

**BUTTE FALLS CHARTER SCHOOL  
GRADES K-6  
2017-2018**

Dr. Phil Long..... Superintendent  
Dianne Gorman.....Principal  
Mardell Smith.....Office Manager

Sarah Chavez ..... Kindergarten  
Ashley Sinclair .....1st Grade  
Danielle Fetkovich ..... 2nd Grade  
Maggie Smart.....3<sup>rd</sup> Grade  
Jill Dufresne.....4<sup>th</sup>/5<sup>th</sup> Grades  
Sarti Powell ..... 4th Grade Math/RTI/7<sup>th</sup> Grade  
Skylar Harrington..... 5<sup>th</sup>/6<sup>th</sup> Grades  
Larry Wetjen..... Special Education

**SUPPORT PERSONNEL**

Roni Burg..... Instructional Assistant  
Lynda (Meltie) Knighton..... Instructional Assistant  
Katie Long..... Instructional Assistant  
Kayla White..... Instructional Assistant

**CAFETERIA STAFF**

Courtney Anderson..... Head Cook  
Trisha Britt.....Assistant Cook

**MAINTENANCE**

Jeff Gorman  
Buff Lawrence

**CUSTODIAL STAFF**

Donna Ownby

Butte Falls School District does not discriminate on the basis of race, color, national origin, disability, marital status, sex, age or sexual orientation in providing education or access to benefits of educational 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; and the Americans with Disabilities Act.

**THIS EDITION OF THE HANDBOOK SUPERCEDES ANY AND ALL PREVIOUS  
VERSIONS**

**Notice to Parents**

Regarding student records set forth in Federal Rule on Education Records Part 99.37, Subsection (c), parents and students are notified that directory information regarding students in the Butte Falls Schools will be released to the public unless the student or parents of the student notifies the administration of Butte Falls School District in writing that such directory information about that student is not to be released.

Directory information to be released includes such information as lists of students participating in athletic competition, honor roll lists, lists of graduates, information on student achievements, lists of cheerleaders, etc.

Any student or parent not wishing to have personal directory type information released must notify Butte Falls School authorities in writing by October 1 of each school year.

**Alternative Education Programs**

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education placement.

The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons laws.

Parents may request additional in-district alternative education programs by submitting written requests to the principal.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

**Alternative Education Programs - Establishment**

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

"Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals;
2. Criteria for enrollment;
3. Proposed budget;
4. Staffing;
5. Location;
6. Assurance of nondiscrimination.

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation, and approval process.

### **Alternative Education Notification**

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:

1. When two or more severe disciplinary problems occur within a three-year period ;
2. When attendance is so erratic the student is not benefitting from the educational program (erratic attendance will be defined on a case-by-case basis);
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

### **Asbestos**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The district maintenance person serves as the district's asbestos program manager and may be reached for additional information.

### **Assemblies**

We want to see a good attendance at school plays, concerts, games, assemblies, and dances. We also must have courteous and reasonable conduct at those functions when they are scheduled. A part of our training is that of being a good audience. Whistling,

booing, hooting, etc. are unacceptable and will result in exclusion from the function. The Student Code of Conduct will apply.

### **Attendance**

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class C violation of law and is punishable by a court imposed fine up to \$180 per day, as provided by ORS 339.020.

The district will notify the parent in writing that, in accordance with law, the principal will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district in the amount of a \$180.00 fine;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$720.

### **Absences and Excuses**

When returning to school after an absence, a student must bring a note signed by the parent, or they must telephone the school and describe the reason for the absence. Blanket notes will not be accepted. Absence from school or class will be excused under the following circumstances:

1. Illness of student;
2. Illness of 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 or dental appointments. Confirmation of appointments may be required;

6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

After 3 days without a note or phone call, the absence automatically becomes unexcused.

Students may be excused on a limited basis from a pre-planned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

A student who must leave school during the day must bring a note or the parent must telephone the school. A student who becomes ill during the day should, with the teacher's permission, report to the office manager. The office manager will decide whether or not the student should be sent home and will notify the student's parent as appropriate.

A student who has been absent for any reason will make up specific assignments missed and/or complete additional in-depth study assigned by the teacher to meet subject or course requirements. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades.

#### Friday Detention-Grades 4-6

When a student has accumulated 4 days of unexcused absences or 3 tardies in a 9 week grading period, he/she may be required to attend the next regularly scheduled Friday detention. Parents and students will be notified when the student has 3 unexcused absences.

(Exceptions will be made on attending Friday detention when extenuating circumstances justify an exception as determined by the principal.)

Failure to attend Friday detention or violation of detention rules will result in a 3 day suspension. Students will be expected to make up the missed work in order to average it with the zero earned for the days they were suspended.

#### Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, and ineligibility to participate in athletics or other activities.

#### **Citizenship Evaluation**

Grades K- 6 use a variation of Outstanding, Satisfactory, Needs Improvement, and Unsatisfactory to evaluate citizenship.

#### **Communicable Diseases**

Parents of a student with a communicable or contagious disease are asked to telephone the elementary school office manager so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include chicken pox, mumps, head



lice, whooping cough, measles, German measles, scabies, staph infections, strep infections, tuberculosis, Hepatitis A, Hepatitis B, pink eye, ring worm (body or scalp), and the flu when the illness interferes with the student's performance. Head lice restrictions may be removed when NO nits or lice are present as certified by a designated school employee.

### **Computer Use**

As users of the Butte Falls Elementary School electronic communications system, all students will be required to complete an Acceptable Use Agreement, which must be signed by both the student and parent or guardian. This agreement covers computer use in general as well as internet access and use. A completed form must be on file at the school before students will be allowed to use school computers and internet access. The terms and conditions and the agreement form can be found in the handbook Appendix.

### **Conduct**

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

### **Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

1. Civil rights - including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

### **Student Code of Conduct**

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges, and/or referral to law enforcement officials for the following, including but not limited to:

1. Theft; committing extortion, coercion or blackmail, that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force;

2. Violation of Computer Use Agreement contract;
3. Disruption of the school, class or district environment;
4. Damage or destruction of district property;
5. Damage or destruction of private property;
6. Assault or threats to harm to self or others;
7. Violations of district transportation rules;
8. Fighting;
9. Leaving school grounds or school sponsored events without permission;
- \*10. Substance abuse or any possession or use of tobacco, alcohol, unlawful drugs, drug paraphernalia (including cigarette lighters) or inhalants;
11. Directing profanity, vulgar language or obscene gestures toward other students;
12. Being disrespectful or directing profanity towards teachers or other school employees;
13. Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations;
14. Name-calling, ethnic or racial slurs or derogatory statements, and hazing;
15. Inappropriate physical or sexual contact disruptive to other students or school environment, offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors, or other intimidating sexual conduct, directed toward another student; Physical contact will be limited to hand holding only (not allowed in the classroom).
16. Persistent failure to comply with rules under the lawful directions of staff or district officials;
17. Using a paging device, cellular phone, recorder, or other electronic devices;
18. Gambling
19. Dress code violations;
- \*\*20. Any unauthorized possession, and/or use of a loaded or unloaded firearm or any other instrument, device, material or substance which is used, attempted to be used, or threatened to be used, and is readily capable of causing death or physical injury;
22. Cheating or plagiarism.

\*In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine up to \$100.00 as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under the age of 18 commits a Class A violation and is subject to a fine of not less than \$100.00 and not exceeding \$600.00 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by ORS 475.999.

\*\*Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses



a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material, or substance which, under the circumstance in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury.

Firearm is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of an explosive. This includes the frame or receiver of any such weapon or firearm muffler, or silencer.

"Destructive device" is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

### **Counseling**

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns. Contact a staff member for a referral.

### **Cyberbullying**

The district prohibits any form of harassment, including harassment through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

### **Damage to District Property**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports may be withheld. See Fees.

### **Discipline/Due Process**

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques, including counseling by teachers, counselors and administrators; detention; suspension; expulsion; loss of driving privileges and loss of right to apply for driving privileges; loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol-and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

### **Discipline Procedure**

It is our belief that all students can manage themselves in a safe, responsible, and respectful manner **at all times**. Should a student decide, for whatever reason, that he/she cannot maintain that behavior standard, the following procedure will be followed.

**Minor offenses will result in one or more of the following pre-referral actions, at teacher discretion:**

- Teacher talks to student
- Teacher contacts parents

**Major or repeated offenses will result in one or more of the following, at administrative discretion:**

- Referral, resulting in one or more of the following:
- Contact with parent
- In-school suspension
- Friday detention
- Out of School Suspension
- Expulsion

Refer to Discipline Chart on following page.





### **Distribution of Material**

Written material, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the superintendent/principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

### **Dress and Grooming**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruptions, and avoid safety hazards.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

Clothing appropriate for school wear will be clean, modest in style, and neat in appearance. A suggested guide for measurement of shorts and skirts is that they should be as long or longer than extended fingertips by sides.

Questionable dress will be immediately removed, turned inside out, covered, or the student will be taken home to correct the violation.

#### Examples of clothing and accessories that are not permitted

- Belts that hang more than 4", gang logos, hair nets, chains, clothing or jewelry that promotes drugs, tobacco, alcohol, firearms or weapons of any kind
- Pajamas, sagging pants, visible underwear, sexually suggestive logos, shorts and skirts which are shorter than halfway down the thigh
- Spaghetti straps, tube tops, bare midriffs, undershirts and so forth (Regular tank tops are acceptable unless the arm holes are so large that the chest and back are clearly visible.)

