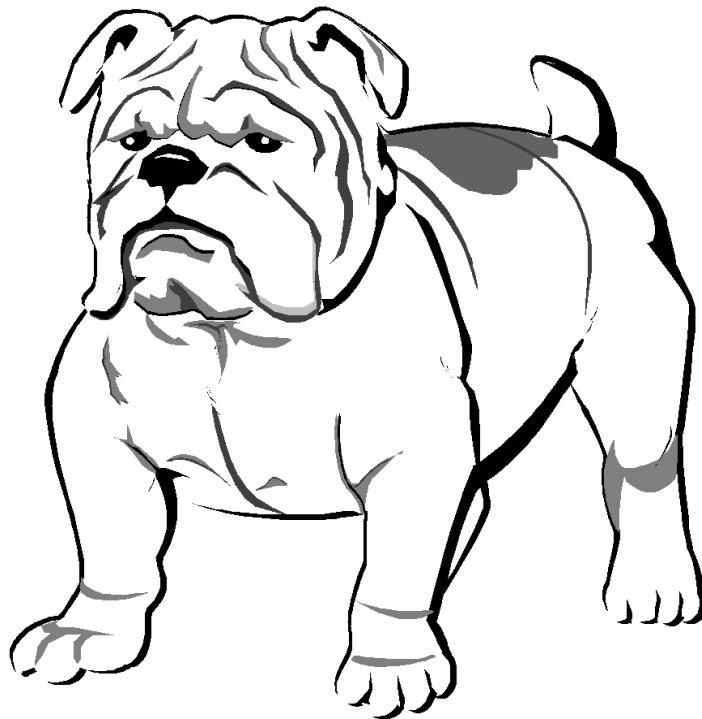


BUTTERNUT CREEK ELEMENTARY



STUDENT / PARENT HANDBOOK

2009 - 2010

"Learners today, Leaders Tomorrow"

Enedelia Schofield-Principal
503-844-1390

Welcome to Butternut Creek Elementary!

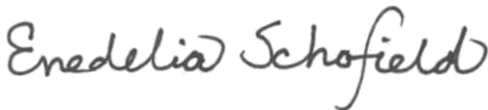
Welcome to Butternut Creek Elementary School! The teachers and staff join me in saying we are happy to have you as part of the Butternut Creek family.

This *Butternut Creek Parent-Student Handbook* has been prepared to serve as a general source of information about our school. It can be used as a quick reference guide to help answer some commonly asked questions. For more detailed information about school policies and procedures, please refer to the *Hillsboro School District Elementary Parent Student Handbook*. Parent newsletters will be sent home on a regular basis with your child to keep you informed about school activities. If you have given us your email address in your registration you will also receive information by email. We continue to work on our Butternut Creek web site, www.hsd.k12.or.us/butternut/, to have current information and monthly calendars.

Close cooperation between the home and school is essential to promote the best interests of the child. Parents are encouraged to visit school, attend scheduled meetings, and to participate in school activities. We appreciate the committed parent volunteers that help to make our school great!

The goal of Butternut Creek staff is to assist students in developing academic, social, and citizenship skills. We look forward to meeting and working with each and every Butternut Creek Family. If you have any questions or concerns during the year, you are always invited to contact us by sending a note, telephoning, or coming in for a conference.

Sincerely,



Enedelia Schofield
Butternut Creek Principal



HELPING YOUR CHILD SUCCEED IN SCHOOL

There are some things all parents can do to help their children succeed in school. These efforts will help us accomplish goals that we have set for our students. If you are a working parent, some of these activities can take place on the telephone. The important point is that you demonstrate that school is vitally important to you and your child.

Here's how you can help!

- Each night ask your child to tell you about one thing he or she learned that day in school.
- Read at least twenty minutes with your child each night.
- Each night ask your child about their homework and check their backpack for notes from the teacher or assignment sheets. Designate a place and time for homework to be completed.
- Reduce the amount of time your child watches television or playing video games. Select quality programs for your child to watch after chores and homework has been completed.

POSITIVE SCHOOL CLIMATE

Butternut Creek School has a positive, supportive environment. Our goal is to provide a wholesome, stimulating, and productive learning environment that supports to academic achievement and personal growth. Butternut Creek will promote and maintain:

1. RESPECT. Students and staff are persons of worth. We will provide a positive climate.
2. SAFE. All students and staff will be safe while on the school campus.
3. RESPONSIBLE. Students will be responsible for their learning and behavior.
4. TRUST. Trust is reflected in one's confidence that others can be counted on to behave in a way that is honest. We need to maintain trust in all staff and students of Butternut Creek.
5. HIGH MORALE. People with high morale feel good about what is happening. We want good feelings!
6. OPPORTUNITIES FOR INPUT. Your suggestions are important. Every person should have the opportunity to contribute his or her ideas and to know they have been considered.
7. SATISFACTION. We gain personal rewards from participation in worthwhile activities.
8. CONTINUOUS ACADEMIC AND SOCIAL GROWTH. Each student needs to further develop his or her academic, social, creative and physical skills.
9. INCLUSION. Every person is an important member of our school.
10. CARING. Every individual in the school should feel that some other person or persons are concerned about him/her. Each knows it will make a difference to someone else if he/she is happy or sad, healthy or ill.

