searches are prohibited by the district. School officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as cubbies and desks, may be routinely inspected at any time.

Items found which are evidence of a violation of law, policy, regulation or school rule may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate.

### **QUESTIONING**

Should law enforcement officials find it necessary to question students during the school day or during periods of extra curricular activities, the teacher or designee will be present when possible. An effort will be made to notify the parent/guardian of the situation.

Parent(s)/guardian(s) are advised that in suspected child abuse cases law enforcement officials or the Oregon Department of Humans Services, Community Human Services when accompanied by law enforcement officials may exclude district personnel from the investigation procedure and may prohibit district personnel from contacting parent(s)/guardian(s).

### **STUDENT REGISTRATION**

Parents or Guardians are required to register new students. Oregon Law generally requires that a child must be five (5) years old on or before September 1 to be eligible to attend public school. A birth certificate or hospital certificate is required as proof of age. An up-to-date immunization record or a medical or religious exemption for each student is required during the enrollment process. If a student is transferring into the district, his/her immunization record should be transferred from the previous district. Black Butte School asks that parent(s)/guardian(s) enroll new students at least one day prior to their first day of attendance. This gives the classroom teacher time to organize the necessary books and materials for your child.

### **SOCIAL SECURITY NUMBER INFORMATION**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the parent/guardian. The district will notify the parent/guardian as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

### **TEXTBOOKS, WORKBOOKS AND LIBRARY BOOKS**

Students are responsible for books and other school property issued to them. Library books, textbooks and workbooks are the property of the school district and are loaned to the student to use and must be returned, unless otherwise stated by the teacher. Fees and fines will be assessed for materials that are damaged or not returned by the student.

### **TOYS, GAMES, ELECTRONICS, CELL PHONES, ETC.**

Black Butte School does not have secure places for students to store toys, games, CD players, iPods, money and other valuable personal belongings of students. We request that students do not bring these types of items to school. Students who bring personal items from home will be held responsible for their safekeeping and the school will not be liable for lost, stolen or broken items.

Cell Phones need to stay in backpacks and should not be used in/or during class unless permission granted by teacher. Cell service in the area is limited.

### **VISITATIONS**

Parent(s)/Guardian(s) are encouraged to visit school often. Below are guidelines for making your visit a successful one:

- ⇒ Contact your child's teacher ahead of time and determine the best times for a visit. This will help to make your visit the most productive and rewarding. Visiting during a test period may distract your child or other students in the class.
- ⇒ Avoid bringing other children with you. The distraction often makes it difficult for some students to concentrate and learn.
- ⇒ Plan any special activities you wish to do in class ahead of time with the teacher.

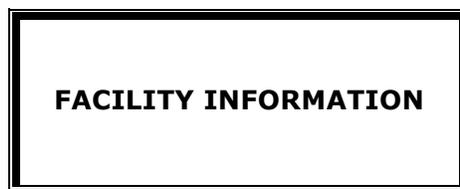
Student visitors from other schools are not allowed to visit at Black Butte School. Only enrolled students at Black Butte School are allowed to attend classes without prior written approval of the Head Teacher.

### **WITHDRAWAL FROM SCHOOL**

Please inform the school in advance if your child will be moving out of the area. This allows the teacher to help in preparing the student for the move and allows the student time to collect belongings and return borrowed materials. Student records will be transferred upon request of the school the student will be attending.

### **SAFE SCHOOLS INFORMATION**

State law requires that parents have access to information regarding Child Abuse: Identification and Intervention as well as Sexual Conduct: Staff-to-Student. Parents may receive more information and training on these subjects by accessing [www.safeschools.com](http://www.safeschools.com). In addition, information regarding these subjects and trainings for teachers is posted in the kitchen area above the copy machine.



### **Asbestos**

Black Butte School contains Asbestos-Containing Building Materials (ACBM). The material, located in the mechanic room and out of the reach of students, is non-friable transit and poses no health threat to those in the building. The asbestos area will have surveillance performed by the district manager every six months. Every 3 years, the building will be inspected completely. A management plan is located in the school and is available for inspection.

### **Water Quality**

Black Butte School District supplies water to the school building from a well located on the school district grounds. The water system is registered with the State of Oregon and Jefferson County Health Department as a Non-Community/Non-Transient system. The water supply is tested quarterly for coliforms and annually for nitrates. Recent lead and copper testing determined the water to be under the tolerable limits. Testing for SOC and VOC also has been successfully completed.

A Water System Operations Plan and Coliform Management Plan are located in the District Office and are available for inspection. A complete battery of water test results also is available for inspection.

Should a water sample test positive for coliforms, a notice will be sent home to parents/guardians. The district will take immediate remedial action as delineated in its management plan. This will include the purchase of water for students to drink.