The principal or superintendent shall suspend any student who does not comply with the dress code.

## Drills

### Code Red - Assault on the Student Body

Student's responsibilities:

1. Stay in your classroom. If you are not in a classroom, get in the closest classroom available.
2. Follow the directions of your teacher. Move away from windows and sit on the floor as close to a solid wall as possible.
3. Do not leave the room unless instructed to do so.
4. Help keep your classmates as calm as possible.
5. Notify your teacher if any students are missing.
6. Listen for instructions over the intercom or from an administrator or police officer.

### Earthquake

Many of the procedures for an earthquake are the same as a Code Red. It is always important to remain quiet and as calm as possible. Since we can't predict exactly what might happen, if we remain calm we will have better judgment.

Action Plan:

1. Remain where you are.
2. If indoors-take cover under desks or tables.
3. If outdoors-move away from buildings.
4. After the quake-evacuate the building.

Earthquakes are a serious threat in Oregon. Geologists state that Oregon is a great deal more earthquake-prone than is generally realized and that it is only a matter of time before a severe earthquake may occur. If indoors, take cover under desks, tables or other heavy furniture, in interior doorways or narrow halls, or against weight-bearing inside walls. Stay away from windows, light fixtures, and suspended objects. After the quake is over, follow instructions and evacuate the building.

### Fire

1. Exit the building according to the evacuation plan posted in each classroom. (Be sure to look at the plan or ask your teacher what the evacuation route is for each of your classrooms before the first drill.)
2. Report to the blacktop area with your class so that your teacher can take roll. Be sure to stay away from the building so that you'll be safe in the event of any explosions.

### **Emergency Medical Treatment**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's



parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

### **Emergency School Closing Information**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular conditions. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

### **Fees**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel, and athletic physical examinations;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.
6. Uniform maintenance;
7. Fees for damaged books and school owned property;
8. Field trips considered optional to the district's regular school program;
9. Admission fees for certain extracurricular activities;
10. Student accident insurance;
11. Participation fees or "pay to play" for involvement in activities.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid, the district will withhold the grade reports, diploma and records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

### **Flag Salute**

Students will be provided an opportunity to salute the United States flag at least weekly by reciting The Pledge of Allegiance.

### **Fund Raising**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives.

All funds raised or collected by or for school approved student groups will be receipted, deposited, and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's co-curricular activities program. The principal is responsible for administering student activity funds.

### **Homeless Students**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district superintendent, the district's liaison for homeless students.

### **Immunizations**

A student must be fully immunized against certain diseases or must present a certificate or statement that for medical or religious reasons the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

### **Infection Control/HIV, Hepatitis B, and AIDS**

Although HIV, AIDS, Hepatitis B (HBV), and Hepatitis C (HCV) are serious illnesses, the risk on contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye, or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any such risk is serious, however, the district requires that staff and students approach infection control using universally recognized precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV, and HCV and/or other infectious diseases.

### Infection/Disease Instruction

An age-appropriate plan of instruction about infections/diseases including HIV, AIDS, HBV, and HCV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the school for additional information and procedures.

Students of parents with questions about the district's AIDS, HIV, HBV and HCV health education program should contact Mike Harrington, high school health teacher.

### HIV Positive and AIDS-Students

As a general rule, a student infected with HIV or HBV who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.

"Special risk" student means those students infected with HBV or HIV whose health care provider has reasonable grounds to believe present special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student's ongoing history of biting others.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Parents of a student with a medical diagnosis of HIV deemed special risk by the student's health care provider as well as parents of any students with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school. In either case, students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

### **Lunch/Breakfast Program**

The district participates in the National School Lunch, School Breakfast, and Commodity Programs and offers free and reduced-priced meals based on a student's financial need. Additional information can be obtained in the office.

### **Medicine at School**

Per Board Policy JHCD-AR, Administering Non-injectable Medicines to Students, requests for designated staff (office manager only) to administer medication to students may be approved by the district as follows:

- A. A written request for the district to administer prescription medication must be submitted to the school office to include:
  1. The written signed permission of the parent.
  2. The written instructions from the physician for the administration of the prescription medication to the student including:
    - a. name of the student
    - b. name of the medication
    - c. route (how medicine is to be taken)
    - d. dosage
    - e. frequency of administration
    - f. other special instructions, if any
 (The prescription label will be considered to meet this requirement if it contains the information listed in a. - f. above.)
- B. A written request for the district to administer nonprescription medication must be submitted to the school office to include:
  1. The written signed permission of the parent.
  2.
    - a. name of the student
    - b. name of the medication
    - c. route (how medicine is to be taken)
    - d. dosage
    - e. frequency of administration
    - f. other special instructions, if any
- C. Medication is to be submitted in its original container.
- D. Medication is to be brought to and returned from the school by the parent.
- E. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take the medication.
- F. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions.
- G. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district administered medication.
- H. Any error in administration of medication will be reported to the parent immediately and documentation made on the district's Accident/Incident Report form. Errors include but are not limited to: administering medication to the wrong student, administering the wrong medication, dose, time, route, etc.
- I. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