VISION FOR INCLUSIVE EDUCATION

1. All students will be accepted and understood by others.
2. All students and families will be a part of their neighborhood school and community.
3. All students and staff will receive positive support and appropriate resources to ensure quality education.
4. All students will have the opportunity to participate in classroom and extra-curricular activities.

BUTTERNUT CREEK MISSION STATEMENT

We at Butternut Creek, in partnership with the home and the community, strive for academic excellence and the development of positive social skills that will allow students to be responsible, happy, and successful learners.

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Butternut Creek Staff

Administrative Support Staff Enedelia Schofield Sharon Creek Marilyn Belden Open Maria Muñoz	Principal Office Manager Head Cook Assistant Cook Custodian
Classroom Teachers Lisa Hugelier Laurie Flanigan Keona Rogers Casey Stewart Stephanie Gerig Nina Sanders Sue Poff Michelle Vick David Crisi Susan Reardon Suzanna Pape Doreen Powers Kim Kincaid Kristin Ferguson Tim Carlisle Randy Bither Kim Frentress	Kindergarten Kindergarten Developmental Kindergarten First Grade First Grade First/Second Grade Second Grade Second Grade Third Grade Third Grade Fourth Grade Fourth Grade Fifth Grade Fifth Grade Fifth Grade Sixth Grade Sixth Grade
Education Specialists Carmen Stuve Chris Massey Matt Carr Cory Sandvold Lori Cronan Lindsay Zobrist Elizabeth Barrett Ann Doyle Stephanie Zumwalt Kimberly Miles	Music Specialist Music Specialist Band Specialist Physical Education Specialist ERC Teacher ESL Teacher Speech Language Specialist Child Behavior Specialist EBISS Specialist Intervention Specialist
Instructional Assistants Sherrill Frank Denise Olsen Linda Kaiser Susan Hanzel Carol Sylvester Hilarie Maldonado Trish Helmer Christine Bruce Patty Rodrigues Adelaida Torres Michelle Dinsmore Karen Minter LaRae Johnson Cindy Zaugg	Educational Assistant Educational Assistant Media Assistant Media Assistant Inclusion Assistant Inclusion Assistant Inclusion Assistant Inclusion Assistant Inclusion Assistant ESL Assistant ESL Assistant ERC Assistant Developmental Kinder Assistant Developmental Kindergarten Assistant ERC Secretary

SCHOOL GUIDELINES AND ROUTINES

BUTTERNUT CREEK LEADERSHIP/ SITE TEAM

The Butternut Creek Leadership/Site Team is comprised of licensed and classified school personnel, parents, community members, and the building principal.

The Leadership/Site Team meets several times throughout the year and is charged with the following responsibilities:

- Development of plans to improve the professional growth of the school's staff
- Improvement of the school's instructional program through staff development
- Implementation of Oregon's Educational Act for the 21st Century

Meetings are open to the public. Agendas are prepared in advance and minutes are posted after all meetings in the school entry.

ACADEMIC EXPECTATIONS

Coming to class prepared with all materials, maintaining a responsible attitude, and turning in assignments on time all contribute to academic achievement and responsible citizenship. Students who develop these habits feel positive and are successful in school.

SCHOOL HOURS AND TELEPHONE NUMBERS

School office hours are 7:30 – 4:00.

Butternut Creek School Office	503 844-1390
Attendance Line	503 844-1393
Hillsboro School District 1J	503 844-1500
Transportation Department	503 844-1123

School hours for students

7:35-School doors open. Students can wait in the gym, purchase lunch or milk tickets and/or eat breakfast in the cafeteria

No Supervision is provided before 7:35. Please do not allow your child to arrive prior to 7:35am

8:00-School Starts and students are expected to be in their classroom.

2:20 –Dismissal Except on Wednesday Early Release Day

1:50-Dismisal on Wednesday. Students are released at 1:50 (30 minutes earlier), to allow teachers time to meet for professional development training and collaboration.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

