

**Clear Fork Valley Local School District
Butler Elementary School
Student Handbook
2023-2024**



**Butler Elementary
125 College Street
Butler, Ohio 44822**

Janice Wyckoff - Superintendent

Libby Nickoli – Principal

Sally Wilson – Secretary

www.cfc Colts.org

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

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.

Be Respectful

Be Responsible

& Be your BEST YOU!



August 1, 2023

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. ***At the back 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

nickolil@cfcolts.org

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.

VISITORS & VOLUNTEERS

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.

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 Grade Level Principal Reminds to get closing information sent to your cell phone. You may also sign up for Classroom DOJO. Information will be passed out during Open House. The following radio stations will broadcast the school cancellation: WMAN, and WVNO. You may also go to www.cfcolts.org 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. The safest path to school is to come up Morgan St. and follow the "yellow brick road" or yellow line to our sidewalk. 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. (please do not drop off earlier than 7:35 we do not have staff available to cover)

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, double line. Please use the outside lane along 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. You may arrive at Butler Elementary at 3:00 and park in the lot closest to the open grass area beside our driveway. Students will be dropped off at the stop sign located at the top of Morgarn St. Your student can then walk the “yellow brick road” and into the parking lot.

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.

A.M. Car riders: please use the inside lane nearest the grass area/flag pole to park. Staff members will come to your car and retrieve your child. This allows our car rides in grades K-5 the outside lane (nearest the curb) to drop their children off. When you return at the end of the morning session, you may use the lane closest to the curb for your child to be placed in your vehicle. It is very helpful to have your child's car seat on the right side of the car.

P.M. Car riders: please use the lane closest to the sidewalk to drop off and pick up your preschooler. It is very helpful to have your child's car seat on the right side of the car.

A.M. drop off time 8:00 a.m. pick up time 10:45

P.M. drop off time 11:45 pick up time 2:30

SCHOOL PROCEDURES

FINAL FORMS

The District will utilize an online platform for student information. Including but not limited to, emergency medical forms, emergency action plans, parent contact information along with emergency contact information.

FEES

Parents are asked to pay school fees in August. Elementary fees for the school year have been set at 75.00 for each student; this includes a \$25.00 technology fee. This is reduced to \$65.00 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.

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 (cfcolts.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.

Student Withdrawl

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.

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.

Getting messages to your children

WE WILL NOT BE TAKING DAILY PHONE CALLS REGARDING HOW YOUR CHILD WILL BE GOING HOME. 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.

A DOJO MESSAGE TO THE TEACHER DOES NOT COUNT. YOU MUST CALL THE OFFICE. WE APPRECIATE YOUR SUPPORT.

Miss Sally will be notifying classrooms at 2:30 as to not interrupt instructional time throughout the day. Parents/Guardians are not to go to their child's/children's classroom during the day unless arrangements have been made in advance. This is to protect the integrity of our instructional time.

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.

Our teachers may not see or be able to address DOJO messages during the school day. Please call the office with any immediate concerns so that it can be resolved promptly.

School and personal safety

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 and toys

CD players, radios, tape players, I-Pods, cell phones and all other electronic devices are not to be used for games, but can be used as part of a class assignment when permission is given by

the teacher. Students are not permitted to use tik tok, snapchat, text message, phone calls, camera, video or any social media.

Cell phones and smart watches

We prefer that cell phones remain with an adult during the school day or at home. Any cell phone that is brought to school must be turned off during school hours. Students **are not** to use cell phones to make personal calls. When permitted by the teacher, if the phone is a “smart phone” it may be used for educational purposes, but cell phones/smart watches are never permitted to be used during any kind of testing. Bellville Elementary is not responsible for lost or damaged personal property.

Telephone calls and 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

Students have been assigned certain textbooks for their 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.

Fire and Tornado Drills

Monthly fire drills are required and documented. A signal will be given via the P.A. system and teachers are to take students to the designated areas. Doors are to be closed and all students are to proceed Quietly and Quickly to their assigned area.

