

**BLACK
BUTTE**



SCHOOL

2020-21

STUDENT / PARENT HANDBOOK

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Title IX Statement

Black Butte School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act of 2008.

To coordinate compliance with these legal requirements and for additional information please contact Celeste Ingram, Black Butte School District Clerk.

Welcome to Black Butte School!

Mission

Our mission is to...offer a dynamic educational experience that leverages the local community and the unique bioregion of the Merolius Basin to enhance student learning. The field-based curriculum blends classroom lessons with real world experiences and adventures to foster students' genuine curiosity, knowledge, and confidence.

Our Philosophy and Values

Our core values: community, curiosity, learning, stewardship, and wellness, are the foundation of how we educate and empower our students.

We believe...

- An inclusive and positive community and a healthy environment enables all students to thrive;
- Interdisciplinary programs organized thematically provide authentic opportunities for learning;
- Place-based experiences and adventures help students to learn about themselves, their communities, and the greater world in memorable and transformational ways;
- Well-designed projects engage students in solving real-world problems that benefit the community and empower them to develop leadership skills and confidence; and
- Educational experiences need to be dynamic, opportunistic, individualized, and holistic in order to develop the whole child emotionally, intellectually, spiritually, and physically.

Expectations for School Community

We take the long view with our students. We want our students to be successful academically and socially while at Black Butte. We also want them to gain the skills to be successful in life. As a community, it is important that we all work to model the behaviors we wish our students to develop and demonstrate. In and around the school grounds and at all school-sponsored events we ask that everyone strive to:

Be Respectful

- Treat yourself and others kindly
- Assume that others are doing their best

Be Responsible

- Accept responsibility for your actions, ask for help when needed.
- Come to school daily and complete work on time

Persevere

- Do your best work
- When you feel like giving up, don't. Ask others for help

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 Middle School or High School under a Black Butte School District and Sisters School District tuition agreement contract. For students attending Sisters schools, 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.**

SCHOOL HOURS, STUDENT SUPERVISION, AND TYPICAL DAILY SCHEDULE

Monday through Friday:

8:05 a.m. Students may arrive at this time; please do not arrive before this time unless arrangements have been made in advance, as it is teacher work time and no supervision is provided.

8:15 a.m. School day begins

3:00 p.m. Dismissal: Students shall either ride the bus or be picked up at this time.

No supervision provided after dismissal time. It is the parents'/guardians' responsibility to arrange for supervision of their child after school each day. **Please be on time to pick up students.**

Hybrid Schedule: Due to the effects of COVID-19 we will be instituting a hybrid schedule for Fall 2020. The main impact will be to add early release days every Monday and Friday. Dismissal time will be 12:15pm on these days. We will reevaluate and update the calendar as needed. Also be prepared for unexpected short-term closures to control the spread of illness.

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

DISMISSAL

- Dismissal time is 3:00 p.m.
- 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.**
- When the after-school destination or bus routine of a student is changed from the regular routine, the teacher and Bus Driver must have **written notification** from the parent/guardian, this can include email. Please email the Bus Driver, District Clerk, and Head Teacher to notify them of the change. In an emergency, parents/guardians may call the school at (541)-595-6203 to notify them of a change of destination. You must call or email the school before 2:15 p.m. If your call goes to district voicemail, please do not assume that the Bus Driver was notified of the change in destination. Please call back to ensure that your message has been received. If you do not receive confirmation of the change in writing, please expect your student to follow their typical after school routine.
- 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 may 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.

ATTENDANCE

We expect all students to attend school daily. Black Butte School's adheres to the Oregon attendance laws requiring regular attendance of all school age children. (ORS 339.055) Students who develop the habit of coming to school regularly are more likely to build positive relationships with their peers, achieve academic success, graduate from high school on time, and develop strong work habits for employment. Frequent student absences negatively impact the classroom environment and the school community. With our strong emphasis on project-based learning, much of the learning that happens at school cannot be made up at home. When students miss school, they inevitably miss parts of the curriculum and the essential knowledge and skills, quickly causing them to get behind in their learning.

Regular attendance, according to the research:

- 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; and
- Meets Oregon graduation requirements.

ABSENCE POLICY

State of Oregon law authorizes the school, not the parent, to determine which absences may be excused. If a student is gone three or more days a doctor's note may be required. The State of Oregon requires that any student gone for more than ten days will be dropped from enrollment on the eleventh day. The State of Oregon recognizes the important role of attendance in students' success in school by including it as an integral part of every school's yearly Oregon Department of Education Report Card rating.