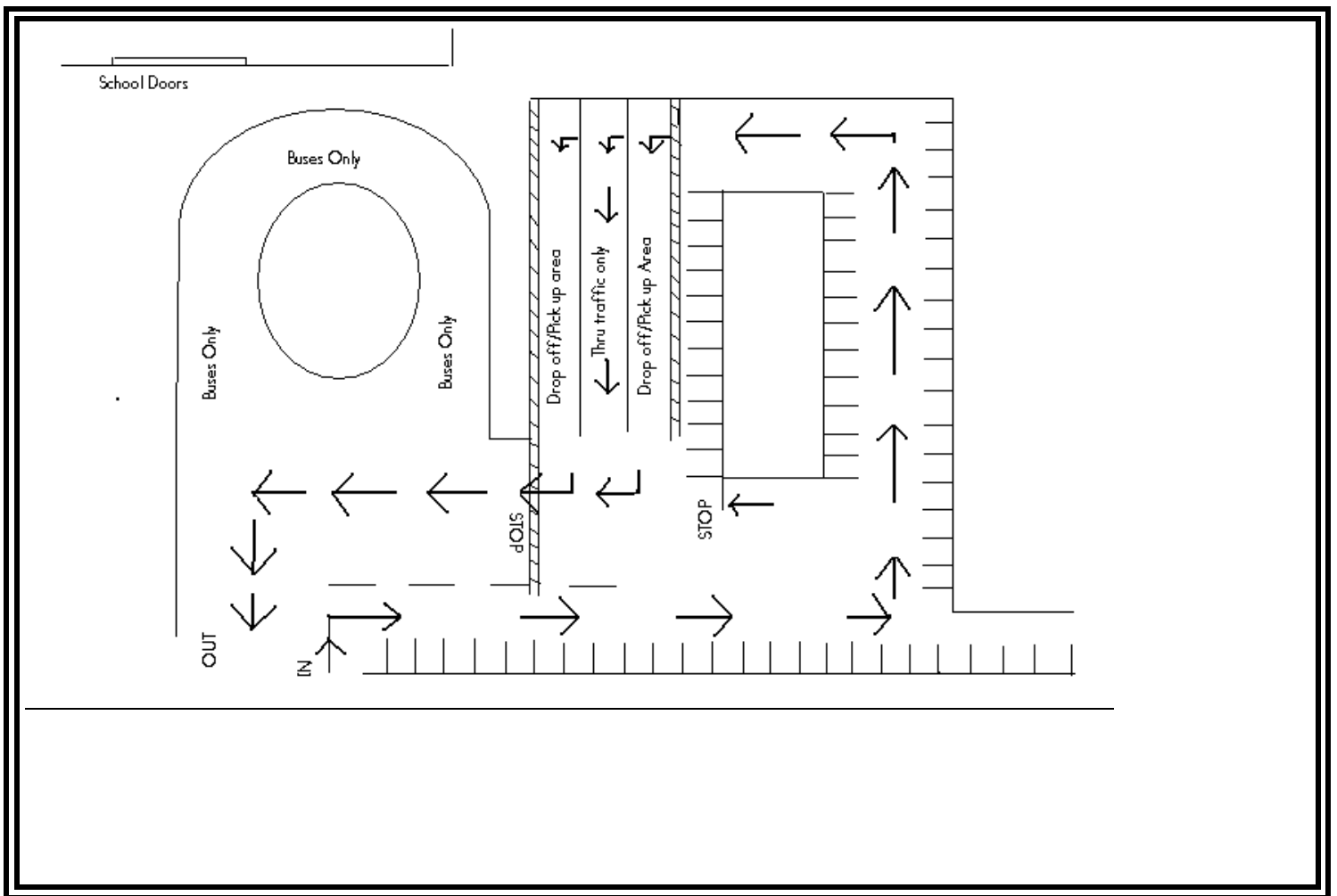
Children's safety is of primary importance.

Bus Riders- Go directly into the school upon arrival and directly onto the bus upon dismissal.

Walkers- Students who are walking must go directly home or to their day care provider. **The school playground is closed from 2:20 until 4:00.** No supervision is available on the playground at any time before or after students school day.

Drop off/Pick Up Area- The entry gate, turn-around, and parking lot areas are hazardous areas for children during the peak traffic times before and after school. For this reason a safe drop-off and pick-up area has been designated. All drivers on school property are expected to use the designated area and to follow the traffic flow pattern indicated by painted arrows. Please do not leave your car if you are waiting in the drop off area. If you need to park, please do so only in the parking area. Please move your car up as other cars exit the area.

Thank you for cooperating with our staff and parent volunteers who supervise the drop-off and pick-up area. If you are interested in volunteering please let the office know.



ATTENDANCE-SCHOOL GOAL 95%

Our school goal is 95% attendance for ALL students. This means that you child will be absent and/or tardy no more than 9 days in the school year. Regular attendance is critical to academic and social success in school. Each day teachers design learning experiences which move a student in an orderly manner through the district adopted curriculum. Much valuable class instruction is lost by a student who is frequently late or absent. Students should be in school, on time, every day, all day, unless there is an illness. If a student is ill please call our attendance line to report the absence (503-844-1393) Please try to plan vacations during school holidays.

STUDENT CONDUCT

We believe that **all students have the right to be safe and to learn to their fullest potential**. We are a Positive Behavior and Intervention Support School (PBIS). The three key components of a PBIS school are **consistent expectations, reinforcements and consequences**. Our staff encourages and guides our students to become responsible citizens by teaching the school wide expectations. In order to assure that our students are safe and learn to their fullest potential we strive to have a positive school climate.

Butternut Creek School Pledge

I believe in myself and I am here to succeed.

I am responsible, respectful, and safe.

I will do all I can to help myself and others learn.

I will do my best because everything I do today will affect my tomorrow.

PBIS EXPECTATIONS:

Our school expectation is that “we are safe, responsible and respectful”. Our staff teaches these expectations, demonstrates them in each setting and students practice. This is essential and is re-taught throughout the year. We refer to them as our **Butternut Creek Behavior Expectations**.