With regards to tornado drills, please 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.

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. At Bellville Elementary, we do not use any kind of lock on our lockers. You are cautioned against having anything of VALUE in your locker. The school is not responsible for items stolen from lockers. **Students are not permitted to share their locker space with other students.**

Band

At Butler Elementary our fifth grade students have the opportunity to participate in band. Once a student has started band class, they will not be permitted to leave the program for that school year. However, certain arrangements can be made in order to ensure the success of the student. For any questions, please contact Mr. Jason Brasure at email (brasurej@clearfork.k12.oh.us) or call (419 886-2601).

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 on a quarterly basis. 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.

Substitute Teachers

Our school is fortunate in having capable people to help us whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will *be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate as you would be to your regular teacher.*

Butler Parents Club

The parents club welcomes help every year with their initiatives. Notices will be sent home throughout the year notifying you of meetings and activities. You may also reach out via email at ButlerPTO@yahoo.com.

Sales and 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.

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.

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.

Parent Volunteers

Here at Butler Elementary we encourage parents to come in to assist and volunteer in the classroom. **All volunteers must be fingerprinted for a background check.** Fingerprinting is available at the board office for a nominal charge. You are not permitted to volunteer until the background check is complete. If you wish to meet with your child's teacher to discuss any issues, please contact the school to set up an appointment. **Please remember all parent volunteers are at the teacher's discretion.** The only exception to this is classroom parties. Since parents will be in the classroom, and will never be left alone with a child, parents are not required to be fingerprinted for classroom parties.

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.

Gifted Identification Policies

Clear Fork Valley Local Schools have adopted Ohio's mandated Gifted Child Plan, which will standardize identification procedures throughout the state and will identify students in second and fourth grade with advanced learning needs in the areas of:

- Superior Cognitive Ability
- Specific Academic Ability
- Creative Thinking Ability
- Visual or Performing Arts

You will be notified by the school if your child qualifies. If you have questions/concerns about the Gifted program, contact the Gifted Intervention Specialist, Mrs. Kathy Quickle at 419-886-3855 or quicklek@clearfork.k12.oh.us.

STUDENT ORGANIZATIONS

STUDENT COUNCIL: Representatives in grades 4 and 5 are chosen by classroom in the fall by voting. Meetings are called as needed by the Student Council advisors and will be held after school. Students participate in a fall fundraiser and help plan and prepare for the end-of-year school activities.

NERD HERD: Coding club is an after school activity for students who show an interest in technology, computer science, and programming. This club is generally reserved for fourth and fifth grade students and is by invitation only, although students may express their interest to the STEM/technology teacher to be considered. Students that are invited to join coding club are students who clearly have an interest in STEM/technology class, make a great effort every day to do their best, persist through difficult problems, and prove or show their understanding of coding through challenges, tests, or classroom activities. The time in Coding Club will be spent reviewing the basic programming concepts, creating content on Scratch, writing code for and then using Wonderworks robots, using Adafruit circuit boards, creating 3d designs using TinkerCAD, and possibly working with websites like code.org or Carnegie Mellon University coding. Coding club works to cultivate teamwork, critical thinking, planning, creativity, programming, and problem solving skills.

PURPLE STAR AWARD: In 2019, Butler Elementary School was awarded the Purple Star Award from the Ohio Department of Education. The Purple Star Award for military-friendly schools recognizes schools that show a major commitment to students and families connected to our nation's military. We were very honored to receive this award and will continue serving our military families to the best of our abilities.

Throughout the year many different activities are planned to help serve and thank our military families. A few of these events are:

- Monthly Military Kid's Lunch Bunch – students from military families meet for a special luncheon with Ms. Legron. During this time the students are able to get to know one another and share stories and experiences their families are currently going through. This has turned into a huge support system for the students and families.
- Veteran's Day Appreciation Breakfast
- Military Family Board – this is a bulletin board in the main hallway which honors a different military family a month.
- Letter writing to deployed service men and women
- Deployment care packages – these are sent out to family members of our students

Mayme Legron is the Military Liaison for the building and can answer any questions one might have. She can be contacted at legronm@cfcolds.org

Teacher Qualifications

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.

