

Clear Fork Valley Local School District

Butler Elementary School

Student Handbook

2021-2022

125 College Street

Butler, Ohio 44822



All parents, volunteers, and other visitors are welcome at Butler Elementary. However, each year you will need to contact the Board of Education and schedule an appointment to be fingerprinted and have a background check completed. Once approved, we ask that you sign in and out at the office and get a visitor's pass.

DISTRICT PHONE NUMBERS:

	Phone	Fax
Bellville Elementary	419-886-3244	419-886-3851
Board Office	419-886-3855	419-886-2237
Bus Garage	419-886-3491	419-886-5023
Butler Elementary	419-883-3451	419-883-3395
High School	419-886-2601	419-886-4749
Middle School	419-886-3111	419-886-4749

Janice Wyckoff - Superintendent

Libby Nickoli – Principal

Sally Wilson – Secretary

www.clearfork.k12.oh.us

MISSION STATEMENTS

Clear Fork Valley Local Schools

Striving to Exceed Expectations

Butler Elementary

The mission of the Butler Elementary School is to be respectful and responsible while learning together.

Dear Parents and Students,

It is an honor and privilege to serve the community of Butler. Our administrative team and staff are committed to providing a safe and enjoyable environment for student learning. Clear Fork Elementary in Butler is a great place to learn and grow. Our goal is for ALL students to leave our care with the skills necessary to become good decision makers and productive citizens. We will emphasize cooperative learning, respecting our teachers and peers, and taking responsibility for our actions.

This handbook provides vital information about our school day and procedures. We encourage you to spend a few minutes reading this handbook, and then keeping it on hand to refer to throughout the year. ***The last page of the booklet you will find a sign-off sheet. Please sign and return this to school with your child to let us know that you and your child/children have reviewed the handbook together.***

It is our hope that your child looks forward to coming to school and learning from our amazing staff. We value communication with our parents and community. Please feel free to call the school if you have any questions or concerns. We are looking forward to working with you this year.

“Educating the mind without educating the heart is no education at all”

-Aristotle

Respectfully,

Libby Nickoli

Principal

SCHOOL HOURS

Office Hours 7:30 a.m. to 3:30 p.m.

Student Hours 7:55 a.m. to 2:45 p.m.

Doors open at 7:35 a.m. for students to enter the building.

Two hour delay days, students may enter the building at 9:35 a.m.

TEXT ALERTS

To receive up to date alerts on delays and closings, please sign up for our District REMIND account by texting 81010 with the following message @infocfv

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure or public crisis. Go to the Clear Fork web page and click on Butler tab to join our Twitter Alerts and Principal Remind to get closing information sent to your cell phone. The following radio stations will broadcast the school cancellation: WMAN, and WVNO. You may also go to www.clearfork.k12.oh.us and click on the cancellations link. Please do not call the school to check on cancellations.

ARRIVAL PROCEDURES

Walkers

Students walking to and from school will need to enter the main door in front of the building. Please have them arrive at school no earlier than 7:35.

Bus Riders

Our buses will be entering from Wilson Street. They will drop our students off on the northwest side of the building. There is to be **NO** car traffic in this area. In addition, there will be no staff or visitor parking on this side of the building. This is reserved for maintenance and cafeteria staff.

Car Riders

Car riders may arrive between 7:35 and 7:55 a.m.

Cars will enter our driveway off of College Street. Please follow the signs in the grass area and on the black top. The circle drive is a one way, single line. Please use the entire sidewalk (the U shape in front of the building) to drop your child off. For example, if you are the first person in line, pull all the way around to the end of the sidewalk and have your child exit the right side of the vehicle and onto the sidewalk. We have the capability to have 12-15 cars drop off their children at the same time to make your mornings more efficient.

PLEASE NOTE: If you need to exit your vehicle to open doors for your children, we ask that you pull into one of our parking lots on either side of the driveway to assist your children. We do not want to hold up traffic behind you.

Upon arrival, students will report to our cafeteria to eat breakfast, wash their hands, and report directly to their class.

DISMISSAL PROCEDURES

Walkers

Walkers will be released at our 2:45 bell. Two staff members will then walk children to the top of Morgan Street to cross if they live down Wilson. They will also walk a group to the corner of College Street and Morgan and cross them there as well. Please encourage your child to go straight home. Our buses will be rolling into town at 3:00 and our car riders will be dismissed at 2:45.

Please note, in the event of inclement weather please do not park in the lot where walkers exit and try and pick up your child. We ask that you join the car rider line to pick up your child.

Bus Riders

Our buses will be entering from Wilson Street at approximately 3:00. They will pick our students up on the northwest side of the building. There is to be NO car traffic in this area. In addition, there will be no parking on this side of the building.

PLEASE NOTE: If you have a middle school student that rides a shuttle bus to Butler, please DO NOT park in the lot in front of the garage adjacent to our new building. Please park along the curb in front of our old building on College St. and wait for your child. Middle School students will be asked to get off the bus at the top of Morgan Street and walk down the sidewalk. If you are meeting a middle school student and elementary student, walkers will be dismissed at 3:00. Please instruct them to meet you on the curb on College St.

Car Riders in grades 1-5

Cars will enter our driveway off of College Street. Please follow the signs in the grass area and on the black top. The circle drive is a one way, single line. Car riders will begin coming out at 2:45.

Car Riders Kindergarten

Kindergarten students will be released from their classrooms at 2:45 to the gravel parking lot behind our building. Please enter on Highland off Route 97. After a staff member has placed them please exit the driveway to the right and exit back to Route 97 via Reeder Rd. If your kindergarten student has an older sibling in the building, they may be picked up from this location as well.

PRESCHOOL DROP OFF AND PICKUP

Our preschool families will enter our driveway off of College Street. Preschool staff members will be waiting in the vestibule at the front doors. Please pull up to the front door and staff members will come to your car and retrieve your child. Likewise, at the end of the session please park in the U and our staff members will walk your child to the car.

SCHOOL PROCEDURES

FEES

Parents are asked to pay school fees in August. Elementary fees for the school year have been set at \$65.00 for each student; this includes a \$15.00 technology fee. This is reduced to \$55.00 if paid by September 30. A payment schedule can be arranged for families who may experience difficulties in paying all of the fees for their children at one time. Please see the building principal if you need to arrange a payment schedule. Fee waivers may be obtained for families who qualify for free lunches or who have children on Medicaid cards. Students will be denied participation in school activities such as assemblies if fees have not been paid before SEPTEMBER 30. Participation will resume once fees are paid. All other financial obligations

such as those involving the library or cafeteria are to be satisfied by May 1st or student participation in spring activities will be curtailed until these obligations are completed.