PBIS REINFORCEMENTS:

As a school we have the following PBIS reinforcements;

WOW Awards (Caught following the school expectations),

Bulldog Awards

Character Traits

Self Manager

CONSEQUENCES:

We use our **Butternut Creek Behavior Management Model** to address inappropriate behaviors. This model allows us to be consistent with our re-teaching and consequences. The model takes into account the intensity and frequency of the inappropriate behavior.

Level 1 - Staff members re-teach appropriate expectations and/or redirect the student.

Level 2 - Staff members problem solve with the student using our **Plan to Change for the Better** form. The homeroom teacher notifies the parent.

Level 3 – Staff members refer the student to the Principal using our **Behavior Referral** form. The Principal contacts the parents and may request a meeting.

Interventions- Our PBIS team and staff review the data that is collected from the Plan to Change for the Better form and the Behavior Referrals. Research shows that 80% of our students are benchmark, 15 % are strategic and 5% are intensive. We make adjustments to our school wide program and support students with interventions based on their individual level. The **Behavior** intervention guidelines assist us in identifying where students are in regards to interventions.

Suspensions- per our district guidelines suspensions are appropriate and may be a consequence. Please refer to our district Standards of Student Conduct for our specific policies.

PBIS REINFORCEMENTS

WOW Awards (Caught following the school expectations)

Students will receive a WOW Award if they demonstrate positive school behaviors (Respectful, Responsible, and Safe behavior). These awards can be exchanged for rewards in the office and used to qualify for school-wide incentives.

Bulldog Awards

Classes are awarded the “Bulldog Award” when they demonstrate positive school behavior.

Character Traits

Students will be rewarded for demonstrating Character Traits throughout the year. Awards will be presented in monthly assemblies for selected students.

The Character Traits are:

Honesty is truthfulness; not lying, cheating, or stealing.

Responsibility is accountability to one’s duties and actions.

Respect is regard and consideration for oneself and others.

Integrity is a belief in and willingness to live by a code of values.

Courage is overcoming fear to achieve something worthwhile.

Compassion is caring about other people and what happens to them.

Civic Participation is giving time to the improvement of one’s community.

Patriotism is the pride one takes in her or her country.

SELF MANAGERS-PROGRAM DESCRIPTION

OBJECTIVE: Students will monitor their own behavior, understand and use school rules. Rewards for appropriate behavior choices will be given to students who monitor their behavior and act as a role model.

HOW IT WORKS: Students need to meet behavior criteria in order to become Self Managers. They must demonstrate the school rules listed below. Classroom teachers will confirm that a student meets the criteria as a Self Manager. Signatures of specialists and duty people are also required before students earn their Self Manager badge.

WHAT STUDENTS EARN:

- An identification badge
- Special seating at lunch
- Leave first from lunch
- Ability to move about the playground
- Leave first at the end of the day
- Go to the bathroom without a pass
- Carry things to the office
- Mentor new students, i.e. tour the building with them
- Helpers in the gym
- Take balls in at recess
- Friday surprise (recess, lunch etc.)
- Go to the classroom after lunch

Butternut Creek Behavior Management Model

	<u>Level 1</u> Classroom/Common Area Management "Reteach"	<u>Level 2</u> Problem Solver: "Plan to Change for the Better"	<u>Level 3</u> Behavior Report/ Office Referral Principal Intervention
Inappropriate Language/Body Language/Tone of Voice	<ul style="list-style-type: none"> Language "slips", inappropriate non-swearing, slang, other language 	<ul style="list-style-type: none"> Low intensity instance of inappropriate language after reteach – <i>not directed to a person</i>) 	<ul style="list-style-type: none"> Swearing, name calling, or use of words in an inappropriate way – <i>usually directed to a person or object</i> Offensive body language Inappropriate tone of voice
Physical Contact	<ul style="list-style-type: none"> Low intensity poking, pushing, pinching, jostling, and retaliation as above 	<ul style="list-style-type: none"> Repeated low intensity contact after reteach (see level examples) 	<ul style="list-style-type: none"> Serious physical contact where injury may occur (e.g., hitting, punching, kicking, hair pulling, scratching)
Defiance/ Disrespect/ Non-compliance	<ul style="list-style-type: none"> <i>All behaviors in this category move to level 2</i> 	<ul style="list-style-type: none"> Ignoring instructions and reasonable requests Having to have the last word Argumentative or insulting to others about family, intelligence, appearance, etc. Teasing that stings or is mean Continued and repeatedly not doing assignments Continued hall pass issues 	<ul style="list-style-type: none"> Refusal to follow adult instructions Argumentative towards adults or saying "no" Continued proximity after separation Repeated disrespect of peers
Relational Aggression Bullying/ Harassment	<ul style="list-style-type: none"> Insulting remarks, taunting, saying hurtful names, dirty looks, rolling eyes, sounds, holding nose Not including someone Teasing 	<p><i>Repeated or intentional:</i></p> <ul style="list-style-type: none"> Gossiping or rumor spreading Making fun of someone's appearance Humiliating a target in front of others Active or threat of exclusion: getting friends to exclude others Threatening stares Recruiting, going along with, or joining in on Level 2 behaviors 	<ul style="list-style-type: none"> Initiating or spreading sexual, racial, religious, or gender based rumors Forming or joining a club to exclude others Total group rejection Arranging public humiliation Extortion Going along with or recruiting Level 3 behaviors
Disruption of the Learning Process	<ul style="list-style-type: none"> Noise making, wandering, lack of focus Not on task Playing with items during instruction Bugging others Thoughtlessness Hallway noise Yelling in common areas 	<p><i>After repeated reteaching:</i></p> <ul style="list-style-type: none"> Talk-outs Arguing with peers Silly answers/attention getting Running in the halls Encouraging disruptive behaviors 	<ul style="list-style-type: none"> Sustained level 1 & 2 behaviors that stops the learning process Room clear
Property Misuse or Damage	<ul style="list-style-type: none"> Careless accidents Borrowing w/o asking Teasingly taking others possessions 	<ul style="list-style-type: none"> Thoughtless damage or misuse of equipment Playing/taking too long in the bathroom Making mess in common areas after initial reteaching 	<ul style="list-style-type: none"> Purposeful damage or destruction of property Vandalism or graffiti Theft
Irresponsible Behavior	<ul style="list-style-type: none"> Occasionally not doing homework or assignments Forgetting library books, notes from home, etc Not being where you are suppose to be Not having a hallway pass 	<ul style="list-style-type: none"> Technology violation – non-serious but inappropriate Repeated tardies within building 	<ul style="list-style-type: none"> Forgery Skipping class Dress code violation Gang affiliation display Technology violation – serious and inappropriate Cheating/lying Inappropriate display of affection
Unsafe Behavior (Other)	<ul style="list-style-type: none"> Moving unsafely in classroom or common areas Not keeping hands, feet, objects to self Any behavior that might cause minor injury 	<ul style="list-style-type: none"> Repeated unsafe behavior after reteaching Behavior that has the potential to cause injury to self or others Unsafe use of equipment 	<ul style="list-style-type: none"> Leaving school grounds Behavior that injures a student Daring someone to do unsafe behavior Weapons, knives, guns, or replicas of them