**Self-medication:** Grades K-7: Self-medication of prescription and nonprescription medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access. A parent/guardian permission form must be submitted for self-medication. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Building principal permission is required for all self-medication requests.

Permission to self-medicate may be revoked if the student violates the Board's policy-governing Administering Noninjectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

### **Parental Rights**

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

### **Personal Communication Devices**

Students may possess personal communication devices, such as pagers or cellular phones in district facilities during the school day, **but such devices must remain turned off and use is prohibited during school hours including lunch and recess periods.** A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

Use and possession of such devices at school-sponsored activities or at other times during the school day will be determined by the building principal.

Students found in violation of the personal communication device use and possession prohibitions as established by the building principal will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.



### **Phone Use**

A student shall not be called from class to answer the phone unless it is an emergency. The office manager will take a message and ensure that the student receives it in a timely manner without disrupting the student's class.

Students will be allowed to use school phones to make legitimate calls at an appropriate time, usually the end of the period.

### **Program Exemptions**

Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the district.

An alternative program or learning activity may be provided.

All such requests should be directed to the principal by the parent in writing and include the reason for the request.

### **Release of Student from School**

A student shall not be released from school at times other than regular dismissal hours except with the principal's or designee's permission. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law. A note signed by the parent/guardian must be on file in the office.

### **Searches and Questioning**

#### **Searches**

District officials 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 only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation or school rule, or the Student Code of Conduct is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or the Student



Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner.

### Questioning

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

Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services, and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

## **Special Programs**

### Students with Disabilities

The school provides special programs and services for students with disabilities. A student or parent with questions should contact the special education director.

### Title I Services

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

The school will also provide parents, upon request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria of the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

- Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
- Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified, as required by law.

## **Student/Parent Complaints**

### **District Personnel Complaints**

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days of the event or events causing the complaint. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within fifteen calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten calendar days following the receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

### **Discrimination on the Basis of Gender Complaints**

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of gender should contact the principal.

### **Instructional Materials Complaints**

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a Reconsideration Request Form for Reevaluation of Instructional Material may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision is final.

### **Placement/Enrollment of Homeless Students Complaints**

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

### **Sexual Harassment Complaints**

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited

in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or work- ing environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

**Step I** Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

**Step II** The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. The date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step III** If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

**Step IV** If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

**Step V** If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

Students or parents with complaints not covered by this student handbook should contact the principal.

### **Student Education Records**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the school

office by the office manager. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the Certificate of Initial Mastery (CIM) and Certificate of Advanced Mastery (CAM), including, where appropriate, dates of achievement of CIM and CAM;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;
13. Other information, i.e., psychological test information, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

### **Talented and Gifted (TAG) Program**

#### Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) student from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified student shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

#### Talented and Gifted Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the talented and gifted Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within ten school days of receiving the original complaint.



The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the Oregon Administrative Rule will be provided upon request.

### **Transportation of Students**

**Buses may not transport any persons other than children enrolled in school or teachers and school employees. Any exception must be authorized by the superintendent.**

A student being transported on district provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

#### **Transportation Rules**

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling, or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in the case of an emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons, or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while the bus is in motion;
8. Students may be assigned seats by the driver;
9. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms, or head through the bus window;
11. Students will have written permission to leave the bus other than at home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, to fellow students, and the passers-by;
16. Students who refuse to obey, promptly, the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus;
17. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

#### **Disciplinary Procedures for Violations of Transportation Rules**

The following procedures shall be followed when a discipline concern arises on a vehicle



serving a regular route or an extracurricular activity:

1. **First Citation-Warning:** The driver verbally restates the behavior expectations and issues a warning citation. A bus seat may be assigned at driver's discretion.
2. **Second Citation:** The student is suspended from the bus until a conference, arranged by the transportation director, has been held with the student, the parent, the bus driver and the transportation director. A bus seat may be assigned.
3. **Third Citation of the year:** The student receives a five to ten day suspension and will not be able to ride the bus until a conference, arranged by the transportation director, has been held with the student, the parent, the bus driver and the transportation director. At this time a behavior contract will be made with the student.