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. The Title VI, Title IX and Section 504 Coordinator is Ms. Janice Wyckoff, Superintendent of Clear Fork Valley Local Schools, telephone number (419) 886-3855.

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.

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.

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:

- 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.
- While riding the school bus the driver has complete authority.
- 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.
- 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.
- 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
- 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.
- 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.
- Students must follow bus pick up / drop off procedures (next page).
- 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

- Be careful going to your bus stop.
- Be at your stop 5 minutes before the bus schedule time.
- 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:

- Wait in designated place of safety. Make eye contact with the driver.
- Watch for the bus driver's HAND in the window.
- Students do not cross until the driver's HAND is dropped.
- Check traffic before crossing.
- 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). If THE HORN HONKS, IT MEANS WARNING - DANGER. Check for traffic, then the driver.

FOR STUDENTS SAME SIDE PICK UP:

- 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.
- 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:

- All students will remain seated until the bus is STOPPED.
- 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.
- When the driver drops their hand, go to the middle of the road – STOP.
- Check for traffic both ways, IF CLEAR – CROSS to the designated place of safety.
- 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:

- All students will remain seated until the bus is STOPPED.
- 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.

Lunch

All students are to eat their lunch in the school cafeteria. Students are to line up in the cafeteria and use the serving line of the kitchen. No food is to be taken out of the cafeteria and no cutting into the serving line will be permitted. Family's experiencing financial difficulties should inquire about the free/reduced lunch program that is available. Applications are available in the school office and on the district website at cfcotls.org. Application information is considered confidential and will be used only to determine eligibility.

Students are expected to use good manners. The privilege of eating in the cafeteria may be lost through improper lunchroom conduct. Please leave the table and your area in a neat clean condition for the next students.

Candy and other food items are not to be sold before or during school hours by any organization. Only packed or purchased lunches should be eaten during the school's "closed" lunch period. **Students are not permitted to bring soda or energy drinks to school for lunch.**

Clear Fork Valley Local School District Cafeteria Charge Policy

EFFECTIVE 2023-2024 SCHOOL YEAR

BREAKFAST AND LUNCH IS AVAILABLE FOR ALL STUDENTS

BREAKFAST > \$1.50 (KDG – 12TH)

LUNCH > \$3.00 (KDG – 5TH) \$3.25 (6TH-12TH)

*Reduced Pricing is available for those who qualify.

Breakfast: \$.30 Lunch: \$.40

*Free/Reduced price applications are available at each school office and can be filled out ANYTIME during the school year. Applications must be turned in every single year in order to be considered for this benefit. Benefits do expire each school year.

EFFECTIVE the 2023-2024 school year, all students with a balance of \$3 or more will receive notification of the charge. Students 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 full price for the meal until the balance is paid in full. Students with money in hand will not be denied a regular meal despite an outstanding balance.

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 \$3 or more will not be permitted to purchase such items.

Students who are delinquent often will have their account frozen from purchasing any a la carte items.

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.

Recess Expectations

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.

Elementary Playground Rules

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

Butler Elementary School Students are expected to:

- Work hard to learn.
- Respect others.
- Take care of school property.
- Behave appropriately.
- Be polite and helpful.

Authority of Adult 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 Elementary Library Procedures

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

- Students need to return books by the due date or renew the book.
- 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 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.**

The State Board of Education has adopted regulations governing excuses from future school attendance and past absence from school that is outlined within the Ohio Revised Code Section 3221.04. These rules and regulations are binding upon the authorities empowered to issue excuses from attendance.

The following, taken from the Ohio Revised Code, indicates the regulations governing excused from past absence from school.

- The explanation of each past absence shall be made by the parent to the Superintendent of Schools or to the person designated by him to approve or disapprove past absences.

