

Berne Union Elementary



**Student Handbook
2021-22**

**Melissa Drury, Principal
Amanda Clark, Secretary**

Berne Union Elementary School

Melissa Drury, Principal

(740) 746-9668

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Welcome Students and Families!

Berne Union Elementary faculty and staff extend a warm welcome to our learners and their families as they become part of the Berne Union Elementary community. We believe that learners in our educational community should be provided with ample opportunities to explore, learn, grow and be challenged in a safe, nurturing environment and are looking forward to providing these opportunities.

In order to maximize each learner's maximum potential, we need your help and support! We know that strong parent partnerships and open communication are essential for student success and therefore encourage you to have direct and frequent communication with us. We also encourage your frequent and positive participation in activities at the school to make Berne Union an even better place for everyone! Remember that you can stay connected through our website, classroom web pages, Twitter, and Facebook.

Berne Union Local School District maintains a reputation for academic excellence and we look forward to continuing this tradition. We are excited for the year ahead and the opportunity to help all our learners experience academic and personal growth!

The information in this booklet has been compiled to help our learners and their families better understand our school and become an integral part of it. This guide will also assist learners and their families in understanding school policies, procedures, programs and expectations.

If you have any questions, or if I can be of any assistance, don't hesitate to contact me at drurym@buschools.com or (740) 746-9668.

I look forward to a great year!

Melissa Drury

Principal, Berne Union Elementary



The Berne Union Board of Education and Administration

The current members of the Berne Union Board of Education are:

John Garber, President

Todd Hintz, Vice-President

Dean Miller, Amy Oxley, and Rex Coleman

Superintendent: Jon Parker

Treasurer: Kirk Grandy



Berne Union Board of Education holds meetings on the second Tuesday of the month at 6:00 pm in the high school media center. Guests are always welcome to attend monthly board meetings.

2021-22 District Calendar

1st 9 wks – Aug. 18, 2021 – Oct. 29, 2021 (9 wks = 48 days in session)

August 16	Staff Inservice Day
August 17	Teacher Work Day
August 18	First Day for Students grades 1-6
August 23	First Day for Students grades PK-K
September 3	Professional Development/Work Day (No School)
September 6	Labor Day – No School
September 27	County Professional Development Day (No School)
October 14-15	Fair Days (No School)
October 29	2 Hr. Delay – End of quarter

2nd 9 wks – Nov. 1 – Jan. 21, 2022 (9 wks = 46 days in session)

November 11	Night Conferences
November 12	Morning Conferences (No School for kids)
Nov. 24 - Nov. 29	Thanksgiving – No School (Return to school Nov. 30)
December 21	Early Dismissal
December 22 – January 2	Winter Vacation – No School (Return to school Jan. 3)
January 17	Martin Luther King, Jr. Day (No School)
January 21	2 Hr. Delay – End of Quarter

3rd 9 wks – Jan. 24, 2022 – Mar. 25, 2022 (9 wks = 43 days in session)

February 17	Night Conferences
February 18	Morning Conferences (No School for kids)
February 21	Presidents' Day (No School)
March 22	2 Hr. Delay – End of Quarter

4th 9 wks – Mar. 28, 2022 – May 27, 2022 (9 wks = 39 days in session)

March 28 – April 1.	Spring Break – No School (Return to school on April 4)
April 15	Easter – No School
May 20	2 Hr. Delay
May 22	Graduation
May 27	Early Dismissal - Last Day for Students
May 30	Memorial Day (No School)
May 31	Teacher Work Day

School Attendance

Regular attendance at school is extremely important. Tardiness and/or irregular attendance invariably leads to poor school work. You are expected to be in school every day, unless you are ill or have been excused in advance by the principal. Students will be marked **TARDY** if they report to school between 9:00 A.M. and 10:00 A.M. or leave school early, between 2:30 P.M. and 3:30 P.M.

When your child is absent or tardy:

- Parents are to notify the school by 9:20 a.m. if their child is going to be absent or tardy. Please call the office at 740-746-9668. This is a 24-hour line and can accept voice mails at any time.
- A written excuse must also be sent to school with the child and given to the teacher within three (3) days of his/her return to school or the absence will be unexcused.
- If your child must leave school early we request that a note be given to the teacher on or before the day that the student is to be dismissed stating the time and reason. When picking up a child the parent must report to the front reception and the child will then be called to the office. This prevents disruption of classroom instruction.
- Tardies and any absences from school will count against perfect attendance.