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

4. **Severe Violation:** Any severe violation will result in the immediate suspension of the student for a minimum of ten days and up to a one year expulsion. There will be a hearing at this time, arranged by the transportation director, involving the student, the parent, the bus driver and the transportation director.
5. In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet, as required by law.

The district assumes no responsibility or liability for loss or damage to vehicles or bicycles. Bicycles, scooters, rollerblades, and skateboards are not to be used on school grounds during the school day.

### **Visitors**

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of the students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior (24 hour) permission from the principal. A student's guest(s) must wear a visible "Visitor" tag during his/her visit.

## **Volunteers**

Butte Falls School District heartily encourages community members to participate in school activities. This includes co-curricular activities as well as the daily routines in the school buildings. Students and staff recognize the value and contribution of the community and will make every effort to show their respect and appreciation to our volunteers. Volunteers need to check in with the district office and complete a background check form. ALL volunteers must be approved by the superintendent prior to performing volunteer services. Volunteers will register at the respective office and wear the appropriate volunteer name tag when "on duty". Volunteer drivers will be subject to a DMV record check before they are approved.

## **Activities**

The purpose of the activities program is to promote, direct and conduct activities in such a manner as to further the aims of and goals set forth by the Board of Education and the Oregon School Activities Association. It is also the purpose of the activities program to encourage participation by all students, to teach good sportsmanship, fair play and ethical conduct and self-discipline.

The activities program covers all students in grades K-7.

**Student clubs and performing groups such as the choir and athletic teams may establish rules of conduct - and consequences for misconduct - that are stricter than those for students in general. A written copy of such rules must be given to participating students at the beginning of the season.**

Activities considered as co-curricular include, but are not limited to:

1. Athletics
2. Spectator bus trips
3. Non-graded class activities
4. Membership in clubs/organizations
5. Dances

## **Student Government**

Club meetings and social functions should be arranged and scheduled through the activity sponsor and the student government.

The student government aids in scheduling and supervising activities approved by the administration. The success of student government depends upon the cooperation of each student in meeting the responsibility of good citizenship.

## **Activities/Athletic Code**

### **Attendance**

In order to participate in activities, practices, and contests scheduled on Monday through Thursday, the student must attend the entirety of all classes on that day. If a student leaves school early on the day of the activity, practice or contest, the student must be signed out by the parent. In the case of a telephone release, the phone call must be

taken by the school principal or designee. The student's name will then be entered on the signout sheet.

### Conduct/Training Regulations for Activities/Athletics

As a student involved in activities and athletics, you are representing a school, a team, and a community. As a representative of Butte Falls Elementary and Middle School, there are expectations for your behavior which include but are not limited to:

1. The possession/use of tobacco is forbidden.
2. The possession/consumption of alcoholic beverages is forbidden.
3. The possession/use of illegal drugs is forbidden.

These rules are in effect at all times whether the student is at school or away from school. If the district has concrete evidence that a student has broken one of the above rules the following consequences will apply:

1. Immediate dismissal from organization/squad will be based on personal observation by a member of the Butte Falls School District staff or any other concrete evidence.
2. Individuals will receive no award or recognition for that sport or from organizations/activities in which they are participating.
3. Individuals may not utilize school athletic facilities or equipment used in co-curricular activities until that current season officially ends. This includes post-season playoffs.

### Appeal Process

Any dismissal for violations of the above conduct/training rules may be appealed by way of the Activities Review Board. The review board consists of:

1. Coach or Advisor
2. Athletic Director or Student Government Advisor
3. Principal/Designee
4. Student Body President
5. A teacher

A signed written appeal must be in the office of the Principal within three (3) school days of the dismissal. The Review Board will act upon the appeal within seven (7) school days upon the receipt of such appeal.

It shall be the duty of this board to rule on the appeal in which the student may be:

1. **Reinstated** to the organization or squad without punishment.
2. **Reinstated** to the organization or squad with recommended punishment.
3. **Removed** from the organization or the squad for the remainder of the (sports) season.

A student who is removed from an organization or athletic squad due to the above infractions shall not be allowed to participate in the school activities program until the board is satisfied that the student's attitude and conduct has improved.

### **Advisor/Head Coach Rules**

Any student trying out for or becoming a member of an activities/athletics program shall comply with the dress and personal conduct rules and requirements of the head coach/advisor whether or not the rules are more restrictive than those applicable to other students. Any student trying out for an activity or becoming a member thereof agrees to comply with such requirements of his/her advisor or coach.

Violations of the rules established by the advisor/head coach or conduct which is abusive or disrespectful may result in suspension for that activity. Suspension for such conduct is not subject to appeal to the Activities Review Board.