Excused absences from school may be approved on the basis of one or more of the following conditions:

- Personal illness. The approving authority may require the certificate of a doctor if he/she deems it advisable.
- Illness in the family.
- Quarantine in the home.
- Death of a relative.
- Act of God
- Observance of a religious holiday.
- An emergency or set of circumstances that prevents a student's attendance. The principal shall be charged with the responsibility of notifying students and parents of the student's attendance. The principal shall hear any appeal from the policy and make recommendations in fairness to the student and the policy.
- Students are required to complete a request for absence form in advance if they will be absent for any of the following reasons: family vacation, funerals, religious observance, family member in the service, athletic event in which Clear Fork is participating, or other as approved by the principal.
- Students must have this form signed by a parent/guardian and return it with a letter of explanation five days prior to the absence, when possible. When it is returned to the office, it will be approved by the principal and returned to the student to present to his or her teachers in order to receive assignments. The completed assignment sheet must be returned to the office prior to the absence.

Unexcused Absences

- Unexcused absences are those not approved by the school or the State code. Unexcused absences usually consist of, but are not limited to: oversleeping, missing a ride, shopping, car trouble, non-medical appointments, and jobs. Needed at home is not an excused absence. Personal business must be specified to the administration. All unexcused absences will result in a grade of zero for all missed work.
- Absences shall be construed to mean anytime a student is not physically present in the building, other than school business such as:
 - Illness.
 - Vacations – Parents and students are urged to take their vacations during the scheduled times on the school calendar. If this is impossible, the student must present a note signed by the parent or legal guardian two weeks prior to the time of absence and fill out the necessary form to take to the teacher. If the principal approves the vacation, all work can be made up. It is the student's responsibility to make arrangements with teachers for the makeup of work.
 - Any time a student is absent from school or class because of a school function (field trips, career days) he or she will not be counted absent.

- Early dismissals must be approved by the principal prior to the beginning of the school day. If a student is needed at home, the parent (prior to the absence) must fill out the appropriate form.
- An early dismissal is anything after 1:30 p.m. Leaving before 1:30 will be considered ½ day absence.
- Students must be in attendance at least ½ day to participate in after school activities. One half day of school is defined as A) 7:50 to 10:40 or B) 10:40 to 2:40.

The Board of Education feels that in order for a student to be an effective learner, the student must be in attendance in the classroom to receive the benefits of a teacher's instruction.

- 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.
- Tardies are defined as arrival at 7:55 or after.
- For fourth and fifth grade students, 5 unexcused tardies will result in a Friday School.

State Sponsored Athletic Tournaments

A student will be excused to attend state sponsored athletic tournaments in which Clear Fork is competing, provided that the student has parent/guardian permission as evidenced by an advance request for absence and is in compliance with the attendance policy.

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:

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

Definition of truancy and excessive absences:

- Chronic truant is removed from the law;
- Definition of ‘habitual truant’ changed from days to hours. The new definition is:
 - Absent 30 or more consecutive hours without a legitimate excuse.
 - Absent 42 or more hours in one month without a legitimate excuse.
 - Absent 72 or more hours in one year without a legitimate excuse.
- Includes ‘excessive absences’:
 - Absent 38 or more hours in one school month with or without a legitimate excuse.
 - 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 for our 4th and 5th grade students. 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:

- 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.
- Threatening or intimidating, hazing, coercion, or attempting to cause physical injury or harm to any student, teacher, or any other person.
- Disruption of or interference with curricular, co-curricular or extra-curricular activities.
- 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.
- 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:

- On the school grounds during and before and after school hours.
- 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.
- 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.
- Gambling on school premises or at school events.
- 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.

- 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.
- Failure to comply with attendance procedures.
- Truancy from classes, study halls and/or lunch period. Not signing in or out on form in the office.
- Persistent disobedience, or gross misconduct, cheating.
- A student shall not possess, handle, transmit or conceal fireworks, explosives, or detonative devices.
- Being out of an assigned area.
- Public display of affection.
- Any false or fraudulent alteration of any documents, passes, grade cards, parental notes, etc.
- Immature acts – pushing in the halls, running in the halls, throwing objects in the classroom.
- Interference with members of the staff in the discharge of their duties.
- Habitual tardiness to school or class.
- Extortion.
- 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.
- 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 vaping products or materials, 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.