You will receive a letter from the Principal if your child accumulates 10 days (65 hours) of school absences, excused or unexcused during the year. It will be necessary for the Principal to notify the Fairfield County Attendance Officer when your child misses 10 days or more of school.

The following defines **EXCUSED** and **UNEXCUSED ABSENCES**:

EXCUSED ABSENCES

Personal illness
Death or illness in family
Educational leave
Religious Holiday
Emergency
Hunting (1 day)

UNEXCUSED ABSENCES

Oversleeping
Shopping
Other

Educational Leave

If there is an educational reason for an absence, the parent must talk with the principal prior to the intended leave and get approval for the absence. An **EDUCATIONAL LEAVE FORM** is to be completed and approved by the building principal.

Missing Child Law

The school is required to notify parents each day a child does not attend school. The purpose is to make certain that the parents are aware that their child is absent from school. If parents cannot be conveniently reached by phone, a notice is sent by mail on the same day as the absence. We want to make things as convenient as possible for you. It would be very helpful to us if you send a note with a brother or sister, or call the elementary office between 8:00 and 9:30 a.m. and leave a message if no one answers. If we hear from you, we will not be required to make the phone call or mail contact.

Withdrawal From School

When you know that you are moving or have already moved to another school district, the school office should be notified. On the last attendance day at school, textbooks should be returned to each classroom teacher and school fees should be paid if they have not been previously. School records for your child will be forwarded to the new school upon receiving the withdrawal form and records request from the new district.

Safety

In an effort to keep our school as safe and secure as possible, all exterior doors will remain locked at all times. Only the main front entrance doors are open. All visitors/parents will be required to stop at the front window upon entering the school where a district secretary will determine who needs to proceed through to the learning environment. If there is an unfamiliar face at the door, he/she may be asked to provide identification prior to being let in. Our elementary office secretary, Mrs. Clark, is not always behind her desk, so we thank you for your patience as you enter the elementary office. We are asking our students not to open any exterior doors for anyone.

Dropping Off Items to Students

If you drop off anything, or need to get something to your child, we ask that you leave the item(s) in the office and we will deliver it to the classroom for you.

Volunteers/Special Visitors

If you are volunteering or visiting the class for a special activity, please sign in at the front desk and be sure to sign out when you leave. You will be given a badge to wear at that time so that the students will recognize that you are not a stranger in the building.

Student Visitors

Student visitors, as a general rule, are not permitted. (Special exceptions may be made with the Principal's approval.)

Berne Union PTO

Our school has a Parent/Teacher Organization. Every Berne Union family is a member of this wonderful group! Our PTO supports our school financially through fundraisers and donations including the Berne Union Craft Fair. Some of the events sponsored by the PTO include a Children's Theater performance, classroom funds, field trip support, an end of the year fun week with bounce houses, snowcones, dance party and so much more! We encourage you to get involved in the PTO group as a way to support your child!

Telephone

Students will not be allowed to use the office telephone unless it is an emergency. This is a business phone and must not be misused. Student using the phone must have permission from the principal's office.

Emergency Closing

In the event of an emergency, it may be necessary to close school for the day. If the school is closed due to inclement weather, school will reopen the following day unless further closing announcements are made. Please check your local television and radio stations for updates including WHOK (95 FM), WNCI (97.9), WCOL (92.3), T-100, and Sunny 95. Also listen for the ONE CALL NOW call to your telephone.

Parents and guardians are responsible for notifying the school in advance as to where his/her child is to go should there be an emergency early dismissal. If no arrangements are made, students will be sent home to their usual drop off.

When school buses do not transport students due to poor road conditions, children are not counted absent.

Contacting the School

We understand that there may be times in which the parent must contact the student during the school day. Please call the general telephone number of the school 740-746-9668 and the office personnel will relay the message to the student provided it is an emergency. Teachers cannot receive phone calls during instructional time unless it is an emergency. It is important that we limit as many disruptions to the classroom as possible. **Please understand that we will not accept changes to transportation after 3:00 pm as it presents safety concerns.**

Contact Information/Update Residency & Child Custody

If a family's address and/or telephone number changes, this information must be changed in Final Forms and then reported to the school as soon as possible. Up-to-date information allows for effective communication, especially in times of emergency.