Problem Solving Form

"Plan to Change for the Better"

Student Name: _____ Teacher: _____

Referring Staff Member: _____ Date of Incident: _____ Time of Incident: _____

<p style="text-align: center;">Location:</p> <p> <input type="checkbox"/> Classroom <input type="checkbox"/> Cafeteria <input type="checkbox"/> Playground <input type="checkbox"/> Hallway <input type="checkbox"/> Music <input type="checkbox"/> Bus Area <input type="checkbox"/> Gym <input type="checkbox"/> Bathroom <input type="checkbox"/> Library </p> <hr/> <p><input type="checkbox"/> Inappropriate Language/Body Language/ Tone of Voice <i>usually directed at a person</i></p> <p><input type="checkbox"/> Physical Contact</p> <ul style="list-style-type: none"> • Non-serious, but inappropriate <p><input type="checkbox"/> Defiance/Disrespect/Non-compliance</p> <ul style="list-style-type: none"> • Ignoring instructions and reasonable requests • Having to have the last word • Argumentative or insulting to others • Teasing that stings or is mean • Continued hall pass issues <p><input type="checkbox"/> Relational Aggression/Bullying/Harassment</p> <p><i>Repeated or intentional:</i></p> <ul style="list-style-type: none"> • Gossiping or rumor spreading • Making fun of someone's appearance • Humiliating a target in front of others • Getting friends to exclude others • Threatening stares <p><input type="checkbox"/> Disruption of Learning Environment</p> <p><i>After repeated reteaching:</i></p> <ul style="list-style-type: none"> • Talk-outs • Silly answers/attention getting • Running in the halls • Encouraging disruptive behaviors <p><input type="checkbox"/> Property Misuse or Damage</p> <ul style="list-style-type: none"> • Thoughtless damage or misuse of equipment • Playing/taking too long in the bathroom • Making mess in common areas after initial reteaching <p><input type="checkbox"/> Irresponsible Behavior</p> <ul style="list-style-type: none"> • Technology violation – non-serious but inappropriate • Repeated tardies within building <p><input type="checkbox"/> Unsafe Behaviors</p> <ul style="list-style-type: none"> • Behavior that has the potential to cause injury to 	<p>My behavior caused the following problems:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>When I did that I wanted:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p style="text-align: center;">My plan is:</p> <p> _____ Go to another activity _____ Share and take turns _____ Talk it out _____ Walk Away _____ Ignore It _____ Tell them to stop _____ Apologize _____ Make a deal _____ Wait and cool off </p> <hr/> <p style="text-align: center;">Is the problem solved?</p> <p style="text-align: center;">_____ Yes _____ No</p> <p>If you answered "No", go to the next box.</p> <hr/> <p style="text-align: center;">I feel like I need to talk to my:</p> <p> _____ Teacher _____ Counselor _____ Principal _____ Buddy </p> <hr/>
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Butternut Creek Behavior Referral