Board Policy addresses Student Fees, Fines and Charges. The change being presented is when a student drops a class, or is otherwise due a refund, that refund will be “rolled forward” to satisfy other charges that student or another family member may have, or would be applied to the fees for the next school year. A refund check will only be issued when there are no other siblings attending the school and all other charges and dues/fees have been satisfied.

PLEASE NOTE:

Outstanding school fees are carried over from year to year. Prior to graduation, students are required to pay off any outstanding fees before being awarded their high school diploma. Please pay your fees so that you do not get a surprise bill at the end of their academic career.

TEXT ALERTS

To receive up to date alerts on delays and closings, please sign up for our District REMIND account by texting 81010 with the following message @infocfv

You may also sign up for Butler Elementary Principal REMINDS. Please visit the Butler Elementary webpage (cfcolds.org) and click on REMIND instructions for your child’s grade level. A hard copy will also be available during Open House.

Address Change

Please notify the school secretary immediately of any changes in residence, home or work telephone numbers.

Departures and Returns During School Hours

For safety reasons, a child may not leave the school premises without the permission of the principal. The school day begins when the student arrives at school in the morning and ends when the final bell rings in the afternoon. When given permission to leave the school premises, the student must be signed out by a parent, guardian, or designated person. On the day the student needs to leave for appointments, the student should bring a note that is written by his/her parent or guardian that specifies the reason for leaving. This note should be turned in to the child’s teacher and sent to the office with the attendance in the morning.

Please sign your child out by using the sign-out sheet in the office and then sign your child in when you return. This procedure assists us with attendance and safety concerns for your child.

****NEW POLICY: WE WILL NO LONGER BE TAKING DAILY PHONE CALLS REGARDING HOW YOUR CHILD WILL BE GOING HOME. OVER THE SUMMER, PLEASE DETERMINE IF YOUR CHILD WILL BE A WALKER, CAR RIDER, OR BUS RIDER. PLEASE STICK WITH THIS ROUTINE. IF FOR SOME REASON A CHANGE NEEDS TO BE MADE, YOU WILL BE REQUIRED TO SEND A NOTE IN WITH YOUR CHILD AT THE BEGINNING OF THE DAY. TEACHERS WILL THEN FORWARD THAT NOTE TO THE OFFICE FOR YOUR CHILD'S FILE.**

If at all possible, please make dental or medical appointments for times when school is not in session or before or after the school day. Regular attendance is very important.

COMMUNICATION WITH YOUR CHILD'S TEACHER

Communication with your child's teacher is vital. Please plan to attend parent/teacher conferences. Meetings before or after school can also be arranged. Feel free to call your child's teacher if you have a concern. You are encouraged to talk to your child's teacher to resolve concerns before contacting the principal.

SCHOOL AND PERSONAL PROPERTY

The school property is here for your convenience and benefit. Considerable effort has been made by the citizens of this school district to provide you with good furniture and equipment. Do not detach, destroy, or lessen its use or utility by your actions. Students will be asked to replace or repair property or furniture that has been needlessly marked, lost or destroyed. Take your share of responsibility for the attractive appearance of the school building and grounds.

ELECTRONICS, TOYS, AND CELL PHONES

Electronic games and pagers are NOT to be brought to school unless needed as a part of class assignment. Cell phones may be brought to school. However, they must remain in a student's book bag unless needed as a part of a class assignment. Items of value should be stored in the office. This rule also applies to all toys such as cars, trucks, dolls and trading cards.

TELEPHONE CALLS/USAGE

The office telephone is a business phone and should not be used by students except for emergencies. Forgotten items do not constitute an emergency. Permission from a teacher and the office are required before students may use the phone.

TEXTBOOKS

You are assigned certain textbooks for your use. These same books must be used by others next year and in the years to follow. Treat these books accordingly. If any text is lost or shows unnecessary abuse and wear, you will be charged.

VACATIONS

Vacation forms must be submitted to the classroom teacher and building principal at least two weeks prior to a leave of school for vacation. The forms can be found at our office or online at cfcolts.org and submitted to your child's classroom teacher.

LOCKERS

Students in certain grades will be assigned a locker and will be responsible for the locker during the school year. Students must use only lockers assigned to them. The lockers are the property of the Clear Fork School System and are subject to inspection by authorized personnel. You are cautioned against having anything of VALUE in your locker. The school is not responsible for items stolen from lockers.

STUDENT WITHDRAWAL

Students who are withdrawing from Clear Fork must obtain a withdrawal form from the office at the beginning of the day, on the last day of attendance. This form will be used to document that all school materials have been returned.

LOST AND FOUND

Lost and found articles are kept on a table in the cafeteria. The office will dispose of any articles that have not been claimed within a reasonable time period; twice a year, clothing not claimed will be washed and donated. You can help to reduce lost articles by putting your child's name in them – especially shirts, purses, lunch boxes, and jackets. Parents, the children are not good at reclaiming lost items. Come in from time to time if you suspect that certain clothing has not come home for a while.

TITLE VI, TITLE IX, SECTION 504

Pursuant to the requirement of Title VI, Title IX and Section 504, the Clear Fork Valley Local School District has a policy of non-discrimination that extends to students, staff, the general public, and individuals with whom it does business. The policy of non-discrimination applies to race, national background, religion, sex, economic status, age and handicap.

The district has formal procedures for reviewing any concerns in these areas. If you have any questions concerning this matter please contact the board office at 419-886-3855.

TEACHER QUALIFICATIONS AVAILABLE

In accordance with federal law parents may request information about the certification/licensure and qualifications of the teachers of their children. Parents interested in seeking this information should contact the Board of Education.

DIRECTORY INFORMATION

Ohio Revised Code Section 3319.321 (B) provides that “No person shall release, or permit access to, personally identifiable information other than directory information concerning any student attending public school...without the written consent of the parent, guardian, or custodian of each student who is less than eighteen years of age, or without the written consent of each such student who is eighteen years of age or older.”

Ohio law working within the confines of the Federal Family Educational Rights and Privacy Act, prohibits release of student records of any kind if the student’s parent, or 18-year-old student, informs the district that they do not consent to release of any or all of the information. Student directory information may be released unless the parent/legal guardian requests otherwise.

FIRE AND TORNADO DRILLS

A signal will be given via the P.A. system when teachers are to take students to the designated area. An alternate signal will be an announcement over the P.A.

Proceed QUIETLY AND QUICKLY to the designated area when the signal is given. Directions for exiting the area are posted near the doorway in each room. If time does not permit anyone to move, go immediately to any inside wall and cover the back of your neck and your face. Stay away from outside doorways and all glass.