Elementary School has **no tolerance toward violence**. Students involved in fights or who make verbal or written threats of a violent nature, or makes gestures of a sexual harassment nature will be disciplined.

Hazing and Bullying JFCF

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.

Student Rights and Responsibilities Board Policy JF

Students, like all citizens, have civil rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities that are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. due process of law with respect to suspension and expulsion;

4. free inquiry and expression and the responsibility to observe rules regarding these rights and
5. privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

Emergency Removal Procedures Board Policy JGDA

Emergency Removal of Student

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. When the behavior is sexual harassment as defined by Title IX regulations, the student may be removed on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

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.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

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

SUSPENSION PROCEDURES Board Policy JGD

Student Suspension

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

Beginning with the 2019-2020 academic year, the District will reduce the number of out-of-school suspensions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such out-of-school suspensions will be eliminated by the 2021-2022 school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
 1. Superintendent and
 2. student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion - If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

EXPULSION PROCEDURES Board Policy JGE

Student Expulsion

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the

school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

Beginning with the 2019-2020 academic year, the District will reduce the number of expulsions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such expulsions will be eliminated by the 2021-2022 school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session. 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.

Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All

witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

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 above fingertip length 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 have a top or skirt/shorts that are at least fingertip length long. 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.

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.

School and Personal Property

The school property is here for your convenience and benefit. Considerable efforts have 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.

MEDICAL CONCERNS

JHCD_R (4)

MEDICATION ADMINISTRATION OF NONPRESCRIPTION MEDICATIONS:

In compliance with policy JHCD: 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

- 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.
- The medication shall be in its original container with its original label.
- 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.
- 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, dose, or time.

- The person designated to administer the medications shall maintain documentation on the medication log.
- 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.

LIFE THREATENING ALLERGIES

Parents are responsible for informing the school of their child's allergies; especially life threatening allergies to bee stings and peanuts or other foods.

In the case of ALLERGIES, the PARENTS ARE RESPONSIBLE for providing the school with the allergy medication and a doctor's statement about how the medication is to be administered.

In the case of allergies requiring an EPI-PEN or Antihistamine, the PARENTS ARE RESPONSIBLE for providing the school with the medication and doctor's orders for administering the 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.

IMMUNIZATION

In order to comply with the state law, students are required to have the following immunizations upon entering school:

MMR'S – 2 doses

DTP/DtaP injections – 5 doses

POLIO VACCINE – 4 doses

HEPATITIS B – 3 doses

VARICELLA – 2 doses

Children who do not have evidence of proper immunizations will be excluded from school after 15 days. Students must have a TB Test on record after the age of four.

Immunization exemption forms are available in the office for medical, philosophical or religious objections to immunizations.

GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS

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.

- 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.
- 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.
- 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.
- 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;
 - Review of attendance policies and truancy guidelines.
 - 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.

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 eyes, 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

2023– 2024 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 2023– 2024.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

Butler Elementary School will:

- 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:
 - 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.
 - Provide parents with frequent reports on their children's progress.
 - Title I parent meetings are held annually in the fall.
 - 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. STAR Early, STAR Reading, STAR CBM, and DRA literacy results will be 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 Class DOJO/notebooks/planners/emails for ongoing communication with families. Students in the RTI process meet with team members every 6-8 weeks to discuss progress.
- 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. All staff members utilize Classroom DOJO to have ongoing communication. Parent communication notebooks and emails are also used as communication tools with parents.
- 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 structured literacy 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 or educational aide 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.

Parent Signature

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: cfcolts.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 2023 – 2024 school year.

Parents' signature: _____

Date: _____

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

Students signature: _____ Date: _____

Parent signature: _____ Date" _____

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 Your Best You

Throughout the building, these expectations will be posted to remind everyone of how we behave and take care of our building. Included in this handbook 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

(Attach Matrix)