### **Athletic Policies**

1. Students who participate in athletics must be academically eligible under the Butte Falls eligibility policy as well as O.S.A.A. regulations.
2. While a student is a member of a Butte Falls school athletic team, he/she is not allowed to participate on any other organized athletic team which is competing in that same sport.
3. New 6th grade transfer students who wish to participate in athletics must be eligible according to O.S.A.A. regulations.
4. All athletes must have a physical on a prescribed schedule before they can participate in a sports activity.
5. Transfer students will be required to have evidence of a physical examination at the time of transfer.
6. Participants in the athletic program must have insurance coverage. Students not covered by school insurance must provide written proof of an alternative health and accident plan.
7. Processing of school sponsored insurance claims is completed by the Principal's office. When an injury occurs, the athlete/coach are responsible for immediately notifying the office of the injury. The office manager will complete the necessary forms for proper insurance coverage. The school district does not assume financial responsibility for bills in excess of what the school sponsored insurance policy will pay.
8. Athletes who are to be excused from classes for participation in contests during the regular school day need to turn in work due on the day of departure; get the work to be completed for the next school day; and turn in the work to be missed on the school day following the absence.
9. Coaches and activities advisors have the right to establish additional regulations and requirements.
10. All members of school sponsored activities must travel in school transportation. The only exceptions are as follows:
  - a. When a student has permission to ride home from an activity with his/her parent. The parent must confirm the arrangements with the coach or their designee.
  - b. All other exceptions must be cleared by the principal, athletic director, or coach prior to each event.

### **School Dance Regulations**

1. An organization sponsoring a dance will submit to the principal's office, at least

- one week prior to the dance, a completed school dance request form indicating who the faculty and parent chaperones will be and other required information.
2. Sponsoring school organizations, under the direction and supervision of advisors and adult chaperones, will have complete charge of the dance from beginning to end.
  3. Music must be screened by school staff, registered volunteer, or registered chaperone before the dance for appropriateness of language and content.
  4. Butte Falls school students may invite an outside date who must be enrolled in public/private school or home school. He/she must be registered in the office before 3:50 p.m. on the day of the dance. Registration forms are available at the office. If the dance is on Friday or Saturday, they must be signed up by Thursday at 3:50 p.m. The Butte Falls student will share responsibility for his/her guest. If the guest creates problems, he/she will not be allowed to attend dances for the remainder of the year.
  5. Students may not leave a school dance and later return, unless given special permission by a dance chaperone.
  6. Dance times will be established by the student government and the principal.
  7. Students who violate dance regulations will face disciplinary action and may be suspended from attending school dances for the remainder of the school year.

# APPENDIX

## STATEMENT OF UNDERSTANDING

THE FOLLOWING POLICIES AND FORMS ARE  
AVAILABLE UPON REQUEST:

VOLUNTEER PROCEDURES

NEW ACCEPTABLE USE AGREEMENT  
(included in registration packet) TRANSPORTATION  
RULES

DISCIPLINE/REFERRAL FORM

BOARD POLICY JOA: DIRECTORY INFORMATION

BOARD POLICY JOB: PERSONALLY IDENTIFIABLE  
INFORMATION

HARASSMENT COMPLAINT FORM

PERMISSION TO PUBLISH FORM

PUBLIC COMPLAINT FORM

SUSPENSION NOTICE

TALENTED AND GIFTED STANDARDS  
COMPLAINT FORM



## STATEMENT OF UNDERSTANDING

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. **I have filled out the form sent with my child's registration packet on those types of directory information listed above that I wish the district to withhold.**

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law. Personally identifiable information includes, but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

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Parent/Guardian Signature

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Date

## TABLE OF CONTENTS

Elementary School Staff.....	1
Notice to Parents .....	2
Alternative Education Programs .....	2
Alternative Education Programs-Establishment .....	2
Alternative Education Notification .....	3
Asbestos .....	3
Assemblies.....	3
Attendance.....	4
Absences & Excuses.....	4
Friday Detention.....	5
Truancy .....	5
Citizenship Evaluation.....	5
Communicable Diseases .....	5
Computer Use .....	6
Conduct .....	6
Student Code of Conduct .....	6
Counseling .....	8
Cyberbullying .....	8
Damage to District Property .....	8
Discipline/Due Process .....	8
Discipline Procedures.....	9
Discipline Chart .....	10
Distribution of Material .....	11
Dress and Grooming .....	11
Drills .....	12
Code Red .....	12
Earthquake .....	12
Fire.....	12
Emergency Medical Treatment .....	12
Emergency School Closing Information .....	13
Fees .....	13
Flag Salute .....	13
Fund Raising .....	14
Homeless Students .....	14
Immunizations .....	14
Infection Control/HIV, AIDS, Hepatitis B and Hepatitis C .....	14
Infection/Disease Instruction.....	15
HIV Positive & AIDS Students.....	15
Lunch/Breakfast Program .....	15
Medicine at School .....	15
Parental Rights.....	17
Personal Communication Devices.....	17
Phone Use .....	18
Program Exemptions .....	18
Release of Student from School .....	18