Student Name: _____ 504 _____ IEP _____ BP _____ Teacher: _____

Referring Staff Member: _____ Date of Incident: _____ Time of Incident: _____

<p style="text-align: center;">Location:</p> <p><input type="checkbox"/> Classroom <input type="checkbox"/> Cafeteria <input type="checkbox"/> Playground</p> <p><input type="checkbox"/> Hallway <input type="checkbox"/> Music <input type="checkbox"/> Bus Area</p> <p><input type="checkbox"/> Gym <input type="checkbox"/> Bathroom <input type="checkbox"/> Library</p> <hr/> <p><input type="checkbox"/> Inappropriate Language/Body Language/ Tone of Voice <i>directed at a person or object</i></p> <p><input type="checkbox"/> Physical Contact</p> <ul style="list-style-type: none"> • Serious physical contact where injury may occur (e.g., hitting, punching, kicking, hair pulling, scratching) <p><input type="checkbox"/> Defiance/Disrespect/Non-compliance</p> <ul style="list-style-type: none"> • Refusal to follow adult instructions • Argumentative towards adults or saying "no" • Continued proximity after separation • Repeated disrespect of peers <p><input type="checkbox"/> Relational Aggression/Bullying/Harassment</p> <ul style="list-style-type: none"> • Initiating or spreading sexual, racial, religious, or gender based rumors • Forming or joining a club to exclude others • Total group rejection • Arranging public humiliation • Extortion • Going along with or recruiting Level 3 behaviors <p><input type="checkbox"/> Disruption of Learning Environment</p> <ul style="list-style-type: none"> • Sustained behaviors that stop the learning process • Room clear <p><input type="checkbox"/> Property Misuse or Damage</p> <ul style="list-style-type: none"> • Purposeful damage or destruction of property • Vandalism or graffiti • Theft <p><input type="checkbox"/> Irresponsible Behavior</p> <ul style="list-style-type: none"> • Forgery • Skipping class • Dress code violation • Gang affiliation display • Technology violation – serious and inappropriate • Cheating/lying • Inappropriate display of affection <p><input type="checkbox"/> Unsafe Behaviors</p> <ul style="list-style-type: none"> • Leaving school grounds • Behavior that injures a student • Daring someone to do unsafe behavior • Weapons, knives, guns, or replicas of them • Fire setting/arson • Alcohol/drugs and related offenses • Bomb threats/false alarms 	<p style="text-align: center;">Student Reaction:</p> <p><input type="checkbox"/> Accepted responsibility immediately</p> <p><input type="checkbox"/> Accepted responsibility after initial denial.</p> <p><input type="checkbox"/> Disrespectful attitude</p> <p><input type="checkbox"/> Blamed others or made excuses</p> <p><input type="checkbox"/> Denied involvement</p> <hr/> <p style="text-align: center;">Possible Motivation:</p> <p><input type="checkbox"/> Peer Attention</p> <p><input type="checkbox"/> Adult Attention</p> <p><input type="checkbox"/> Avoid Work</p> <p><input type="checkbox"/> Get Something</p> <p><input type="checkbox"/> Impulse/Anger</p> <p><input type="checkbox"/> Unknown</p> <hr/> <p style="text-align: center;">Parent Contact:</p> <p>Date: _____ Time: _____ By: _____</p> <p><input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Email</p> <p><input type="checkbox"/> Personal <input type="checkbox"/> Other: _____</p> <hr/> <p style="text-align: center;">Administrative Decision/Action:</p> <p><input type="checkbox"/> Conference</p> <p><input type="checkbox"/> Loss of Privilege/Recess</p> <p><input type="checkbox"/> In-School Suspension AM PM</p> <p><input type="checkbox"/> Out of School Suspension AM PM</p> <p><input type="checkbox"/> Student Contract</p> <p><input type="checkbox"/> Other: _____</p> <hr/> <p>Comments:</p> <p>_____</p> <p>_____</p>
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DRESS AND GROOMING

A student's grooming should be modest, neat, clean, and in keeping with health, sanitation, and safety practices. Parents and students will be notified if a student's clothing or grooming causes a safety issue or is a disruption to the educational process. The administration reserves the right to determine judgments concerning inappropriate dress or grooming.

Certain clothing and other adornments worn for the purpose of identifying youth gang membership or gang support clearly interfere with the learning process and school climate. Examples include:

1. Trousers sagged below the hips.
2. Clothing with gang-stylized writing/script listing nicknames and other wording including gang related symbols, colors or insignia, associated numbers 12, 13, 14, 18 or dressing in a single solid color.
3. All chains.
4. Clothing displaying drug symbols or paraphernalia.
5. All adornments such as necklaces or buttons that are drug related.

Such clothes and adornments will be prohibited on school district property and at school-sponsored events.

The following general guidelines are designed broadly enough to allow individual expression.

1. Shoes must be worn at all times. Flip flops are not allowed because of safety issues.
2. An adequate coverage of the body is required. Halter tops, midriff, or otherwise revealing tops, and very short skirts are inappropriate. As a guideline, skirts and shorts should be at mid-thigh length.
3. Clothing decorated or marked with illustrations, words or phrases that have sexual innuendoes, are vulgar, obscene, or promote tobacco, alcohol or behavior violating school conduct standards is not permitted.
4. Shorts are allowed as school attire provided they are of the tailored, walking short variety, loose fitting and of appropriate length (mid-thigh length) for classroom wear. Cut-offs, athletic shorts and bathing suits are not allowed.
5. T-shirts with negative references contradictory to school standards are not allowed.

