

School Information Sheet  
2016-2017

- (1) **ALL VISITORS AND PARENTS NEED TO CHECK IN AT THE OFFICE.**
- (2) A student handbook will be issued to each student when they are formally enrolled. We feel that it is important for parents to take time to read the handbook so that you will be familiar with the Arapaho-Butler School Student Guidelines. A form indicating that your child has received a handbook will require a parent signature. The student handbook contains the Arapaho-Butler Student Discipline Policy. A copy of this policy will be made available to parents or guardians upon request at any time during the school year.
- (3) **STUDENTS ARE PERMITTED TO BRING BOOKBAGS OR BACKPACKS ON THE SCHOOL CAMPUS.** GARMET AND ATHLETIC BAGS ARE PERMITTED, BUT UPON ARRIVAL SHOULD BE TAKEN DIRECTLY TO THE LOCKER ROOM IN THE GYMNASIUM AND STORED IN THE APPROPRIATE LOCKER.
- (4) Internet access is available to students and teachers at Arapaho-Butler School. A copy of the Arapaho-Butler School Policy for use of the internet will be given to each student on enrollment day. Please read the policy and sign the form giving your child permission to use the internet. Access to the internet will be denied if this form is not on file.
- (5) It is important that parents annually review their child's immunization records. To obtain information concerning immunization compliance and rules, parents may contact the local county health department, or your family physician. It is vitally important that parents provided proof of immunization records for the school records.
- (6) School insurance is available. Each student will be given the insurance packet on enrollment day. If you desire to take the insurance coverage, these will need to be turned in.
- (7) The prices for meals for the 2016-2017 school years are: Breakfast: 7-12 (1.00), Lunch: 7-12 (2.10). Each student is assigned a meal number. **PREPAYMENT IS PREFERRED.** Money is deposited in the student's account. Each time the student eats, the meal is deducted from his/her account. **Free and reduced lunch forms will be made available on enrollment day. These should be returned as soon as possible.**
- (8) High school and junior high students should arrive at school no earlier than 7:45 a.m. School starts at 8:15 a.m. and dismisses at 3:15 p.m.
- (9) **IF A STUDENT IS ABSENT FOR ANY REASON, THEIR PARENT OR GUARDIAN MUST CALL THE PRINCIPAL'S OFFICE AND CLEAR THEIR ABSENCE. IT IS IMPORTANT THAT THE PARENT CALL BETWEEN 8:00 A.M. AND 8:30 A.M. ON THE MORNING THAT THEY ARE ABSENT.**

There are four types of excused absence: (1) Illness, (2) Pre-arranged appointments (doctor, dentist, etc.), (3) Pre-arranged family involvements (funerals, etc.) – Be sure and call the office at the earliest possible time so that the proper arrangements may be made with teachers, (4) Students cleared by the principal or superintendent.

Absences for any other reasons may be PERMITTED but will, in most instances, be unexcused. IN MOST CASES PERSONAL BUSINESS WILL BE UNEXCUSED.  
If you have a question about a permitted absence, call the school.

**IF A STUDENT NEEDS TO CHECK OUT DURING THE DAY, THEIR PARENT MUST GIVE THE OFFICE PERMISSION FOR THAT STUDENT TO LEAVE. THE STUDENT MUST SIGN THE CHECK OUT SHEET IN THE OFFICE WHEN THEY LEAVE AND RETURN.**

- (10) Students are expected to dress in a manner which is considered proper and suitable for a modern school. Students are expected to dress appropriately at school, and at all school activities and/or school sponsored trips. Any student that cannot do this will be sent home to change clothes and wear more proper attire. Class time missed will be coded as unexcused. The following are some regulations that are expected of the students of our school system:
1. The student's dress and grooming shall not lead school official to believe that such dress and grooming will disrupt, interfere with, disturb, or detract from school activities.
  2. The student's dress and grooming shall not create a health or other hazard to the student's safety or the safety of others.
  3. No conspicuous or ridiculous costume or attire can be worn that will distract other students attention or detract from a learning environment.
  4. Tank tops, tops with excessively low necklines, tube tops, crop tops, halters or strapless dresses without a covering shirt, blouse, or jacket are inappropriate.
  5. Shorts must be within six inches of the knee. Measured with knee on the floor to the bottom of hem line. Windshorts or soccer shorts will be permitted if they meet the length requirement, are appropriately fitted, or are worn with spandex underneath.
  6. Jeans with holes, vents, and slits, six inches above the knee will not be allowed.
  7. Mini skirts or short dresses must apply to the six inch rule.
  8. Spandex pants will only be allowed under a skirt that meets the appropriate length requirement.
  9. Tight sweat pants are not allowed.
  10. Hats, caps, and non-prescription sunglasses are not to be worn inside the building. Any kind of headcover or forehead bands are to be removed when the student enters the building.
  11. Any garment with decorations, patches, lettering, advertisements, etc., that may be considered obscene, offensive, or lewd is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, beer, wine, or any type of alcoholic beverage advertisement of the garment. (Examples: Big Johnson, Beavis & Butthead, Bart Simpson, Coed Naked).
  12. Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must cover the entire torso at all times, even in movement. Shirts should cover the entire crown of the shoulder.
  13. Jeans, slacks, shorts, or pants must be worn at the waistline.

Any student that violates any of these codes shall be dealt with by the following discipline:

- 1<sup>st</sup> time—classtime missed will be coded as unexcused and 1 day detention
- 2<sup>nd</sup> time—classtime missed will be coded as unexcused and 3 days detention
- 3<sup>rd</sup> time—classtime missed will be coded as unexcused and 3 days in-school suspension