Parents have the obligation of informing the school whenever the custody of a child changes. Our office requires that a copy of any and all court orders, affecting custody be on file in the school office. The copy must be signed by an official of the court. The school cannot interfere with the rights of any parent without such document being on file.

Arrival & Dismissal

The streets and parking lots around the school are extremely busy at certain times during the school day. It is important for the safety of the children that they listen to and respect the directions given to them by the school staff.

Due to the amount of traffic at the school we ask that all parents be aware of the proper traffic patterns when dropping off and picking up a child. Berne Union buses ONLY will enter the main parking lot during normal arrival/dismissal times.

All students being dropped off or picked up by a vehicle should enter the south end of the drop off lane in front the building. Upon entering the drop off lane, pull as far forward in the line as possible and your child will be directed to or from your car. Display the name of the child(ren) you are picking up in the passenger window on the sign provided by the school. If you need additional signs, please contact the school office. During dismissal time, there will be no cars parked in the lane to prevent congestion and help keep children safe. Your understanding is deeply appreciated.

All walkers should plan to enter the front of the building with the bus riding students. Walkers will leave the building with the car riders out the door to the south parking lot. Parents waiting for their walking student should meet them in front of the south end of the building.

All bus riders will enter the building in the front entrance after unloading buses. Students will walk with their teachers at dismissal all the way to the buses. No student who has boarded the bus to go home will be allowed to leave the bus without permission from the office.

All students **entering** class after the start of the regular day or **leaving** before dismissal **MUST BE SIGNED IN AND OUT OF THE OFFICE BY A PARENT/GUARDIAN OR DESIGNEE** at the front reception window. Any student needing to leave school early must have a written note from the parent with the reason.

Bus Conduct/Transportation

Parents are responsible for the behavior of their children prior to boarding the school bus. The following **BUS RULES** are in effect at all times:

1. Pupils being transported are under the authority of the bus driver.
2. A time schedule shall be posted in the bus.

3. Pupils shall be on time for the bus both morning/evening.
4. Pupils shall walk on the left side of the road facing oncoming traffic when coming to meet the bus.
5. Pupils shall remain seated while bus is in motion.
6. Pupils may be assigned seats by the bus driver.
7. The bus driver shall instruct pupils how to cross the road.
8. Pupils shall cross in front of the bus when going to the opposite side of the road.
9. Pupils shall not extend their hands, arms or head through the bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils shall converse in a normal tone; loud or vulgar language is prohibited.
12. Pupils shall not eat food or candy while on the bus.
13. Pupils shall keep the bus clean, and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow pupils, and passers-by.
15. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations, forfeit their right to ride on the bus.
16. Bus driver's word is final.

All bus drivers are provided with **"BUS MISBEHAVIOR REPORT FORMS"** that are to be used by the driver to report student violations that require assistance from the principal and/or bus transportation supervisor. These forms are to be filled out in triplicate with one copy going to the superintendent, one to the transportation supervisor, and one to the parents.

- **A verbal warning will be given to the student. All statements will be recorded for future reference. All incidents should be handled by the driver and student first, and then if needed by the driver and/or the Transportation Supervisor. At this time the parents will be called to discuss their child's behavior on the bus. Parents will receive a copy of the incident report by mail.**
- **Second offense – The driver will write a school incidence report. The Transportation Supervisor will have the driver bring the student in to discuss his/her behavior on the school bus. At this time and depending on the severity of the problem, the student can be removed from riding the school bus for 3 or more days. Parents will receive a copy of the incident report by mail.**
- **Third Offense – The driver will write up a school bus incident report if there are still behavior issues after previous write ups. The Transportation Supervisor will have the driver bring the student in and discuss previous behavior issues. Depending upon the severity of the problem the student can be removed from riding the school bus for 5 or more days.**
- **Fourth Offense – The driver will write up a school bus incident report if they are still having behavior problems with the student. Depending on the severity of the behavior issues and past problems with the student, he/she can be removed from riding the school bus for 10 or more days, with approval from the Superintendent.**
- **Fifth Offense – The Transportation Supervisor can request to the Superintendent that the student be removed from the school bus for the remainder of the school year.**

Grading System

The Board of Education believes that determining student progress and reporting such progress to parents is the responsibility of each child's classroom teacher. Student progress shall be based upon the goals of the educational program, grade expectations and the child's individual ability.