LOCKDOWN DRILLS

At different times throughout the school year we will be conducting lockdown drills in coordination with the Clear Fork School District and the Butler Police Department.

THE BUTLER PARENTS CLUB

The parents club is looking for more parents to participate this year. Notices will be sent home notifying you of meetings and activities.

SALES PROJECTS

The Butler Parents Club and The Butler Student Council each sponsor sales events during the year. Money raised helps to enrich the educational programs for our students.

If your child participates, we ask that you meet the deadlines for returning the money collected from your child's sales. We must fill out our paperwork and this helps us. It also allows us to utilize the profits more quickly to benefit the students.

TEACHER REQUESTS

Please do not request a specific teacher for your child. Much thought goes into the make-up of the classes based on the learning needs and social interactions of the children. If a specialized situation exists, please request a meeting with the building principal by April 1. No written requests will be guaranteed. Requests made for the same children year after year will be given a lower priority.

STUDENT INSURANCE:

Each year, parents are given the opportunity to purchase a "Student Accident Insurance Policy" which has been selected by the Board of Education. Forms are sent home the first week of school.

If your family does not have medical insurance, you may want to contact The Center's Financial Registration Office at 419-756-5993.

GYMNASIUM

We are so excited for our new gym! It is spacious and the floor is beautiful! We would like to ask that if you have not already done so, please send in gym shoes to be kept in your child's classroom for gym class. If you are unable to purchase a second set of shoes, please call the office and let us know. We will do our best to help you with resources.

STUDENT ASSEMBLIES

Student assemblies will be held at intervals during the school year. They are held to supplement the regular school program and educate as well as entertain the students. Students are expected to behave in a courteous manner. Misconduct will result in loss of future assembly privileges or other disciplinary action. Seating will follow the pattern set by the principal.

CLEAR FORK TRANSPORTATION (BUS) RULES

It is the intent of the Board of Education that students be transported as efficiently and safely as possible. The following rules will help accomplish the purpose:

1. While riding the school bus you are on school property – all school student handbook rules apply to you and the CODE OF STUDENT CONDUCT in accordance with the O.R.C. 3313.66.
2. While riding the school bus the driver has complete authority.
3. Students shall meet the bus promptly at the assigned stop. Drivers will not wait when students are late arriving at the bus stop. Only delays due to weather or mechanical trouble shall cause deviation from the time schedule.
4. Drivers may assign seats to bus students. No student will take a seat other than the one assigned to him/her unless reassigned by the driver.
5. Normal conversation is permitted while riding the bus. Here is a list of other common sense bus rules:
 - Keep arms inside the bus
 - Keep entire body out of the aisle
 - Use quiet, appropriate language
 - Do not throw articles
 - Do not take items that do not belong to you
 - Be respectful and in your seats at all times
6. Eating food/drinks is not permitted while riding the bus and students shall refrain from littering the floor with paper or other items or from causing damage to the bus by marking on or tearing seats or other surfaces.
7. No student shall be permitted to disembark from the bus at a place other than the normal stop for that person except when written permission is furnished from the parent to the office and a bus pass is issued to be given to the driver.
8. Students must follow bus pick up / drop off procedures (next page).
9. Continued disorderly conduct or persistent refusals to submit to the authority of the driver will result in the loss of the privilege to be transported by bus to and from school.

WAITING FOR THE BUS

1. Be careful going to your bus stop.
2. Be at your stop 5 minutes before the bus schedule time.
3. Wait for the bus ten feet back from the roadway in a place of safety on the residence side of the road.

IT IS OF THE UTMOST IMPORTANCE THAT ALL PARTIES INVOLVED IN ANY DISCIPLINARY ACTION BE AWARE THAT THE STUDENT IS ON SCHOOL PROPERTY WHEN RIDING THE BUS AND THE PARENTS ARE LIABLE FOR ANY AND ALL PHYSICAL DAMAGE CAUSED BY THE STUDENT. DEPENDING ON THE SEVERITY OF THE STUDENT'S ACTION(S), OTHER DISCIPLINE ACTION MAY BE TAKEN (I.E. school suspension, etc...).

BUS PICK-UP PROCEDURES

FOR STUDENTS WHO CROSS IN FRONT OF THE BUS:

1. Wait in designated place of safety. Make eye contact with the driver.
2. Watch for the bus driver's HAND in the window.
3. Students do not cross until the driver's HAND is dropped.
4. Check traffic before crossing.
5. STAY FAR IN FRONT OF THE BUS SO THE DRIVER CAN SEE YOU AND YOU CAN SEE THE DRIVER!!! (At least 10 feet or steps).
6. IF THE HORN HONKS, IT MEANS WARNING - DANGER. Check for traffic, then the driver.

FOR STUDENTS SAME SIDE PICK UP:

1. Stay away from the bus and at your designated place of safety until the red lights are on and you see the door is open.
2. Make eye contact with the driver and watch for the bus driver's HAND. When the driver signals with their hand, check for traffic, enter the bus, and be seated.

BUS DROP-OFF PROCEDURES

FOR STUDENTS CROSSING THE ROAD:

1. All students will remain seated until the bus is STOPPED.
2. Upon exiting the bus, walk 10 feet or steps in front of the bus along the roadside until you clearly see the driver and the driver sees you. Watch the drivers hand in the window.
3. When the driver drops their hand, go to the middle of the road – STOP.
4. Check for traffic both ways, IF CLEAR – CROSS to the designated place of safety.

5. IF THE HORN HONKS, IT MEANS WARNING – DANGER. CHECK FOR TRAFFIC AGAIN. If it is clear watch the driver for instructions, then cross and go to the designated place of safety.

RIGHT SIDE OF ROAD DROP OFF:

1. All students will remain seated until the bus is STOPPED.
2. Check for traffic, then walk to the designated place of safety and remain there until the bus leaves.

CLEAR FORK TRANSPORTATION

ELEMENTARY DISCIPLINE PLAN

BUS DRIVER:

Incident 1 - Verbal Warning

Incident 2 - Phone Call from transportation administrator and/or bus driver to talk about the incident with parent/guardian.

Incident 3 - Bus write up to building administration

ADMINISTRATOR:

Write up 1 - Building consequence

Write up 2 - 3 days off

Write up 3 - 5 days off

Write up 4 - 10 days off

BUS PASSES

Students will only be permitted a bus pass in emergency situations and/or with prior permission from the building administrator. In the event of an emergency the office must receive a note or a phone call explaining the severity of the situation.

FIELD TRIPS

For the safety of the students, they are required to ride the bus on field trips. Parents/Guardians are not permitted to transport their child to and from field trips without prior permission from the building administrator or in the event of an emergency.