Searches & Questioning.....	18
Searches.....	18
Questioning.....	19
Special Programs.....	19
Students with Disabilities.....	19
Title I Services.....	19
Student/Parent Complaints.....	20
District Personnel Complaints.....	20
Discrimination on the Basis of Gender Complaints.....	20
Instructional Materials Complaints.....	20
Placement/Enrollment of Homeless Students Complaints.....	20
Sexual Harrassment Complaints.....	20
Student Education Records.....	22
Talented and Gifted (TAG) Program.....	23
Identification of TAG Students.....	23
Talented and Gifted Program and Services Complaints.....	23
Transportation of Students.....	24
Transportation Rules.....	24
Disciplinary Procedures for Violations of Transportation Rules.....	24
Visitors.....	26
Volunteers.....	26
Activities.....	26
Student Government.....	26
Activities/Athletic Code.....	26
Advisor/Head Coach Rules.....	27
Athletic Policies.....	28
School Dance Regulations.....	28
Appendix.....	30
Acceptable Use Agreement for Computer and Internet Use	
Discipline/Referral Form	

**BUTTE FALLS CHARTER SCHOOL  
GRADES K-6  
INFORMATION PACKET**

This handbook has been prepared to inform our parents and pupils about our school policies and regulations. Please read it and keep it as a handy reference for future questions that may arise. If you have other questions, please feel free to contact the school office or staff members for an explanation.

**BOARD OF DIRECTORS**

Dan Murphy           Katie Misfeldt  
Steve Nelson       Stephanie Pitts  
Aaron Worman

**SUPERINTENDENT OF SCHOOLS**

Dr. Phil Long

Butte Falls School District is an equal opportunity employer

Butte Falls School District does not discriminate on the basis of race, color, national origin, disability, marital status, sex, age or sexual orientation in providing education or access to benefits of educational 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; and the Americans with Disabilities Act.



**Butte Falls School District #91**

P.O. Box 228 • 720 Laurel Avenue • Butte Falls, OR 97522

**PERSONS RESPONSIBLE FOR COORDINATING TITLE II, TITLE IX, AND SECTION 504**

**2017-2018**

**Title II Coordinator:**

Julie Freeman – Administrative Assistant  
720 Laurel Ave.  
Butte Falls, OR. 97522  
541.865.3563 ext. 5

**Title IX Coordinator:**

Dianne Gorman – Principal  
625 Fir St., P.O. Box 197  
Butte Falls, OR 97522  
541.865.3563 ext. 237

**Section 504 Coordinator:**

Larry Wetjen, Special Education  
239 Main St. P.O. Box 197  
Butte Falls, OR 97522  
541.865.3563 ext. 253

“In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.”

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave. SW, Washington D.C. 20250-9410 or call, toll free 866-632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at 800-877-8339 (TDD) or 866-377-8642 (relay voice users). USDA is an equal opportunity provider.*

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(541) 865-3563 • fax (541) 865-3217

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**ANNUAL NOTIFICATION FOR BUTTE FALLS SCHOOL DISTRICT**

**Butte Falls School District operates on a four day week, Monday through Thursday schedule. Butte Falls Charter School is a school of choice and student enrollment shall be voluntary. As there will be no alternative placement available within Butte Falls School District #91, any student who resides within the District boundary, but have opted out of attendance at Butte Falls Charter School, will be released by Butte Falls School District #91 to the school of their choice. Students released under this provision will be provided transportation to and from the district boundary nearest their residence as part of a regularly scheduled route. Arranging transportation from this point to their school of choice will be the responsibility of the parent at no cost to Butte Falls Charter School or Butte Falls School District #91. Butte Falls School District currently runs busses into the neighboring districts of Eagle Point and Prospect School Districts.**

**In addition, as required by ORS 338.125 and our charter contract, all student enrollment is voluntary. Students who reside in the district are of course eligible for enrollment if space is available. We do not limit enrollment based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, the terms of individualized educational program, income level, proficiency in the English language or athletic ability.**

**Parent & Student Rights**

Under OAR 581-21-260, each educational agency is annually required to notify parents and eligible students of their rights under Oregon and federal law. These rights include, parents have the right to:

1. Inspect and review the student's education record;
2. Request amendment of the student education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable law authorizes disclosure without consent;
4. File a complaint, pursuant to OAR 581-21-410, with the U.S. Department of Education under 34 CFR 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
5. Obtain a copy of the district policy with regards to student education records under OAR 581-021-0300.

**Forwarding Records**

Butte Falls School District forwards education records requested under OAR 581-21-2500 (l) (m) and (p) within 10 days of receiving the request.