Student achievement will be reported by the use of a letter grade and a number showing effort displayed by the student in this area. Grades K-2 will use a non-graded report card.

The letter grades will be interpreted as follows:

A – Excellent	(92-100)
B – Good	(83-91)
C – Average	(70-82)
D – Low	(60-69)
F – Failing	(Below 60)

Homework

The majority of school work will be completed in the classroom. However, there will be times when students will be assigned work which is to be completed at home and returned to the teacher. It is our belief that time spent in activities other than studies is very important and necessary for the total development of our students. Therefore, our homework assignments will be held to a minimum.

Conferences

Children benefit most from their school experience when the school and the parents work together in the educational process. The staff at Berne Union Elementary wants your child to succeed educationally. Therefore, we will be consulting with you concerning your child's progress and urge you to consult with us concerning any problems which affect your child. Our staff is available for conferences every school day from **8:15-8:45 A.M.** Please contact the teacher or call the elementary office for an appointment.

There will be **PARENT/TEACHER CONFERENCES** in the Fall on November 11th (night conferences) and November 12th (morning conferences). Winter Conferences will be February 17th (night) and February 18th (morning conferences). There will be **NO SCHOOL FOR STUDENTS** on November 2nd or February 18th. The school will be sending out a notice to parents to arrange a conference date and time.

Recognition of Academics and Effort

The elementary school will publish an honor roll each nine weeks in the areas of academics and effort:

“A” Honor Roll: Any student who makes no grade below an “A” for the nine weeks in the following subjects: Reading, Language, Spelling, Math, Social Studies, Technology, and Science.

“B” Honor Roll: Any student who makes no grade below a “B” for the nine weeks in the following subjects: Reading, Language, Spelling, Math, Social Studies, Technology, and Science.

Effort Awards: Nominated students who reflects a conscious attempt to do his/her best at all times.

BLAST Awards: Nominated students who reflect being responsible, being a leader, being attentive, being safe, and being tolerant.

Fees

Workbook and material fees are sent home the first nine weeks of school. These fees are due by the end of the first nine weeks. Please make the payment send the payment to the classroom teacher who will then turn it into the elementary office where a receipt will be printed and given to each student. Grade cards will be held for non-payment of fees.

Cafeteria Information

Students may bring a packed lunch or purchase a hot lunch or milk from the cafeteria. For the 2021-22 school year, there will be NO CHARGE for lunches. Breakfast will be served each morning and a to-go snack will be served as students leave the building. Again, there will be NO CHARGE for breakfast or end of day snack.

FREE and REDUCED LUNCH FORMS are available in the elementary office. If your child received free or reduced lunch last year and circumstances have not changed, he/she may receive the same this year. **HOWEVER, YOU WILL NEED TO FILL OUT NEW FORMS.** Forms are sent home with every child at the beginning of the school year. The completion of these forms helps our district secure additional funding for educational funding.

All students are expected to eat a lunch unless they are ill or have a written note from their parents.

If a child wishes to bring something to school to celebrate his/her birthday, the teacher must be contacted ahead of time for permission. It is our preference that birthdays be celebrated with stickers, pencils, trinkets, etc. rather than food due to allergies that are possible in the classroom. If you are bringing food, it is recommended that the items be store bought, individually sealed snack bags (ie: goldfish, pretzels, etc.). These items would need to be dropped off in the office so the teacher can pick it up when it is not deterring from instructional time.

Playground Expectations

We closely monitor all activities on the school playground. There will be supervision on the playgrounds at all times. Students will be made aware of importance of safety and behavior both while in the classroom and out of the classroom. Teachers will review the playground expectations with their classes. In order to provide for the safety of all students, the following expectations are enforced:

1. Students are not permitted to bring toys from home.
2. Students will play in assigned areas.
3. All playground equipment will be used in the appropriate manner.
4. Only one child will use a swing at a time.
5. Students will not leave the playground at any time without the consent of a teacher.
6. Throwing objects other than in games approved by the teacher in charge is forbidden.
7. Ball playing will be done in designated areas only. No hard balls are allowed on the playground.
8. Electronic devices are not permitted to be used during recess.
9. Knives, sharp objects, toy guns, and all other toys which can cause injury are not permitted at school.
10. Fighting, tackling, rough play and profanity are not permitted.
11. If weather permits, students will be expected to go outside for recess. Please dress your child appropriately for the weather. Hats, gloves, and boots will be needed in cold weather. Students will be going outside when the temperature is 20 degrees or higher.

