

Welcome to



Barnes Butte
Elementary


Home of the Badgers

IMPORTANT NUMBERS

BARNES BUTTE SCHOOL: 541 416-4150
FAX: 541 416-4151
TRANSPORTATION: 541 447-7789
DISTRICT OFFICE: 541 447-5664

E-MAIL:

barnes.butte@crookcounty.k12.or.us
<http://www.crookcounty.k12.or.us/>

187 NE Iron Horse Dr.
Prineville, OR 97754

A message from Mrs. Trautman and Mrs. Brauer,
As we kick off the 2022-2023 school year, we want to thank each of you for allowing us to partner with teachers and families to guide your students learning.

High quality education, connections with families, culture for respect and fun, as well as safety of students and staff is of highest importance to us. These values weave through every choice and action we make guiding Barnes Butte to becoming even a stronger educational learning environment.

BBE teachers are continuing to develop on becoming experts on small group intervention processes. We work diligently to tailor instruction to meet students' specific needs.

Barnes Butte is a place where safety, stability, fun, laughter, empowering students, and continual learning is at the core of everything we do. We will continue to focus on:

1. **Show up** – Enrollment and attendance
2. **Faces** – Every data point is a student with a name and faces
3. **Secure and Healthy Learners** – Wellness, mental health, school level support
4. **Outstanding Learning for All** – Powerful, focused initiative implementation for high impact
5. **Voices** – What can we learn from students to make our schools great?

Thank you for your continued trust. Our door is always open and we welcome feedback and input. We have scheduled many more family activities this year and we hope you can make it to our events. Having families enjoy our school culture and environment in a personal way creates stronger home-to-school connections. Here is to another great chapter together as a team,

Principals Taylor Trautman & Becky Brauer

Staff	Students	Parents
Meet the needs of all learners. Be positive role models. Hold students to high academic standards. Hold students to high behavioral standards. Communicate with families.	Be responsible. Be respectful. Be safe. Be a positive example. Have fun. Set goals. Work hard. Attend school regularly.	Support school rules and policies. Support staff. Be consistent. Have high expectations. Read to your child. Have your child attend regularly.

For more detailed information regarding district policies concerning these topics and other items of interest please visit the District web site at: <http://www.crookcounty.k12.or.us/SchoolBoard/DistrictPolicies.asp>

CAFETERIA MEAL PRICES

There is a charge for school meals unless you apply and qualify for the meals program. We encourage every family to apply.

Breakfast

Reduced Fee - No Charge	
Student Fee	\$2.10
Adult Fee	\$2.60

Lunch

Reduced Fee	No Charge
Student Fee	\$3.00
Adult Fee	\$4.10
Milk	.50

Free and Reduced Meals Program
Applications online at:
<https://secure.ezmealapp.com/ApplicationScreen.aspx>
An online payment system is available at
www.ezschoollpay.com/Logi.aspx

CAFETERIA

Federal and State guidelines are followed in food preparation and menu. There will be times when the entree changes because of supply and demand. Students can always bring a lunch from home, please no soda or energy drinks, they are not allowed.

DAILY SCHEDULE

7:30 – 7:50 Breakfast Served
7:50 School Begins
8:35 – 8:55 Kindergarten Recess
9:00 – 9:20 2nd Grade Recess
9:25 – 9:45 1st Grade Recess
10:00 – 10:20 4th Grade Recess
10:35 – 10:55 3rd Grade Recess
11:00 – 11:20 5th Grade Recess
11:00 – 11:35 Kinder Lunch and Recess
11:15 – 11:50 1st Grade Lunch and Recess
11:30 – 12:05 2nd Grade Lunch and Recess
11:45 – 12:20 4th Grade Lunch and Recess
12:00 – 12:35 3rd Grade Lunch and Recess
12:15 - 12:50 5th Grade Lunch and Recess
1:55 Kindergarten Release
1:58 1st Grade Dismissal
2:00 2nd Grade Dismissal
2:02 3rd, 4th, 5th Grade Dismissal



STUDENT PICK-UP/DROP OFF

To ensure student safety, we request parents who transport students to school do the following:

- Drive slowly; watch for students
- Pick up, drop off students in drop off lane by red curb or while in a parking space.
- AM drop off time **begins at 7:30** am. Students cannot be dropped off prior to 7:30 am, as students would be unattended at that time.
- Do not leave your vehicle unattended.
- Please do not enter bus and staff parking area.
- The school day ends at 2:05, a grace period of 10 minutes is given in case of emergency. If child pick up is later, please make alternate arrangements.