## **Directory Information**

Federal law requires that the school district notify the public that parents and guardians may request in writing that individual children's names and other data be kept from the media. If such a request was made, the school district could not include that individual's name in information such as scholarship recipients, athletic rosters, programs, and so forth. This type of information is called "Directory Information" and consists of the student's name, height weight, address, etc.

However, state law allows a district to release a student's address, telephone number, or photo, all of which is considered personally identifiable information, in a directory format without written permission from the parent/guardian. If you **DO NOT** want to have this information released, you must notify the district in writing at the beginning of the school year. This information will be sent out in the registration packets.

## **Emergency Closures**

As we head into a new school year, we also head into fall and winter, the times of the year when school is most likely to close due to weather, power and heating failures, and so on. There are three kinds of school closures: late start, full day closure, and early dismissal.

In the event of a delay, school will be delayed for two (2) hours. Parents should simply add two hours to the usual morning bus route times. School will be dismissed at the usual time(s). Delays will be announced early in the morning over the radio and television. In the case of a delay, morning kindergarten will be canceled.

If a severe storm or other emergency causes a full day closure, it will also be announced on local radio and television stations.

Since so many parents and guardians work, informing them of an early dismissal is a problem. For this reason, the district tries to avoid early dismissals. However, when an emergency does arise, the Family Emergency Plan that comes with students' registration packets is the key to where students are sent. It is extremely important that this slip of paper be filled out and returned at the start of the year. Staff members will be calling parents and guardians to advise them of the situation before the buses leave school. Be sure that we know where to send your child.

The following stations will be notified of any delays and/or closures:

**RADIO: KBOY, KCMX, KDOV, KMED, KRWQ, KMFR, KTMT, KSOR, KZZE**

**TELEVISION: KOB1 5, KTVL 10, KDRV 12**

## **Immunization Requirements**

The law requires that all Oregon school children be fully immunized, be in the process of completing their immunization schedule, or be exempt for medical or religious reasons in order to attend school. A parent or guardian will be required to complete a certificate verifying this information if the child has not previously been enrolled in the Butte Falls School District. If your child is exempt for medical or religious reasons, he/she may be excluded from attending school during a disease outbreak for his/her own protection. You may contact the Jackson County Health Department for more information about your child's immunization needs.

## **Asbestos Management**

The Butte Falls School District has completed the initial phase of the Asbestos Hazard Emergency Response Act (AHERA)

by having all facilities inspected for friable and nonfriable asbestos-containing materials and having an Asbestos Management Plan developed. Asbestos-containing materials have been identified in this school district.

The District is implementing response actions which include repair and removal of materials which have the highest degree of potential disturbance. The asbestos management program is an ongoing effort and each response action is documented in the management plan. Re-inspection of the asbestos-containing materials is done every 6 months to assure the materials remain in a safe condition.

Management plans are available for review in each building's office. Questions about the Asbestos Management Plan should be directed to Jeff Gorman, Maintenance Director, Butte Falls School District.

### **Medicines at School**

The administering of non-injectable medicines to students is governed by Board Policy JHCD-AR. This policy covers not only prescription and nonprescription medication, but also such items as aspirin, Tylenol, poison oak medications, and any other ointments and sprays. Per board policy, requests for designated staff members (office managers only) to administer medication to students may be approved by the district under certain specific conditions. These conditions and requirements are described in detail in the student handbooks. If you have any questions you should contact the elementary or high school office manager.

### **Eligibility Guidelines for National School Lunch/Breakfast Program**

Application forms can be obtained from any school office manager. A child who is a member of a household that receives benefits from Assistance Programs (SNAP, TANF, FDPIR) is categorically eligible for free benefits. This information will be sent directly to the school electronically. Families with children who qualify for free meals based on this information will receive a notice from the school and will not need to submit any additional paperwork.

Students who qualified last school year will automatically qualify this year for a conditional period of 30 school days. At the end of this time, benefits will be terminated unless the proper papers have been filed with the District Office. **PLEASE SUBMIT YOUR APPLICATION AS SOON AS POSSIBLE TO AVOID LOSS OF BENEFITS.**

If a household member becomes unemployed or if the household size increases, the household should contact the school to see if it is eligible for meal benefits. Applications may be submitted at any time during the school year. Student eligibility status is strictly confidential. USDA and the State of Oregon are equal opportunity providers and employers.

### **School Visitations**

If you wish to come to school and visit a class, please contact the classroom teacher in advance. In some instances, testing or special programs may be taking place at the time you wish to visit. After you have your class visitation cleared, come to the school office to sign in with the office manager and receive your visitor's pass. **For the protection of your children, all visitors must check in with the building office manager before they can go to classes. This also applies to visits at lunch or recess.**