Students in physical education should wear gym shoes that will not mark or damage the gym floor. Black-soled shoes are not allowed.

LOST AND FOUND: Clothes should be marked for easy identification (particularly coats and sweatshirts). Large amounts of clothing are deposited in Lost and Found each year. Please mark clothing so these items can be returned. Items not claimed by the end of the last student day will be donated.

Hats are not to be worn in the building.

TOYS

Toys/home items (electronic devices, pets, radios etc) should be kept at home unless the teacher requests a student to bring an item for special school activities. Items should only be out during the specific activity

WEAPONS

Toy guns, knives (including pocket knives), or any toy resembling a weapon are not allowed at school and will be confiscated. Any weapon brought to school will result in **automatic suspension and may result in expulsion**. "Pretend" play of guns or any type of weapon is also prohibited. Matches and lighters are also prohibited.

SAFETY

CROSSING GUARDS

Crossing Guards will be stationed at Kinnaman/Stoddard and Florence/Stoddard to ensure safe crossings. Please instruct students to use these crossings if possible. 7:35-7:55 and 2:20-2:30

BIKES

Bike riders need to know, obey and observe the rules of traffic safety. Bikes need to be walked while on the school grounds. All bikes should be locked. Students are legally required to wear helmets. Students will not be allowed to take their bike home if they do not have helmet.

BRIDGE AREA

Students should stay out of the water and use the path when coming and leaving the school grounds. **There is no adult supervision in the bridge area.**

BUS SAFETY

Bus drivers are responsible for the safe transportation of our students on the bus. The bus schedule and route information is available in our school office. It is also published in the Hillsboro Argus newspaper in August (a few weeks before school begins). If you have questions or problems concerning your child's bus, please call our Transportation Office at 503-648-9123.

Expecations

1. Pupils being transported are under the authority of the bus driver.
2. Pupils shall be on time for the bus both morning and afternoon.
3. Pupils shall remain seated while the bus is in motion.
4. The bus driver may assign pupils seats.
5. The bus driver shall instruct pupils how to cross the road.
6. Pupils shall not extend their hands, arms, or heads out bus windows.
7. Pupils shall have written permission to leave the bus at places other than home or school.
8. Pupils should converse in normal tones; loud or vulgar language is prohibited.
9. Pupils shall not open or close windows without permission of the driver.
10. Pupils shall keep the bus clean, and must refrain from damaging it.
11. Pupils shall be courteous to the driver, to fellow pupils, and passersby.

Riding the bus is a privilege that can be revoked if a child does not conduct himself/herself properly. Citations are issued in such cases, which the parent must sign to show they are aware of the problem. A student receiving a third citation may be suspended from riding the bus.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds between arrival and dismissal hours without permission from the student's teacher and parent.

WALKING

Walking to school requires a sharp eye for traffic and obeying safety rules. Students should never accept rides from strangers. Please review safety procedures with your child before the start of the school year. Students should use sidewalks and crosswalks whenever possible.

EMERGENCY

EMERGENCY INFORMATION ON FILE

The school should be notified of any change of address, telephone number (home, work, and cell), parent job change, or sitter. THIS INFORMATION IS ESSENTIAL FOR EMERGENCY PURPOSES.

If a child is injured or becomes ill while at school, every effort will be made to call parents or the person parents have designated as an emergency contact. It is essential that we have a current home phone number, work numbers, and an emergency phone number. If a child needs to leave school with anyone other than a parent, or with someone not already on their emergency contact list, a note from the parent must be brought to the office before school begins. The note must include the name of the person who is picking the student up, and the time of day the student will be leaving.

EVACUATION EMERGENCY DRILLS

Fire, earthquake, and other emergency drills are conducted on a regular basis. Students are given instruction and practice so that they become familiar with the evacuation routes for each classroom or area of the building. Security containment drills for lockout, lock-down and shelter-in-place are also held periodically.

EMERGENCY SCHOOL CLOSURE

In the event it is necessary to close school, start late, or dismiss early because of an emergency, road or weather conditions, the area radio and television stations will broadcast the information. **Be sure your child knows where to go if an emergency is declared and schools close. If you do not hear that Hillsboro School District is closed, then expect school to be open as usual.**

HEALTH INFORMATION

IMMUNIZATION

Oregon's Compulsory School Immunization Law, ORS 433.263-275, states that a child must be immunized at the time of enrollment. Any student between the ages of five and fourteen enrolling for the first time in any Oregon school, who is not immunized or who does not provide a verified statement detailing his/her immunity, must be denied initial enrollment.

If you anticipate having difficulty in complying with the immunization law, or you have difficulty providing the appropriate dates, you may wish to contact your physician or the Washington County Health Department for assistance (648-8881). Immunizations may be obtained from your physician or from the local health department.