BARNES BUTTE ELEMENTARY STAFF

The staff at Barnes Butte will be communicating with you throughout the year through phone calls, goal setting, spring conferences, and report cards. If you would like to contact a staff member, please call Barnes Butte at **541 416-4150** between **7:15 a.m. and 3:00 p.m.** or e-mail the individual using this format:

firstname.lastname@crookcounty.k12.or.us

Administration

Principal	Taylor Trautman
PBIS Administrator.....	Becky Bauer
Academic Coach	Marilee Smith
School Counselor	Caleb Ringhand
Media	Karen Binam
Music.....	Phillip White
Nurse.....	Wendy Perrin
PE.....	Nathan Yuma

Autism Life Skills Center

Teacher.....	Amber Smuin
Assistant.....	Fawn Pitt
Assistant.....	Marcia Stefanek
Assistant.....	Andrea Toledo

Special Education

Teacher.....	Stacey Black
Teacher.....	Shawn Waite
Records Clerk.....	LaDele Harris
Assistant.....	Gail Fisher
Assistant.....	Kim Griffin
Assistant.....	Kristie Jackson
Assistant.....	Heather Richardson

Speech and ELD

Speech Teacher	Rebecca Howe
SLPA.....	Laura Curtis
ELD.....	Merry Duggan
ELD.....	Kelly Puckett
Bilingual Assistant.....	Yolanda Uriarte-Pickett

Student Success Center

Teacher.....	Denby Durham
Assistant.....	Lisa Dolan
Assistant.....	Katie Fuller
Wellness Center	Kerysa Lavey

Title Reading

Specialist.....	Pat Gardunia
Assistant.....	Barb Dalton
Assistant.....	Malea Horn
Assistant.....	Emily Mitchem

Teachers

Kindergarten Language Enhancement.....	Melissa Baltierra
Kindergarten	Ashley Fulbright
Kindergarten	Annalise Greif
Kindergarten	Holly McDonald
First	Jody Fletcher
First Language Enhancement.....	Michelle Powers
First	Mikayla Rennels
First	Dina Yuma
Second.....	Kim Bartolotti
Second Language Enhancement	Jodi Buresh
Second.....	Teryl Hillis
Second.....	Megan Humphrey
Third.....	Kristie Brooks
Third.....	Angela Cheeny
Third Language Enhancement	Ashley Hawkins
Third.....	Karli Ocacio
Fourth.....	Dindy Benson
Fourth.....	Kyia Duvall
Fourth Language Enhancement	Tammy Preskitt
Fifth.....	Jessica Andres
Fifth.....	Arika Dixon
Fifth.....	Shaylynn O'Leary
Fifth Language Enhancement	Katrina West

Office

Welcome Center.....	Daisy Acevedo
Secretary	Stacey Koch
Secretary	Barb Schultz

Cafeteria

Head Cook	Charlene Osborne
Assistant.....	Karen Keating
Assistant.....	Joan Tavernia

Maintenance

Building Engineer	Patty Martin
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WELCOME CENTER

Provides assistance and support to all non-English speaking families. Services include interpreting, document translation, community resources, and school staff support. Please contact our Welcome Care Coordinator at 541 416-4150 ext. 3622.

FAN AND HOMELESS ADVOCATES

Vanessa Nolen, FAN Advocate is available 8:00 – 3:00 daily at 541 416-4150 ext. 3611. Malea Horn, Homeless Advocate is available 2:00 - 3:00 daily at 541 416-4150 ext. 3611.

PARENT, VISITOR AND VOLUNTEER GUIDELINES

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Barnes Butte Elementary School, it is essential that all parents and visitors to our buildings be aware of their responsibilities and follow the code of conduct as listed below. All adult volunteers will need to complete and clear a volunteer screening form that is available online at the Crook County School District Website.

We ask parents to:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the school dress code.

- Treat all staff in a respectful manner.
- Provide a place for study and ensure homework assignments are completed.
- Public Conduct on School Property
- Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:
- **All visitors to the school must report to the office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's pass, which must be worn at all times while in the school or on school grounds. As a visitor, please sign out before leaving the building.**
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.
- If you make a delivery for your student, please drop the delivery off at the Barnes Butte office and we will deliver it for you.
- When picking up students for dismissal, please wait outside at a planned location and not by the classrooms.