96% and above = exceptional
94% - 95.9% = strong
90.1% - 93.9% = satisfactory
90% and below = chronic absenteeism

The following notes highlight important details of the attendance policy:

1. **Both excused and unexcused absences are recorded in a student's official attendance record, which affects our state report card rating.**
2. A student will be marked "absent" if they miss more than half of the school day.
3. If your child will be absent on a given day, please call or email the school prior to 8:15 am on that day. Your message should include the reason for your child's absence.
4. If your child does not come to school and we have not heard from you, our attendance officer will call home after 8:15 a.m. to inquire about the absence.
5. A written excuse from a parent/guardian is needed when your child returns to school after an absence. Include the reason for the student's absence.
6. If your child is absent more than two days and must have work sent home, please give the teacher 24 hours' notice to get it ready. Students are expected to make up missed assignments.
7. Any student who is absent for ten consecutive days will be dropped from school rolls and must re-enroll upon returning to the school.

The following guidelines are used for tardies:

1. Students are expected to be punctual.
2. Students are expected to be present, lunches and jackets unpacked and homework delivered, ready to begin class promptly at 8:15 a.m.
3. A student arriving after this time will be marked tardy. Tardiness is a disruption to everyone's learning.
4. Excessive tardiness will result in disciplinary measures.

Board Policy: All Board policies can be accessed either through a link on our school website or directly by going to <http://policy.osba.org/bbutte/index.asp>

Policy Regarding Student Absences and Excuses:

It is the student's responsibility to maintain regular attendance. 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. *Medical (dental) appointments. Confirmation of appointments may be required.*
5. *Other reasons deemed appropriate by the Head Teacher or Board designee when satisfactory arrangements have been made in advance of the absence.*

Call or email when your child needs to be absent from school. Please realize that an absence not covered above will be considered unexcused.

1. As a basic infection control measure, please do not bring your child to school if they have exhibited vomiting, diarrhea, or fever within the previous 24 hours. Also, please understand that any student showing these symptoms will need to be sent home from school. If the office staff calls to let you know your child is sick and needs to go home, please make arrangements to be here or send someone within *20 minutes*.
2. Please follow the school calendar when making arrangements for family trips/vacations. If it is necessary for a student to miss school for any reason not listed as an excused absence, 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 complete upon the student's return.

COVID-19 RESPONSE

BBS staff have been working hard to develop a plan for the 2020-21 school year that will allow for in-person class and protect the safety of students, staff, and the community. You can find our reopening blueprint on our website which covers our safety protocols and procedures for the 2020-21 school year. Some important changes include:

- Social distancing; Students and staff will need to maintain a safe distance from each other at all times;
- Frequent cleaning of classrooms and materials;
- Isolation and exclusion of anyone with COVID-19 like symptoms or who live with a person with COVID-19 like symptoms.;
- Face coverings and face shields will be used to control the spread of air borne viruses;
- Frequent hand washing and hand sanitizing.

BBS hopes to continue to provide a high quality, in-person school experience for our students throughout this unprecedented pandemic. If we are going to be successful it will take cooperation from the whole BBS community, including families. Please review the health guidelines with your children at the start of school and encourage them to do their part to slow the spread of the virus. Make sure that if any member of your household is not feeling well, your whole family isolates and stays out of the school building. If we all make the necessary adjustments to protect the health of students and staff this year, then we are hopeful that we can remain open and provide the academic, social, and emotional support our kids need. Thank you for your help in these efforts.

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 and especially 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 of that choice. The following consequences will be used in Black Butte School District dependent upon the specific circumstance(s):

1. 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.
2. Classroom Consequences: A staff member will assign classroom consequences to the student.
3. Loss of Time: The student will lose free time, staying in at recess or part of lunch break.
4. Parent Involvement: A staff member will contact the parent(s). A conference may be arranged between appropriate staff and parent(s).

5. Conference: A formal conference will occur between student, staff member, and administration. The parent(s) will be notified.
6. In-School Suspension: The student may be assigned to an out-of-class placement for a period of time. Parent(s) will be notified.
7. 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.
8. 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.

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 seats to students.
- 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 Bus Driver.
- Students shall keep the bus clean and must refrain from damaging it.
- Students shall be courteous to the Bus Driver, to fellow students, and to passersby.
- Students who refuse to obey promptly the directions of the Bus Driver or refuse to obey regulations may forfeit their privilege to ride on the bus.

Disciplinary Procedures for Violations of Bus Regulations (from Board Policies):

- First Citation—Warning*: The Bus Driver verbally restates behavior expectations and issues a warning citation. The Bus Driver may assign the student to a particular seat.
- Second Citation*: The student is suspended from the bus until a conference, arranged by the Head Teacher, has been held with the student, the parent, the Bus Driver and the Head Teacher.
- Third Citation* of the Year: The student receives a 5- to 10-school-day suspension and will not be able to ride the bus until a conference, arranged by the Head Teacher, has been held with the student, the parent, the Bus Driver and the Head Teacher. Further violations of bus regulations will be considered a severe violation.
- Severe Violations: Any severe violation may result in the immediate suspension of the student for 10 days and up to a 1-year expulsion from the bus. There will be a hearing at this time, arranged by the Head Teacher, involving the student, the Bus Driver, the parent/guardian and the Head Teacher.

In all instances, the appeal process may be used if the student and/or parent/guardian desires.