### **Integrated Pest Management Plan**

As of July 2012, all schools in the state were mandated to have an Integrated Pest Management (IPM) plan. The IPM plan focuses on prevention and monitoring, with alternative eradication methods. The use of pesticides is the last choice and those pesticides allowed in schools are highly regulated. Part of the plan requires annual notification to parents and students as to pest emergency procedures, notification of posting procedures, and a list of potential pesticides to be used.

#### Notification and Posting:

When prevention or management of pests through other measures proves to be ineffective, the use of a low risk pesticide is permissible. Non-emergency pesticide applications may occur in or around the school at any time; however, preference shall be given to times when students are not in the building. If the labeling of the pesticide product specifies a reentry time, a pesticide may not be applied to an area of school where students will be expected before the expiration of that reentry time. If no reentry time is on product labeling, reentry will be based on the training and judgment of the IPM plan coordinator. For the Black Butte School District, the IPM plan coordinator is Scott McNitt.

Written notice, via email, of a proposed pesticide application will be given at least 24 hours before application occurs. This notice will contain the name of the pesticide product, the EPA registration number, the expected area of application, the expected date of application and the reason for application.

Warning signs will also be placed around the pesticide application area no later than 24 hours prior to pesticide application and remain in place at least 72 hours after pesticide application. Pesticide product labeling may indicate a longer reentry time. The warning sign shall read, "Warning: Pesticide Treated Area." The warning sign shall also give the date and time of application, expected reentry time, and provide a telephone number for the IPM plan coordinator.

#### Pest Emergency Procedures:

The declaration of the existence of a pest emergency is the only time a non low-impact pesticide may be applied. Evacuation and cordoning off the area are the first steps in a pest emergency. Notification is still required. If the pest emergency makes it impractical to give a pesticide application notice no later than 24 hours before the application occurs, the IPM plan coordinator shall send notice no later than 24 hours after that application occurs.

Warning signs shall be placed around the application site as early as possible, but no later than at the time the application occurs.

List of Low Impact Pesticides:

Notes:

- a) All pesticides used will be used in strict accordance with label instructions.
- b) All pesticide application shall be administered by a state certified Public Pesticide Applicator.
- c) No pesticide product, or active ingredient, shall have the signal words "warning" or "danger" on the label.
- d) No pesticide used shall be classified as a human carcinogen or probably human carcinogen under the United States Environmental Protection Agency 1986 Guidelines for Carcinogen Risk Assessment.
- e) No pesticide used shall be classified as carcinogenic to humans or likely to be carcinogenic to humans under the United States Environmental Protection Agency 2003 Draft Final Guidelines for Carcinogen Risk Assessment.

Product Name:	EPA Registration Number:	Type:
Crossbow	62719-260-5905	Herbicide
Raid Wasp/Hornet Spray	4822-553	Insecticide
Terro Liquid Ant Baits	149-8	Insecticide

Other:

A copy of the IPM plan is located in the school and available to those who want more information.

The Black Butte School District historically has had few pest problems. Ants, yellow jackets, and mice are the main areas of concern; fortunately, pesticides rarely are needed to effectively control these species. The use of pesticides and herbicides also has been historically low in the district.

## **List of Support Services**

Police: Jefferson County Sheriff Office: 541 475-2201 (Non-emergency)

Local sheriff is Dave Blann (private # use sparingly: 541 419-9686)

State Police dispatch Sisters/BBR/CS: 541 388-6300

Sisters/Camp Sherman RFPD Burn info: 541 549-2333

Sisters sheriff business calls: 541 549-1762

Department of Human Services (DHS)

To report child abuse: 541 548-9499

Child Abuse Hotline: 541 693-2700

Poison Control Center: 800 222-1222

High Desert ESD 541 693-5600 541 693-5700

Jefferson County ESD 541 475-2804

Barbara Garland (Sped.) 541 325-5456 cell: 541 312-3831

Family Access Network

Bend: 541 693-5675

Sisters Fire Department

Health screenings: 541 549-0771

Jeremy Ast: cell 541 420-4536

Sisters Lions Club

Hearing/mobile van (perhaps vision as well)

Contact: Helen Young 541 595-6967

Sisters Schools

Elementary School: 541 549-8981

Middle School: 541 549-2099

High School: 541 549-4045

**Black Butte School District  
Handbook Contract**

As a student, my signature verifies that I have read the handbook and understand the information it contains. I pledge to do my best at learning and being a responsible member of our school community. My signature also confirms my understanding of and agreement to abide by the rules governing computer usage as explained in the handbook.

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Student's Printed Name

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Student's Signature

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Date

My signature as a parent/guardian signifies that I have also read the student handbook and assume responsibility for knowledge of the policies and information contained within it.

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Parent's/Guardian's Signature

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Date

**Please review, sign, and return this contract page to your child's teacher by September 9th, 2016. Please keep the handbook at home for reference.**

**Thank you!**