MEDICATION

Please observe the following guidelines related to administration of medication at school:

1. The District medication form must be filled out completely and signed; information must agree with the prescription label.
2. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student; over-the-counter medications must be supplied in their original container with the child's name written on them. Over the counter medication must be age appropriate.
3. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.
4. Please request that the physician write "lunch" for midday dose of medication rather than "noon" as many children do not eat lunch at 12:00.
5. Parents must bring all medication to and from school.
6. Medications must be in the original container; when the medication is finished, the parent must bring in the new medication in a new container.
7. If a child has an allergy that calls for the administration of Benadryl or Epinephrine, that medication must be provided to the school by the parent.
8. Students are not allowed to carry medication, with one exception. Inhalers can be carried if the student has a physician order.

The District shall designate school staff that is authorized to administer medication to students. Training shall be provided as required by law. *Only district nurses, **not office staff**, can take verbal directions about medication from parents or physicians.*

STUDENT ILLNESS OR ACCIDENT

Every effort is made to contact the parents/guardians/designated person "in case of emergency". If we are unable to contact you or the emergency contact concerning a sick or injured child, the school will take needed steps to insure proper treatment. The office calls home for any serious injuries, bee stings, and illnesses as a manner of routine. When in doubt, the school will call and ask the parent to make a decision as to whether a child should remain in school, go home, and/or receive medical attention.

If the child is ill with a communicable disease, a report from a doctor or the health department may be necessary. If you think your child has a communicable disease, please let the office know. Examples: Strep throat, chicken pox, head lice.

STUDENT INSURANCE

Student accident insurance is available to all Butternut Creek students. A brochure and application is sent home at the beginning of the school year with students. Additional forms may be obtained upon your request at the school office.

PARTIES/CLASSROOM TREATS

PARTIES

Birthday or holiday parties provide social experiences. If you would like to honor your child's birthday, please discuss this with the teacher several days in advance to determine time and kinds of (commercially prepared) treats. To insure that students are not excluded party invitations should not be passed out at school.

TREATS (CLASSROOM)

Treats for classroom parties or special days must be of a commercially prepared variety. No home prepared food-stuffs will be allowed in the classroom. Please contact the classroom teacher in advance of the special day.

SCHOOL MEAL PROGRAM

The Butternut Creek breakfast and lunch program is open to all students enrolled in school. We participate in the Federal and State Surplus Commodities Program and provide a well-balanced hot lunch adhering to basic standards of nutrition.

FREE AND REDUCED BREAKFAST AND LUNCH PROGRAM

This program is available at any time during the school year on either a long or short-term basis. Please contact the school office for information.

LUNCH GUESTS

Parents are welcome to eat lunch with their children at school. Advance reservations make planning easier for our cafeteria staff. Adult lunch tickets must be purchased separately, and exact change is required. Parents may also deduct the adult lunch fee from their child’s account.

LUNCH TICKET PROCEDURE

Parents or students can deposit money directly into the students account to purchase breakfasts and lunches. The cashier will be located in the cafeteria area in the morning between 7:40 and 8:10 a.m. Students will be notified by cafeteria staff when their accounts are low.

A couple of tips for having the system work best for you and your children:

1. Deposit money in the form of a check (with the name of the student(s) written in the lower left corner of the check, showing distribution of money for each child’s account.)

Example: A check written for \$20.00

Jennifer - \$10.00 written on “for”
 Kevin - \$10.00 line of check

2. Purchase a greater number of meals/milk at a time. (\$20.00 worth or more if possible.)
3. Purchase online at **mySchoolBucks.com. It takes up to 3 working days to post.** Therefore, your child’s account will not show the purchase the following day.

Breakfast Prices

Student.....\$ 1.25
 Adult.....\$ 2.00
 Milk..... .50

Lunch Prices

Student..... \$2.00
 Adult..... \$3.00
 Milk..... .50

SCHOOL SUPPLIES

The supply lists are available on the school website.

STUDENT SUPPORT SERVICES

Consistent with federal and state laws and regulations, students may qualify for support services if they meet district eligibility criteria. The district is committed to providing a continuum of services and programs with placement in the least restrictive environment to promote school success.

Parent permission is required before any student can be evaluated or receive any special education support services.

Student support services include the following: Special Education Academic Support, Speech/Language Services, English as a Second Language, Counseling, Talented and Gifted Services, Behavior Support Services, Adaptive P.E., Health Services, and Transportation.

The district also contracts with Northwest Regional ESD for services with hearing impairment, visual impairments, and orthopedic impairments.

PARENT TEACHER CLUB

The Butternut Creek Parent Teacher Club (PTC) is an active group working with the school to provide a variety of volunteer help to make Butternut Creek School a happy, productive place for our children to learn and grow. Your participation is both welcomed and encouraged. If you have questions, please feel free to contact the school or any member of the Executive Board.

The PTC is composed of all parents and staff members. The PTC Board consists of elected officers, committee chairpersons, and teacher representatives.

PTC meetings are usually held on the third Thursday of each month at 6:00 p.m. in the school library. Check the school website for current information. The PTC sponsors many programs/activities utilizing the talents and time of parent volunteers.

The parent sign-up form is sent home with students at the beginning of each school year. If you would like more information about being a volunteer, please contact your child's teacher or the school office.

Your support is vital to our success. Please share your time and talents. Our children deserve the best!