- * **All School Bus Incident Reports must be signed by the parent/guardian, Bus Driver and Head Teacher before the student will be allowed to ride the bus again.**

COMPUTER POLICY

Black Butte School has a student contract for computer use. Students are required to read and sign this contract before having access to school computers. A separate contract will need to be signed by a parent/guardian for a school computer to be allowed to go home.

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 STEAM (Science, Technology, Engineering, Arts, and Math) focus with several experiential activities throughout the year. 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. In addition to our field- and project-based curriculum, BBS utilizes a variety of research-based curricula. Please check-in with your student's teacher for more information on what curriculum options will be utilized this year for math, English language arts, and science.

HOMWORK

Research and our experience show that parents/guardians who support school, learning, and homework have students who succeed and do well at school. Much of the new research casts doubt on the benefits of large homework loads, especially for younger students. Based on this new research we try to keep homework limited to essential practice work that will supplement classroom instruction and larger projects that require more time than we have in the school day. Upper graders should expect significantly more homework than lower graders.

Instead of large homework loads the current research suggests that students benefit more from family and social experiences that engage them physically and mentally. Activities like sports, music, and art are a great way to engage students after school. Time spent outdoors and with family and friends have been shown to benefit students in a variety of ways. Students should spend a minimum of 30 minutes reading at home each day as well as writing regularly, like in a personal journal. We believe that an ideal schedule consists of exercise, reading/writing, social/family time, chores, minimal homework, and lots of rest. We understand that this is a lot to make happen every day but we believe a balanced lifestyle that emphasizes all of these activities, as well as school, will lead to high levels of achievement and success.

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

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

PROMOTION

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 EDUCATION

Black Butte School District, through an agreement with Jefferson County Education Service District (ESD), offers a continuum of service for students identified as needing special education.

COUNSELING AND GUIDANCE

Counseling and guidance are integral parts of our curriculum. We believe that children learn best when they feel comfortable in their school environment. School staff will take time to teach social, emotional, and life skills to help students feel more comfortable and happy at school. If you are interested in a conference concerning your child, you are encouraged to contact your child's teacher or the School Counselor.

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.

CONFERENCES

There are two scheduled 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 on your Enrollment Form, 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; and
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.
- Students may not bring animals to school without permission from the teacher. Careful plans should be made for their proper care and comfort. 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.
- 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. 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

An important part of creating a positive and productive school environment is when kids come to school dressed appropriately. They should be dressed in a way that allows them to fully participate in all activities and be comfortable and focused in the classroom. To support these expectations we have a set of rules:

- All students should wear clothing that allows them to fully participate in outdoor field science projects, physical education, and recess activities. This means they should have athletic shoes available at school every day.
- No flip-flops.
- No clothing that advertises alcoholic beverages, tobacco, or drugs.
- Skirts and shorts must be an appropriate length.
- No shirts that expose excessive skin.
- No undergarments should show, in particular, pants that are excessively torn or worn low.
- Teachers may request that a student removes certain items like hats or jewelry if they become a distraction in the classroom.

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

Our students often 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.
- 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 unprepared for a field trip (lacking proper clothing, food, etc.) will not participate.

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, including:

- Infected skin lesion.
- Red, watery, inflamed infected eyes or eyelids.
- Rash on skin or scalp.
- Presence of lice or nits.
- Severe sore throat.
- Fever, vomiting, or diarrhea within the previous 24 hours.

In 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 reminders:

- 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; please ask the pharmacy for a second 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.

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 a 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 and Head Teacher. 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 10:05a.m. when teachers and staff arrive. There is no supervision for students before 10:05a.m. Please do not send or drop your child off at school before then.
- **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 force an unscheduled closure of school, a staff member or another parent/guardian will attempt to 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 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 Human 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 for which 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; they 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, electronics, 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; 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 is granted by the teacher. Cell service in the area is limited.

VOLUNTEERS, CHAPERONES, AND VISITORS (Note: We will severely limit the use of volunteers/chaperones during the COVID-19 pandemic)

- As partners in a child/ren's education, parent(s)/guardian(s) are encouraged to volunteer when your schedule and our needs align. If you are interested in volunteering, contact Mr. Sharp for a volunteer application. To protect the safety and welfare of our children, our volunteer requirements are as follows: :
- Complete a Social Security number-based criminal background checks and BBS Volunteer Application
- As a volunteer, please avoid bringing other children with you. The distraction often makes it difficult for some students to concentrate and learn.

Visitation (Note: We will not allow visitors in school during the COVID-19 pandemic)

- If you wish to visit, please contact the school ahead of time and determine the best times for a visit. This will help to make your visit the most productive and rewarding.
- 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 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

Oregon 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. In addition, information regarding these subjects and trainings for teachers are available upon request.

FACILITY INFORMATION

View facility information on school website.

**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.

Student's Printed Name

Student's Signature

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.

Parent's/Guardian's Signature

Date

Please review, sign, and return this contract page to your child's teacher by September 4th, 2020. Please keep the handbook at home for reference.

Thank you!