Disciplinary Regulations

As we try to deepen respect and esteem for parental authority, we ask you to do so in our regard. If you have heard tales of injustice, etc., kindly contact the teacher at school and perhaps an open discussion may correct things. Whatever the situation, PLEASE do not discuss "supposed" or "believed" teacher shortcomings in the presence of your child. This lessens the respect for authority and esteem for the teacher on the part of the child and can do untold damage, particularly to the child's scholastic

achievement. Any child not having proper respect for authority is always going to be a discipline concern and without the proper discipline, there is not learning.

The Ohio Revised Code of the State of Ohio insures every student the right to a public education. Such rights cannot be denied to a student without affording him some procedural rights to due process of law. Such due process is applicable whenever school officials are considering removing a student from a curricular or extracurricular activity, removing him from school, or suspending or expelling him.

Learner Code of Conduct Expectations

At Berne Union Elementary, we expect students to “BLAST” at all times. BLAST stands for:

B – Be responsible

L – be a Leader

A – be Attentive

S – be Safe

T – be Tolerant

Teachers will monitor student behavior through our Positive Behavior Support Systems. The goal is to focus on the positive to reinforce desired behaviors. Students can earn accolades, and/or rewards for demonstrating our BLAST expectations. Students who have disciplinary infractions will be issued consequences at the discretion of the administrator.

Procedure for Fights

1. If there are any visible consequences of the fight, such as blood, swelling or other possible injury, a report is filed with the Sheriff's office.
2. All parents are notified and a suggestion is made with regard to medical attention, if appropriate.
3. Parents are advised of their rights to file a request with the Juvenile Prosecutor that charges can be filed against the child,
4. Disciplinary action is then taken by the school.
5. The school district cooperates with the law enforcement investigation by sharing the findings of the school's investigation of the incident, as well as sharing other information.

Anti-Harassment, Anti-Intimidation, and Anti-Bullying Policy

Harassment, intimidation, or bullying behavior by any student/school personnel in the Berne Union Local Schools is strictly prohibited, and such conduct **may result in disciplinary action, including suspension and/or expulsion from school.** “Harassment, intimidation, or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel

Child Abuse

School professionals are required by law to report suspected instances of abuse or neglect. The school is in no way expected to investigate or prove the abuse; that is the role of Children's Services. The school makes no decisions on these matters, and keeps any and all referrals confidential.

Personal Property

Students are **NOT** permitted to bring items such as firecrackers, matches, squirt guns, gambling devices, etc., to school. When these items are found in a student's possession they are turned into the office and made available **ONLY** to parents. Students are not to bring valuable personal items such as electronic games, cameras, CD players, cell phones, etc., to school. The school cannot be responsible for lost, stolen, or broken property.

Health Services

Our school has a health clinic available to students who have medical needs during the school day. Fortunately, we have a full-time school nurse on duty from 8:15 am-3:30 pm each day. In addition to taking care of sick and injured children, she is very involved in the educational process in the areas of health and child development. She is also responsible for maintaining all health records and dispensing all medications.

It is important that the school be aware of any health problems, allergies, physical conditions, etc., that your child may have. If he/she is on regular medication, the school must be informed. If your child is ill or running a temperature, keep him/her home until s/he is fever free for 24 hours. If he/she contracts any disease, please notify the school. If your child develops an undiagnosed skin rash or lesions, or appears to have pink eye. etc., your child will be sent home, and the parents will be required to take the child to the doctor for diagnosis and treatment before returning to school.

For medication to be administered to a student, a Medication/Procedure Request Form shall be completed and filed with the school nurse.