Clear Fork Valley Local School District Cafeteria Charge Policy 2021-2022

*The food service department is pleased to offer

BREAKFAST and LUNCH to all students.

Breakfast price: Grades KDG – 5th \$1.00 Grades 6th-12th \$1.50

Lunch price: Grades KDG – 5th \$2.75 Grades 6th-12th \$3.00

Reduced Pricing is available to those who qualify.

Breakfast - \$.30 Lunch - \$.40

Please note: lunch prices are subject to change

Please do not send soda pop with your child to school.

Free/Reduced Price applications are available at each school office and can be filled out ANYTIME during the school year! Applications can also be accessed online at the school website, cfcolls.org. Applications must be turned in every single year in order to be considered for this benefit. Benefits do expire each school year after a 30 day grace period. We encourage EVERY FAMILY to fill out an application!

Effective the 2019-2020 school year, all students with a balance of \$3 will receive notification of the charge. *Students in grades K-5 may accumulate no more than 7 charged meals. * Students in grades 6-12 may accumulate no more than 4 charged meals. Students who meet this threshold will be given an alternative lunch and the account will be charged for the meal (1/2 price of current charged lunch) until the balance is paid in full. Students with money in hand will not be denied a regular meal despite an outstanding balance.

Balances on lunch accounts fall into the category of debt including library fines, class dues and other categorical dues/fines. Failure to pay debt could result in loss of student parking privileges, field trips and other student activities.

Charges are NOT PERMITTED for a la carte items with the exception of milk for packed lunches. Students wishing to purchase a la carte items with money in hand and have a balance of \$10 or more will not be permitted to purchase such item.

*You may check your child's cafeteria balance by using the Payschools Mobile App found in your app store. Reminder: Free/Reduced applications are accepted throughout the entire school year and reapplying is encouraged when income decreases or family size increases.

Elementary Playground Rules

When the outside temperature is 20 degrees and above, we will be going outside. Please dress your children for the weather. If you need assistance with a coat, hats, or gloves please call the school and we will provide you with a referral to The New Store which offers free clothing to families in need.

If your child has a medical condition requiring them to stay in, please provide the office with a note from your child's doctor and we will make alternate arrangements for them.

1. No tackle football. If any game of football, basketball, soccer, etc. gets too rough, the privilege of playing will be taken away.
3. If dodge ball becomes excessively rough, students will be asked to do something else.
4. Play in the designated recess areas.
5. Do not wrap the swings around the poles.
6. Use the playground equipment appropriately.
7. Stay on the concrete during inclement weather.
8. Only softballs, basketballs, soccer, footballs, and rubber balls are to be used on the playground.
10. Children who stay inside for recess must have a supervising teacher.
11. Students are to exhibit good sportsmanship and treat each other with respect at all times.

Butler Elementary School Students are expected to:

1. Work hard to learn.
2. Respect others.
3. Take care of school property.
4. Behave appropriately.
5. Be polite and helpful.

AUTHORITY OF ADULT SCHOOL EMPLOYEES

All of the adult employees of Butler Elementary have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If an adult employee, whether the employee is faculty, clerical, cafeteria, custodial, or bus driver corrects any student, the student is expected to accept such correction.

BUTLER SCHOOL LIBRARY

CHECK OUT PROCEDURE

All library materials must be checked out before a student leaves the library. Students must use their own library card to check out a book. They should not let anyone borrow the books they check out. The student checking out the book is the one responsible for any damages. Books are checked out for two weeks. Items may be renewed if there are no other requests. Renewals must be made in person with the item to be renewed. No more than 3 books may be checked out at a time.

OVERDUE LIBRARY MATERIALS

1. Students need to return books by the due date or renew the book.
2. If a library book is lost/damaged, it should be replaced by a book with the same title (hardback replaced by hardback and paperback by paperback). An accelerated reader book must be replaced with the same title. Other books must be replaced with another book (in good condition) of the same subject – baseball for baseball, dinosaur for dinosaur. Otherwise, the book must be paid for at the current replacement cost. The replacement book or payment needs to be made within a month of losing it.

STUDENT LIBRARY CARDS

Students must use their own library card to check out a book.

LIBRARY RULES

Your library is available for reading and research Monday through Friday, however, time must be approved by the librarian first. A quiet atmosphere is expected. Do not bring food, drink, backpacks, or electronic devices to the library. School rules also apply when in the library.

STUDENT ATTENDANCE

Students begin to arrive on the first bus at 7:35 a.m. Walkers are asked to not arrive until after 7:35 a.m. ALL students are to report to the cafeteria first. At 7:35 a.m. students are dismissed from the cafeteria to wash their hands and report to their classroom.

Students should be in their classrooms when the 7:55 a.m. bell rings. The tardy bell rings at 8:00 a.m. Students may arrive NO EARLIER than 9:35 a.m. on 2 hour delay. **Breakfast WILL BE offered on 2 hour delays.**

Regular attendance is essential to maintain satisfactory progress. Tardies and early dismissals will count against their attendance. When your child is absent please notify the school by 9:00 a.m. Ohio law requires parent contact and the school must also have a written and signed note upon your child's return. Each note must include the date(s) of absence and the reason(s) for the absence in order to be accepted. If no note is sent, your child's absence will be counted as unexcused until the note is received. If you forget to call in the morning, the school will attempt to contact you within two hours of the start of school. A note from a physician is needed to excuse the absence.

We will no longer be taking daily phone calls regarding how your child will be going home. Over the summer, please determine if your child will be a walker, car rider, or a bus

rider. Please stick with this routine. If for some reason a change needs to be made, you will be required to send a note in with your child at the beginning of the day. Teachers will then forward that note to the office for your child's file.

Our school day will end at 2:45 and dismissal will be as follows:

- o 2:45 walkers and car riders dismissed
- o 2:50 bus riders will be dismissed to the gym

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES:

1. Chronic truant is removed from the law;
2. Definition of 'habitual truant' changed from days to hours. The new definition is:
 - a. Absent 30 or more consecutive hours without a legitimate excuse.
 - b. Absent 42 or more hours in one month without a legitimate excuse.
 - c. Absent 72 or more hours in one year without a legitimate excuse.
3. Includes 'excessive absences':
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse.
 - b. Absent 65 or more hours in one school year without a legitimate excuse.