RULES AND EXPECTATIONS

1. Students are not to be on school grounds before 7:30 a.m.
2. Students participating in school-sponsored activities or lessons will report directly to their specified locations.
3. At 7:30 a.m. students may enter the cafeteria, get breakfast and go to classroom. Students may also deposit money in their meals account at this time. Student that do not eat breakfast at school will report to the classroom between 7:30 and 7:50.
4. Students will not be in classrooms without adult permission. Students will not be in a room without adult supervision for extended periods of time.

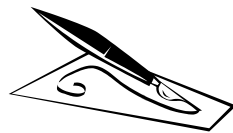


5. The school is not responsible for lost articles. Discretion should be used when bringing valuables to school.
6. All pets must be left home unless arrangements have been made with the teacher.
7. School telephones may be used only with staff permission.
8. Students will leave school immediately after school ends unless in after school activities. (2:05)
9. Students will show pride in their school by keeping the building and grounds free of litter.
10. Gum is not to be brought to school.
11. No energy products or soda allowed at school.
12. Students will leave weapons and other unsafe objects at home.
13. During school, students will not leave the school grounds unless properly checked out through the office.
14. Use responsible language at all times.
15. Students should not wear short shorts (midthigh or lower only). Spaghetti straps, midriffs, crop tops, tank tops with narrow straps, mesh tops, tube tops and headwear are not allowed. Students may not apply makeup at school.
16. Students will wear shoes at all times. Classroom Read Ins are the exception. Wear flip flops at own risk. Wheel Shoes can only be worn at school with the wheels removed. Tennis shoes are required for P.E.

SCHOOL/DISTRICT POLICIES

ATTENDANCE

All students age 6 if enrolled in school that begin kindergarten up through 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 following 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.



The district will notify the parent in writing that, in accordance with law, the superintendent, or designee 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 the 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.
4. A conference with the parent and student is required.

ABSENCES AND EXCUSES

If a child is absent, please call and notify the school at **541 416-4150 by 9:00 am on the day of the absence.**

If contact was not made with the school, when returning to school, a student must bring a note signed by the parent that describes the reason for the absence.

If you know in advance your child will not be attending school contact the office to pre-arrange the absence.

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

1. Illness of the student.
2. Illness of an immediate family member when the student's presence at home is necessary.
3. Emergency situations that require the student's absence.
4. Field trips and school-approved activities.
5. Appointments. Confirmation of appointment may be required.
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

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

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

The following are absences and tardies that are **NOT** excused:

1. Oversleeping
2. Missing the bus
3. Parents work schedule

Good attendance habits need to be established early in your child's school experience. The official Oregon Compulsory School Attendance Regulations state that eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. If your child has eight one-half days unexcused, the computer will generate an attendance letter to you. If attendance does not improve, the district may refer this matter to other agencies including, but not limited to, the Crook County Juvenile Department and the Prineville Police Dept.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. 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. A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

TARDINESS

Being late to school disrupts the regular education process for both the late individual and the classroom. Tardiness will be responded to with contact from the principal or the principal designee at the same rate as excessive absence letters.

BIKES/SKATES/SKATEBOARDS

- Bicycles are to be placed in the bike rack.
- Scooters/skateboards are to be stored.
- Wheel Shoes can only be worn at school with the wheels removed.



BULLYING

District Policy, JFCF/GBNA-AR, about Bullying and Cyberbullying are critical to read. It is also critical for parents to talk to their students about the dangers and consequences of this behavior.

CELL PHONE

Cell phones need to remain in pockets or backpacks and be turned off during school hours. Cell phones that are used during the day will be taken to the office where parents can pick them up. The school will not be responsible for any lost or damaged phones. Cell phones are to be turned off and put away while students are in line for the bus.

If a student needs to make a call to clarify transportation expectations, they are to come to the office to do so.

CLASS PARTIES/CELEBRATIONS

Class Parties: During the school year, classes will have parties for Halloween, Winter Holiday, and Valentine's Day. **Treats must be store bought.** If your child is not to participate, a note should be sent to school.



Celebrations/Birthdays

Pursuant to school policy, **party invitations** and **individual** student parties are **not allowed** at school. Additionally, **flowers, balloons, treats** or any **special acknowledgments** should **not be sent to the school**. They will not be delivered to students. This policy prevents many hurt feelings. We appreciate your understanding and cooperation.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. A student with certain school

restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, Covid* and tuberculosis. Parents with questions should contact the school office.

COMPUTER USE

Students may be permitted to use the district's system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals.

CONDUCT

Students will be taught appropriate behavior and will receive encouragement to act in a responsible manner. We will work to ensure that every student understands our expectations.