- The Prescription Medication/Procedure Request Form needs to be completed and signed by the child's physician. It also needs to be signed by the child's parent.
- The Non-Prescription Medication/Procedure Request Form is for the over-the-counter medication **ONLY** and needs to be completed and signed by the child's parent.
- Medication may be administered by the principal or her designee. It is preferred that this medication/procedure be administered through the clinic or school office when possible.
- No medication/procedure of any kind, including aspirin, will be administered to students without the required medication procedure request form.
- All medication and/or equipment will be delivered to the school by the parent and the parent will be responsible for notifying the school as to any change in medication, procedure and/or physician.
- Medication kept at the school should be labeled with the child's name, the doctor's name, the dosage to be given and the time to be given. Only a week's supply shall be kept at school. Medication will be kept in an "Out of Reach" or locked location.
- Information and authorization forms shall become part of the student's health records

Members of the staff take every precaution to insure the safety of students throughout the school year. However, accidents do occur. When a student has been injured in the building, the student is sent to the nurse. In the event of minor scrapes or bruises, the area is washed and bandaged. In the event of more serious accidents, the parents are notified immediately. For this reason an **EMERGENCY MEDICAL AUTHORIZATION FORM** must be on file in FINAL FORMS for **EVERY STUDENT** before August 31, 2021.

Dress Code and Appearance

Students at Berne Union Schools shall dress neatly and in good taste. Any mode of dress that creates a disturbance or causes an interruption in the educational process by causing an undue amount of attention to be directed to the wearer will not be allowed. Any mode or state of dress or undress that creates a physical or emotional, health or safety hazard for Berne Union student(s) is not allowed.

Although the following statements cannot be considered inclusive, they can be regarded as guidelines:

1. Students must wear shoes
2. All types of student dress must be clean
3. All undergarments will remain covered.
4. No hats or outerwear are to be worn inside the building.
5. Clothing which displays patches, insignias, emblems, language, symbols or logos which are profane, crude, "off-color", or judged to be unacceptable, will not be allowed.
6. Torso must be covered.
7. Shorts will be permitted during the school year
8. Because of changing fashions and fads, the principal will have the ability to deem articles inappropriate for school.

Other Services

Items found at school are placed in the lost and found area, which is located outside of the elementary office. A great many expensive items are in the lost and found. If your child has lost an item, or has had it "stolen", please make sure the lost and found area has been checked. To prevent lost belongings, it would be very helpful if articles of clothing, and particularly, lunch boxes, were labeled with the child's name. Unclaimed items are donated to charity at the end of the school year.

The elementary school has a media center which is used by students and staff during the school day. The students must have permission from the classroom teacher before going to the library. Books are checked out for one week. Students are encouraged to return these books on or before the due date. Should a book get damaged, the librarian will determine if it can be repaired, in which case the student will pay the cost of repair. In the case of a lost book, the student will be responsible for the replacement cost of the book. A student with fines leveled against him/her loses the library privileges until all fines are paid.

Assembly programs, PTO and other extra curricular activities are held in the auditorium, community room or commons. Other responsible, organized groups will be permitted to use the building and facilities by requesting and completing a "**SCHOOL BUILDING USE**" form. This can be obtained from the Superintendent's office. All groups must be strictly supervised. Supervision includes: protection, maintenance, cleanup, and closing. Future use of school facilities by these groups is determined by their ability to fulfill this responsibility.

(Policy 7140) Dates for school functions and student use shall first be approved by the principal through the teacher sponsor and the date put on the school calendar. Requests for the uses of the building should be made in advance of the time used.

- A. Teachers and students are not to use the school building on Sunday for practice or work, except in cases where they are giving a Sunday program for the public. Exceptions must be approved in advance by the superintendent.
- B. In general, all school pupils should vacate the building upon dismissal. Play practice, athletic practice, etc., are exceptions. However, these students staying longer must be closely supervised.

- C. At no time are students permitted to have practice, meetings, or use the building without the presence of a teacher.
- D. Although some practices, etc., must be scheduled on Wednesday evenings, students cannot be penalized in any way for attending church activities rather than school activities on that night.

Fire, Tornado, and Safety Drills

Fire, tornado, lock down and safety drills will be held periodically during the school year. We ask that you emphasize to your child the importance of these drills and the need to accurately follow the directions that will be given to them by their teachers.

Berne Union Local Schools Important Phone Numbers

Board Office	740-746-8341
Berne Union High School	740-746-9956
Berne Union Elementary School	740-746-9668
Berne Union Transportation	740-746-5507
Berne Union Technology	740-746-8582
Director of Student Services	740-746-8341