RICHLAND COUNTY COURT

OF COMMON PLEAS

SCHOOL/JUVENILE COURT ATTENDANCE

TRUANCY PROCEDURES

- I. **WARNING LETTERS** – School to send warning letter after unexcused absences
- II. **MEDICAL STATUS** – School sends notice of medical status at ten days. Students without a medical excuse will be counted as unexcused. Students will receive zeros for every day missed without a medical note.
- III. **ATTENDANCE/TRUANCY AWARENESS PROGRAM** – Parents will be sent a letter to attend the program after the student has 5 unexcused absences.
- IV. **UNOFFICIAL HEARING** – To be scheduled for any student whose parent does not attend the Truancy Awareness Program and/or for any student who has attended the program in the past and has accumulated additional unexcused absences up to 8 days.

V. OFFICIAL COMPLAINTS – To be filed against any student/parent who does not attend the unofficial hearing and/or against any student who violates their unofficial hearing plan. Charges can also be filed against any student who is deemed to be habitually truant from prior attendance records. Parents can also be charged for failure to send their student to school

TARDY TO SCHOOL

Students must be at school and in class on time. Tardiness is defined as not being in the area assigned to you for that mod. (Examples: classroom, lunchroom, media center, etc.)

Students are permitted four (4) unexcused tardies to school. Friday school will be assigned for EVERY 5 unexcused tardies to school. Continued excessive tardiness may result in placement in Alternative School and/or referral to juvenile court.

TARDY TO CLASS

Students have ample time to change classes. If a teacher detains a student, the teacher should fill out an admission slip for the student to present to his/her next teacher. This form is to be used only when a teacher detains a pupil, thus causing him/her to be late to the next class. A student “loafing” in the hallways or late to class unexcused is to be assigned discipline by the teacher for whom he/she is late. Excessive classroom tardiness should be reported to the assistant principal.

ATTENDANCE NOTES

Parents must call the school to notify us of a student’s absence. Please call 419-883-3451 before 8:30 if possible. Upon returning to school a student must have a written note explaining the reason for the absence. ALL STUDENTS REGARDLESS OF A CALL FROM A PARENT, ARE CONSIDERED UNEXCUSED UNTIL A NOTE IS RECEIVED.

TRUANCY PROCESS

Unexcused Absences

12 hours
65 hours (or 30 consecutive in a month)
72 hours (or 30 consecutive or 42 in a month)

Additional hours (any amount or failure to
Attend the Informal Court Conference)

Action

Warning letter
Truancy Education Program
File Official Complaint
Informal Court Conference
Official Hearing

CODE OF STUDENT CONDUCT

In accordance with O.R.C. 3313.66

The rules and standards set forth apply to conduct on school premises or on school buses or involving school property, to conduct off school premises, which directly affect other students or the school, and to conduct at school functions of any kind. Any conduct which causes, or which creates a likelihood that it will cause disruption or interference with any school function, activity or purpose or creates a likelihood that it will interfere with the health, safety or well-being of the rights of other students is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all misconduct can be itemized. The following is an enumeration of some of the main areas, which may lead to suspension, expulsion, detention, or other forms of disciplinary action.

They are:

1. Stealing, causing damage to or destroying school or private property including damage to school personnel's property. Unauthorized computer access will be considered potential vandalism and will be treated accordingly.
2. Threatening or intimidating, hazing, coercion, or attempting to cause physical injury or harm to any student, teacher, or any other person.
3. Disruption of or interference with curricular, co-curricular or extra-curricular activities.
4. Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or causing other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
5. A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon. Weapons include, but are not limited to, any type of knife, gun, chain, chemical, look-a-like, or club. Other more commonplace devices, which are not normally considered weapons, may, under certain circumstances, be used as a dangerous weapon. If a student uses such a device in this fashion, he will be considered in violation of the rule on weapons and will be treated accordingly.

This guideline applies:

1. On the school grounds during and before and after school hours.
2. Off the school grounds on a school bus or rental carrier, at any school activity, function, or event.
Penalty: Student is suspended not to exceed 10 days from school pending the processing of the recommendation for expulsion. The weapon will be confiscated.
6. Using profane, indecent, or obscene language either verbally or in writing toward any student, teacher, or any other person, included in this prohibition is the use of obscene gestures, signs, pictures, or publications.
7. Gambling on school premises or at school events.
8. Failure to comply with the directions of teachers, school aides, principals, or other authorized school personnel. Teachers are authorized to make such rules to apply to their classrooms and study halls, which will aid in efficiency. Students must promptly comply with any request made by a teacher.
9. No student shall possess, consume or show evidence of having consumed or offer for sale, any alcoholic beverages, tobacco in any form, drugs or any substance represented as drugs while in the school building, or on school premises, or at any school activity.
10. Failure to comply with attendance procedures.
11. Truancy from classes, study halls and/or lunch period. Not signing in or out on form in the office.
12. Persistent disobedience, or gross misconduct, cheating.
13. A student shall not possess, handle, transmit or conceal fireworks, explosives, or detonative devices.
14. Being out of an assigned area.
15. Public display of affection.
16. Any false or fraudulent alteration of any documents, passes, grade cards, parental notes, etc.
17. Immature acts – pushing in the halls, running in the halls, throwing objects in the classroom.
18. Interference with members of the staff in the discharge of their duties.
19. Habitual tardiness to school or class.
20. Extortion.
21. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination as determined by the school administration.
22. Failure to comply with board approved school dress code.

BEHAVIOR PENALTIES

LEVEL I

Behavior/Penalties Conduct Which Impedes Orderly Operation Of Classroom or School A student charged with behavior, which is classified herein as Level I may be subjected to the disciplinary actions listed below. If the misbehavior is of such a serious nature that the maximum penalty listed seems to be insufficient or if the student's past record is such that a more severe penalty seems warranted, a recommendation for a greater penalty may be made. Level I behaviors may include but are not limited to: Cheating, Gambling, Immature Acts, Littering, Profanity, Disobedience, Public Display of Affection, Dress Code Violation, Out of Assigned area, Tardiness, Verbal Abuse, Cell Phone Violation. Disciplinary actions that may be used to correct Level I actions would include but are not limited to: Verbal reprimand; special assignments (constructive); notifying parent by phone; student mediation; behavior contracts; detention; conference with student and/or parents; loss of class or school privileges; restitution; and/or Friday School.

LEVEL II

Behavior/Penalties Illegal and/or Serious Misconduct Not Life or Health Threatening A student charged with behavior which is classified herein as Level II may be subject to the disciplinary actions listed below. A recommendation for a greater penalty may be made depending upon the circumstances surrounding the offense and notifying the local law enforcement. Level II behaviors may include but are not limited to: Theft; Forgery; Extortion /Coercion /Hazing; Vandalism; Trespassing; Insubordination; Fighting; School Disruption; Profanity/Verbal Abuse; Tobacco Usage/Vaping; Bullying. Disciplinary actions for Level II behaviors may include but are not limited to: Out of School Suspension, Suspension with recommendation for expulsion. While on suspension a student may complete and make up any missed work but it is due the day they return from suspension.