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, loss of awards and honors, and/or referral to law enforcement officials for the following, including but not limited to:

1. Bringing, possessing, concealing or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430;

2. Substance abuse or any possession or use of any nicotine or tobacco product, alcohol or unlawful drugs, including drug paraphernalia;
3. Assault or menacing of a district employee or another student. Menacing means by word or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury;
4. Use of threats, targeted lists, intimidation, harassment or coercion against any fellow student or district employee;
5. Willful damage or destruction of district property;
6. Willful damage or destruction of private property on district premises or during district activities;
7. Open defiance of a teacher's authority;
8. Theft;
9. Use or display of profane or obscene language;
10. All Students Belong Rule
Bans the Use or Display of Hate Symbols
Oregon State Board of Education adopted All Students Belong rule on September 18, 2020 to help ensure Oregon's schools are safe and inclusive for all students and staff. The rule requires districts to adopt and implement policies and procedures that prohibit, at a minimum, the use or display of the noose, swastika, or Confederate flag in any program or school-sponsored activities except where used in teaching curriculum that is aligned with the Oregon State Standards. This applies to both in-person and distance learning environments.
Use or display of hate symbols, including the display of the Confederate flag, noose or swastika;
11. Violations of district transportation rules;
12. Hazing;
13. Persistent failure to comply with rules under the lawful directions of staff or district officials.

Discipline

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. (See student management system)



Discipline of Disabled Students

A student being served by an Individualized Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to 10 cumulative school days during a school year for violations of the Student Code of Conduct.



When a disabled student may be suspended for more than 10 cumulative school days during a school year or is being expelled, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct is not a manifestation of the student's disability; the student may be disciplined in the same manner as would other students. The IEP team, including the parent, decides regular and special education services to be provided to the student.

If the IEP team concludes the misconduct is a manifestation of the student's disability, the team may recommend an alternative placement that includes both regular and special education services for the student. If the parent, as a part of the IEP team, refuses to agree to the change of placement, the district may suspend the student for up to 10 cumulative school days during a school year, to provide a general planning and "cooling off" period. At the end of 10 cumulative days during a school year, the student shall be allowed to stay put in his/her current school placement unless the IEP team and parents agree to change the student's placement.

If the student's behavior is a result of weapons, drugs/controlled substances or is substantially likely to injure themselves or others, the

district may propose a change of placement to an interim alternative setting for not more than 45 instructional days. Both special and regular education, as well as, services and modifications to address the behavior, will be provided in the alternative setting.

CONDUCT PROHIBITED ON SCHOOL PROPERTY

No person shall:

- Intentionally harass, degrade, or injure any other person or threaten to do so.
- Disrupt the orderly conduct of classes, school programs, school operations or other school activities.
- Obstruct the free movement of any person in any place to which this code applies.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.

Persons in violation of the Code of Conduct

The authorization of a visitor to remain on school grounds or at any school function shall be withdrawn and directed to leave the premises. The parent may also be asked to remain off school grounds until the situation is resolved. If they refuse to leave, they shall be subject to a police citation for trespassing.

The district reserves its right to pursue a civil or criminal legal action against any person violating these guidelines.

CONFERENCES

Student conferences are scheduled in the fall and spring. Teachers may online video conference if needed. Students and parents may also expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance, (2) if the student is not maintaining behavior expectations or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office to coordinate.

DRESS AND GROOMING

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption 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. Students may not apply makeup at school.

Clothing advertising alcohol, tobacco or other drugs, and clothing with inappropriate messages are not allowed. Shorts may be worn loose but not "sagging," and are to be secured at the hip with minimum length to be mid-thigh. Midriffs, crop tops, tank tops and tube tops are not to be worn. Pants must be secured above the hips, underwear or boxers must not show, and belts should be in belt loops, not hanging down. Students must wear shoes at all times. Hats are allowed on Friday Hat Days and special events as advertised. Chains may not be worn from the pants, including the type used to secure wallets.

ELECTRONIC DEVICES

Electronic books may be brought to school for reading during class time when approved by a student's teacher. Phoning and texting is not allowed. Gaming and network use are not permitted. The school is not responsible for lost, damaged or stolen items. Cell phones are not to be used during the school day.



EMERGENCY SCHOOL CLOSURE

Local radio, social media and TV stations will broadcast notice of emergencies concerning the closure or delayed start of school due to hazardous road conditions or other unforeseen circumstances. The radio and television stations will have information before buses leave for their morning routes. The Crook County School District auto dialer will also call the primary contact phone number and emails the contacts of the delay or closure of school. In order to receive an auto dialer call to your cell phone you must have given permission to participate.