LEVEL III

Behavior/Penalties Illegal and/or Serious Misconduct – Life or Health Threatening A student charged with behavior, which is classified as Level III may be subject to removal from the school immediately, and subject to a recommendation for expulsion from Clear Fork Schools. Local law enforcement may also be notified. Level III behaviors may include but are not limited to: Possession or use of weapons or dangerous instruments; Sale, use or possession of drugs or alcohol; Assault/Battery; Sexual Offenses; Arson; Bomb Threats/False Alarms; Volatile Acts; Inappropriate Conduct. Level III Disciplinary actions may include but are not limited to: Suspension with recommendation for expulsion and/or suspension with recommendation for

expulsion with possible permanent exclusion. While on suspension a student may complete and make up any missed work but it is due the day they return from suspension.

Hazing and Bullying

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7-12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the

prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and the appropriate discipline is administered.

SUSPENSION PROCEDURES

(Board Policy JGD)

- A. The superintendent, principals, assistant principals and other administrators may suspend a student from school for not more than ten (10) school days.
- B. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year.
- C. Prior to the suspension, the superintendent or principal shall:
1. Give the student written notice of the intention to suspend him/her and the reasons for the intended suspension. If the proposed suspension is based on a violation listed in Ohio Revised Code 3313.662(A) and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.

NOTE: Section 3313.662(A) deals with offenses that would be criminal violations if committed by an adult, including the following types of offenses on school property or at a school event: illegal conveyance or possession of weapons or dangerous ordnance, carrying concealed weapons, selling or offering to sell, or possessing drugs or drug instruments (other than a minor drug possession offense), murder, manslaughter, aggravated assault, rape, sexual imposition, felonious sexual penetration, or complicity in any of these offenses.

2. Provides the student an opportunity to appear at an informal hearing before the Superintendent/designee, principal or assistant principal to challenge the reason(s) for the intended suspension or otherwise to explain his/her actions.
- D. The superintendent or principal, within one school day after the time of a student's suspension, shall notify in writing the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the suspension. The notice shall include:

1. The reasons for the suspension.
 2. The right of the student or his/her parent, guardian, or custodian to appeal the suspension to the Board of Education/designee by filing a written appeal to the Treasurer within ten (10) calendar days after the notice of intent to suspend was provided.
 3. The right to be represented in all appeal proceedings.
 4. The right to be granted a hearing before the Board/designee in order to be heard against the suspension and to request that the hearing be held in executive session.
 5. Notification that the suspension may be subject to an extension pursuant to Ohio Revised Code Section 3313.66(F) if the student is sixteen years of age or older, and notification that the superintendent may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662 that was committed when the child was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.
 6. The manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of their intent to appeal the suspension.
- E. The student may be excluded from school during the appeal process.
- F. Under Ohio law, appeal of the Board's decision may be further appealed to the Court of Common Pleas within thirty (30) days from the Board's decision.

Butler Elementary School has no tolerance regarding violence.

Students who are involved in fights or who make verbal or written threats of a violent nature, or make comments or gestures of a sexual harassment nature will receive discipline.

EXPULSION PROCEDURES

(Board Policy JGE)

A. The superintendent may expel a student from school for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to 3313.66(B)(2)-(5), 3313.66(F) and 3313.662(A) of the Ohio Revised Code.

B. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident takes gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

C. No student shall be expelled unless, prior to his/her expulsion, the superintendent does all of the following:

1. Gives the student and his/her parent, guardian or custodian written notice of the intent to expel the student. If the proposed suspension is based on a violation listed in Ohio Revised Code 3313.662(A) and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.

NOTE: Section 3313.662(A) deals with offenses that would be criminal violations if committed by an adult, including the following types of offenses on school property or at a school event: illegal conveyance or possession of weapons or dangerous ordnance, carrying concealed weapons, selling or offering to sell, or possessing drugs or drug instruments (other than a minor drug possession offense), murder, manslaughter, aggravated assault, rape, sexual imposition, felonious sexual penetration, or complicity in any of these offenses.

2. Provides the student and the student's parent, guardian, custodian or representative an opportunity to appear before the superintendent /designee to challenge the reasons for the intended expulsion or otherwise explain the student's actions.

D. The notice shall include the reasons for the intended expulsion, notification of the opportunity of the student and the student's parent, guardian, custodian or representative to appear before the superintendent/designee to challenge the reasons for the intended expulsion or otherwise to explain the pupil's action, and notification of the time and place to appear.

E. The time to appear before the superintendent/designee shall not be earlier than three (3) nor more than five (5) school days after the notice is given unless the superintendent grants an extension at the request of the student or his/her parent, custodian, guardian or representative. If an extension is granted after giving the original notice, the superintendent shall notify the student and the student's parent, guardian, custodian, or representative of the new time and place to appear.

F. The superintendent within one school day after the time of a student's expulsion, shall notify in writing the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the expulsion. The notice shall include:

1. The reasons for the expulsion.
2. The right of the student or his/her parent, guardian, or custodian to appeal the expulsion to the Board of Education/designee by filing a written appeal to the Treasurer within fourteen (14) calendar days after the notice of intent to expel was provided.
3. The right to be represented in all appeal proceedings.
4. The right to be granted a hearing before the Board/designee in order to be heard against the expulsion and to request that the hearing be held in executive session
5. Notification that the expulsion may be subject to an extension pursuant to Ohio Revised Code Section 3313.66(F) if the student is sixteen years of age or older, and notification that the superintendent may seek the student's permanent exclusion if the expulsion was based on a violation listed in Ohio Revised Code Section 3313.662 that was committed when the child was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.
6. The manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of their intent to appeal the expulsion.
7. Information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident or gave rise to the student's expulsion including the names, addresses and phone numbers of the appropriate public agency. (Note: This requirement applies only in the event the expulsion is more than twenty (20) school days, or if the expulsion will extend into the following semester or school year.)

- G. The superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the superintendent has held the hearings or made the decision to expel the student.
- H. A student may be excluded from school during the appeal process.
- I. Under Ohio law, the decision of the Board may be further appealed to the Court of Common Pleas within thirty (30) days from the date of the Board's decision.

EMERGENCY REMOVAL PROCEDURES

(Board Policy JGDA)

- A. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student any curricular, or extracurricular activity or from the school premises. The notice and hearing ordinarily required for suspension and expulsion can be temporarily waived.
- B. A teacher may remove a student from any curricular or extracurricular activity under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reasons are submitted to the principal in writing as soon after the removal as is reasonable.
- C. If either suspension or expulsion is contemplated, a hearing must be held as soon as practicable after the removal, but in no case later than three (3) school days from the time removal was ordered.
- D. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the student as soon as practical prior to the hearing.
- E. The hearing must be held in accordance with either the suspension or expulsion procedure, depending on the probable action that will be taken.
- F. The person who ordered, caused, or requested the emergency removal must be present at the hearing.

G. In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

H. In all cases of normal discipline procedures in which a student is removed from a curricular or extracurricular activity for less than twenty four (24) hours and is not subject to further suspension or expulsion, due process requirements do not apply

STUDENT DRESS CODE

Students should dress for school in a modest manner that displays respect for themselves, their peers, their school and community. It is the belief of the school that some dress or attire may cause a distraction to the school day and the learning process or be a safety hazard. Furthermore, it is a belief that schools are a direct reflection of the standards and expectations of the community. To demonstrate that these standards and expectations are followed, the following guidelines will be enforced for the school day and school sponsored events. Students have the right to wear clothing and have an appearance that is comfortable and displays their personality as long as it fits within the following guidelines:

1. No clothing is to display any profanity, obscene or suggestive innuendos or sayings. There are to be no alcohol, drug reference or references to weapons and/or violence on any item of clothing. Clothing and appearance may not be used to intimidate or create tension amongst the population.
2. Clothing must not be ripped or torn and cannot have deformities, loose straps, chains, or holes. All clothing should be worn as it is intended to be worn. Jeans with holes must have leggings or material underneath.
3. Tops are to have a modest neckline, no lower than three inches below the collarbone. Tops must cover the midriff when standing, sitting and when raising hand. Undergarments should never be visible. While sleeveless tops are acceptable, the shoulder seam area must be at least three inches wide.
4. Bottoms should be school appropriate and be worn at the waist. Students may wear pants/skirts intended for everyday casual or dress up as long as they are school appropriate. If a student wears leggings, jeggings or tight pants they need to have a top or skirt/shorts that are at least fingertip length long. Items that are NOT school appropriate include pajama pants, flannel pants, sweats, yoga/spandex pants, and shorts/skirts that are more than three inches above the knee. Once again, undergarments should never be visible.

5. Students are also to wear appropriate footwear. Appropriate footwear includes tennis shoes, dress shoes and sandals. Footwear that is not appropriate includes slippers, shower shoes, flip flops, shoes with wheels and other items that may hinder walking.
6. During the normal school day, students are not permitted to wear outside coats, backpacks, hats, gloves and sunglasses. Hats are to be removed immediately upon ENTERING the building.

Backpacks, purses and other unnecessary items kept in their lockers.

The 3x3x3 rule (three inches for shoulder, neckline and shorts/skirts) will be measured by using a 3x5 index card to verify that clothing is within guidelines.

Students who do not comply with the dress code regulations will be subject to disciplinary action and may be sent home to change. Time from school will be unexcused and make-up work will not be accepted. The decision regarding the appropriateness is at the discretion of the principal

PBIS Positive Behavior Intervention Supports

PBIS, also known as Positive Behavior Supports and Interventions, will be used to teach appropriate behaviors and expectations within the classroom and building. Our goal is for all teachers and support staff to use the same language when teaching rules and expectations in six areas of our school: Bus, Cafeteria, Hallway, Recess, Restroom, and Classroom. Each of these six areas will have expectations that fall under the following three categories:

Be Respectful

Be Responsible

Be the Best You

Throughout the building, these expectations will be posted to remind everyone of how we behave and take care of our building. On the next page, you will find our matrix of expectations. We hope you will help us achieve our goal by reinforcing these expectations with your child at home.

Clear Fork Elementary at Butler PBIS Team

Libby Nickoli, Principal, Ed Kossick, Coach, Eric Cunningham 4th grade teacher, Kathy Cole, 5th grade teacher, Gabriel Dannemiller, 4th grade teacher

MEDICAL CONCERNS

In compliance with policy JCHD: Medication Administration to Students, the Board of Education urges parents to schedule a student's medication outside of school hours. Parent-recommended, over-the-counter short-term medications such as pain relievers, anti-inflammatory medications, and antihistamines may give symptomatic relief to students, thereby enabling learning and reducing classroom disruptions. These medications may be administered without written instructions from a licensed physician if administered in accordance with the following:

1. There shall be written instructions from the parent or guardian on the Medication Administration Authorization form specifying the medication, the amount of medication to be given, the time and frequency in which it may be taken, and the reason for its administration.
2. The medication shall be in its original container with its original label.
3. The medication shall be stored and secured in the office/clinic. Medication must be picked up at the end of the school year or it will be disposed of.
4. New forms must be submitted each school year and with each new medication. New forms must be submitted when any changes occur in the original medication.
5. The person designated to administer the medications shall maintain documentation on the medication log.
6. No employee who is authorized by the Board to administer medication is liable for the benefits consequences of the medication when it is parent-prescribed.

HEAD LICE

Pediculosis, head lice, is classified as a nuisance condition and is not known to transmit infectious disease person to person. The primary goal of identification and notification of lice infestation in the school setting is to ensure that the child receives safe and effective treatment. Current research on head lice does not support the conclusion that enforced exclusion policies result in reduced transmission of head lice. In fact, The American Academy of Pediatrics, The Centers for Disease Control and The National Association of School Nurses advise that schools abolish so-called "no nit" policies.

SCHOOL BASED HEAD LICE CONTROL PRACTICE

The following guidelines will be adopted for school attendance after a student has been identified with head lice.

1. Any student found to have nits will remain in the classroom and go home at the end of the school day. The parent or guardian will be notified by telephone and/or letter of the need for treatment before returning to school. Written instructions regarding the safe and effective lice control measures will be given to the parent/guardian or sent home with the child.
2. The parent/guardian will be notified to pick up a child found to have live lice. At the discretion of the school nurse, building secretary or building principal; a child may remain in class with live lice. Written instructions regarding the safe and effective lice control measures will be given to the parent/guardian or sent home with the child.
3. Treatment is expected the day of discovery of nits/lice. Treatment and nit removal can be accomplished overnight with the expectation the student will return to school the following day. A parent/guardian is expected to accompany the student to school the following morning. The school nurse or trained staff will examine the child's head and determine if treatment has been done to stop the active infestation. If it is identified there is NO active infestation and there IS progress in nit removal – the child may remain in school. If there is presence of live lice and NO progress in nit removal, the child will go home for further treatment and lice/nit removal.
4. If the child has missed more than 2 days in a row because of head lice issues and the parent/guardian is not complying with treatment recommendations; the following measures will be put into place;
 - a. Review of attendance policies and truancy guidelines.
 - b. Conference with the school nurse and building principal to develop a plan for treatment and return to school.