FIELD TRIPS

Field trips may be scheduled, as permitted, for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

FLAG SALUTE

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

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies. Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

GUM

Gum is not to be brought to school.

INSURANCE

Pamphlets are available at the school office if you wish to purchase insurance to cover your student.

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 policies, administrative regulations or school rules are present in a particular place.

Searches will not be excessively intrusive in light of the age, gender, or 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. 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.

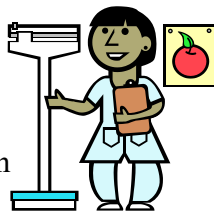
LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be donated. Loss or suspected theft of personal or district property should be reported to the school office.

MEDICAL

Immunization

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.

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.

Hearing Screenings Communication Concerns

Hearing and communication screenings will be performed by the school district speech department for all Kindergarten through 3d grade students at the beginning of each school year.

Infection/Disease Instruction

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV and HBV 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 principal for additional information and procedures.

HIV, HBV, AIDS

Although HIV, AIDS and HBV are serious illnesses, the risk of 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 standard 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/or other infectious diseases.

As a general rule, a student six years of age or older infected with HIV or HBV, and 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.

Medicine at School

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary.

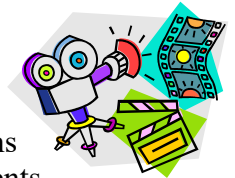


Requests for the district to administer medication shall be made by the parent in writing. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician if the information above is included. Written instructions of the parent, which include the information above, are required for all requests to administer nonprescription medication.

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within 5 school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events.



Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

PARENT STUDENT COMMUNICATION

To minimize disruptions of the learning environment, our school policy asks parents to communicate important information with students before arrival at school. Emergency messages will be delivered to the students from the office staff. Messages for students need to be known to the school office **before 1:45**. Students will be allowed to use office phones to call home if they become ill or in specific circumstances when a staff member finds it necessary.

PLACEMENT IN CLASSROOMS

Placing students each year for the next grade level is done with tremendous effort to construct balanced classes. There are many professional factors used to arrive at final room placement. Parent input for student placement is taken into consideration and included as part of the process. The Principal will make the final determination for student assignment to each room.

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

PROMOTION, RETENTION & PLACEMENT

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made only after prior notification and explanation to the student's parents.



QUESTIONING OF STUDENTS

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. Law enforcement is responsible to notify parents.

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

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. 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.

SECURITY

Cameras have been installed at all entrances to the school and many interior locations for increased safety.

STUDENT/PARENT 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 following the conference with the teacher.

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 and kept in the school office.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and birthplace;
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 graduation, including, where appropriate, dates of achievement of state bench marks;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school; and
12. Social security number.

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.

Directory Information

Directory information is information contained in a student education record, which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. This information may be released to the public through appropriate procedures:



- Student's name;
- Date;
- Participation in officially recognized sports and activities;
- Weight and height of athletic team members;
- Dates of attendance;
- Degrees or awards received;
- Most recent previous school or program attended; and
- Photographs.

Directory information shall not include a student's address or telephone number.

Public Notice

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information and the district's option to release such information. Such notice will be given prior to release of directory information.

Exclusions

Exclusions from any or all directory categories named as directory information must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

Transfer of Education Records

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is

made to the district. The transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules. Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

Requests for Education Records

The district shall, within 10 days of a student seeking enrollment in or services from the district, notify the public or private school, education service district, institution, agency or youth care center in which the student was formerly enrolled and shall request the student's education record.

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older) may inspect and review education records during regular district hours.

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 years or older) may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the parent;
 - c. A disinterested, qualified third party appointed by the superintendent.

4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

The principal or designated representative shall preside over the panel. He/she shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such action is to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearing panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202. A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

Title 1-A

Barnes Butte Elementary is a School-Wide Title site. We are committed to school wide programs, reviewing our parent involvement plan each year, coordinating parent involvement activities, and conducting parent/teacher conferences. Progress reports and communication will be regularly available and our staff is Highly Qualified according to state and federal guidelines. There will be an annual survey to examine our effectiveness with opportunities for parent participation. Title 1-A funds will be used to support parent involvement and communication.

TOYS

Toys are not allowed at school, including electronic toys, unless for show and tell that has been arranged ahead of time with the teacher. Toys should be kept in a backpack. This includes balls and sports equipment. The school will not be responsible for any lost or damaged items. Items brought to school may be confiscated and kept in the office until the end of the school day or until parents pick them up.