LIFE THREATENING ALLERGIES

Parents are responsible for informing the school of their child's allergies; especially allergies to BEE STINGS and PEANUTS or other foods.

In the case of allergies requiring an EPI-PEN or antihistamine, the parents are responsible for providing the school with the EPI-PEN or other medication.

EMERGENCY MEDICAL AUTHORIZATION FORM

These forms are sent home the first week of school. Parents are required by law to have this form on file at school. If any information changes, please keep us informed.

IMMUNIZATIONS

MMR's – 2 doses

DTP/DTaP injections –5 doses

Polio Vaccine –4 doses

Polio Vaccine – grades 2-5 need 3 doses

Hepatitis B – 3 doses

Varicella – 2 doses

GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations of the School Nursing Services.

CHICKEN POX A skin rash consisting of small blisters that leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over. Usually 5-7 days after the appearance of the first crop of blisters.

COMMON COLD Irritated throat, watery discharge from the nose and e yes, sneezing, chilliness and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

FEVER If your child's temperature is 100 degrees or greater (or 1 or 2 degrees above the child's normal temperature) he/she should remain home until he/she has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.

FLU Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours without fever-reducing medications.

IMPETIGO Blister-like lesions that later develop into crusted pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

PAIN If your child complains, or behavior indicates, that he/she is experiencing persistent pain, he/she should be evaluated by a physician before your child is sent to school.

PINK EYE Redness and swelling of the membranes of the eye with burning or itching, discharge coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. The spread of infection can be minimized by keeping the hands away from the face, good hand washing practices, using individual washcloths and towels and NOT touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

SKIN RASHES Skin rashes of unknown origin accompanied by fever should be evaluated by a physician before your child goes to school.

STAPH INFECTIONS May return after 24 hours of treatment and all open sores covered with a bandage.

STREP THROAT AND SCARLET FEVER Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until they are without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection. Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS) Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until they are without vomiting, diarrhea or fever for a full 24 hours without medication. If your child has had any of these symptoms during the night he/she should NOT be sent to school the following day.

RINGWORM Must be under treatment and the area covered to participate at school.

UPPER RESPIRATORY TRACT INFECTION Children with mild cases may remain in school even if it is associated with green or yellow nasal discharge, as long as the child does not have a fever. If the child has a persistent cough lasting more than 5 days or with a fever, a more serious illness may be present and requires a physician evaluation before returning to school.

CONSULT YOUR PHYSICIAN FOR THE MOST ACCURATE DIAGNOSIS AND TREATMENT

Butler Elementary School

2021– 2022 School Year

SCHOOL PARENT COMPACT

Butler Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

This school-parent compact is in effect during the school year 2021– 2022.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

Butler Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:

Summer Camp opportunities for Literacy and Math are offered at no charge to District families. This five day half day format allows students the opportunity to work in small groups on the Literacy Collaborative and Math Literacy Initiatives, and allows extra practice during the summer months.

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement.

Conferences are held twice a year; once in the fall and once in the spring.

3. Provide parents with frequent reports on their children’s progress.

Title I parent meetings are held during the month of October annually. We are on 9 week grading periods and interims are sent out at the midpoint. Report cards are sent home each nine weeks and Title I teachers also provide reports three times a year. BAS and/or DRA literacy results are shared three times a year with families in grades Kindergarten through 3rd grade; twice a year for students in grades four and five. Our teachers utilize notebooks/planners/emails for ongoing communication with families. Students in the RTI process meet with team members every 6-8 weeks to discuss progress.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Staff members are readily available after school in addition to planning times throughout the day. Many of our staff members utilize REMIND and Classroom DOJO to have ongoing communication. Parent communication notebooks, texting and emails are also used as communication tools with parents.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Title I teachers invite and encourage parents to attend a Reading Recovery and/or LLI lesson. Book Baggies with detailed lessons and strategies are sent home with students for additional practice. All teachers have parent volunteer sign-up sheets at Open House in the fall and every room has at least one parent assisting on a weekly basis.

PARENT RESPONSIBILITIES

We, as parents, will support our children's learning in the following ways:

- Monitoring amount of television their children watch
 - Volunteering in my child's classroom, if possible.
 - Participating, as appropriate, in decisions relating to my children's education.
 - Open House
 - Parent/Teacher Conferences
 - Title I Meetings
 - RTI Meetings
 - ETR Meetings
 - IEP Meetings
- Promoting positive use of my child's extracurricular time.
 - Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
 - Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

School	Parent (s)	Student
Date	Date	Date

Signatures of the above document only required at Title I meetings annually

COMPUTER/ON-LINE SERVICES

(Acceptable Use and Internet Safety)

The purpose of the Acceptable Use Policy is to promote the responsible and ethical use of computer resources by students and staff (users) in the Clear Fork Valley Local School District. It includes all computers and resources owned, leased, operated, or contracted by the school district as well as personally owned computers or other web-enabled devices.

All computers and electronic devices are to be used in a responsible, efficient, ethical and legal manner. This includes, but is not limited to the network and Internet usage, electronic mail, and software programs.

Failure to adhere to the District Acceptable Use policy will result in the revocation of the user's access privilege.

Staff and students may use the district's network for educational-related purposes consistent with the mission of the Clear Fork Valley Local School District. All computer resources and communications transmitted by, received from, or stored in computer systems are property of the school district, and shall not be considered confidential and /or the property of the user.

Acceptable Use Policy Criteria:

- A. Guidelines for using school owned and personally-owned electronic devices
- B. Network Access for school owned and personally-owned electronic devices
- C. Internet and Electronic Mail
- D. Security
- E. Software
- F. Discipline
- G. Internet Safety
- H. Failure to Follow Policy

To view this policy in its entirety please visit the following website:

cfcotls.org Navigate to: District Tab, Board of Education Policies, Section E Support Services, Policy EDE.

Reference: Clear Fork Valley Local Schools Board Policy 9.094

Please complete this form if you DO NOT wish your child's name to be submitted to the news media for such events such as honor roll or receiving special awards or other recognition.

I do **NOT** want my child, _____, to have their name submitted to any news media for the 2021 – 2022 school year.

Parents' signature: _____

Date: _____

MY CHILD AND I HAVE READ AND UNDERSTAND THE PROVISIONS OF THIS HANDBOOK.

Students signature: _____ Date: _____

Parent signature: _____ Date: _____

