

**Clear Fork Valley Local School District
Butler Elementary School
Student Handbook
2024-2025**



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

John Thomas - Interim Superintendent

Libby Nickoli – Principal

Sally Wilson – Secretary

www.cfc Colts.org

This Student Handbook Belongs To:

Student Name:



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 a Clear Fork Colt!!

All parents, volunteers and other visitors are welcome. All volunteers will need to contact the Board of Education to 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 for the safety of our children.

Principal's Welcome

August 2024

Dear Parents and Students,



Welcome back to Butler Elementary! We hope this letter finds you well and filled with excitement for the upcoming school year. As we prepare to embark on another journey of growth, learning, and discovery, we wanted to take a moment to extend our warmest greetings to both new and returning families.

At Butler Elementary, we believe that education is a collaborative effort between teachers, students, and families. Together, we form a community dedicated to nurturing the academic as well as social emotional development of each child. Whether your child is entering preschool, kindergarten, or any grade up to fifth, we are committed to providing a safe, inclusive, and enriching environment where every student can thrive.

In addition to our academic focus, we prioritize the well-being and happiness of every child. Our dedicated team of educators and support staff is here to offer guidance, encouragement, and support whenever needed. Whether your child is facing academic challenges, navigating social relationships, or simply in need of a listening ear, we are here to help them grow into confident, compassionate individuals.

As partners in your child's education, we encourage open communication and collaboration between home and school. Whether you have questions, concerns, or simply want to share your child's achievements, please don't hesitate to reach out to us. Together, we can work towards ensuring that your child has a fulfilling and successful school experience.

We look forward to getting to know each and every one of you and building meaningful connections throughout the school year. Thank you for entrusting us with your child's education and for being an integral part of the Butler Elementary community.

Warm regards,

Libby Nickoli, Principal
419-883-3451 ext. 3026
nickolil@cfcolds.org



Building Specific Information

<u>District Phone Numbers</u>	<u>Phone</u>	<u>Fax</u>
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

SCHOOL HOURS

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

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

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.

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

Students should be in their classrooms when the 8:00 a.m. bell rings.

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

Students may arrive NO EARLIER than 9:35 a.m. on 2 hour delay. **Breakfast WILL BE offered on 2 hour delay days.**

SCHOOL INFORMATION

FINAL FORMS

The District utilizes 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.

Webpage for Clear Fork Valley Local Schools Finals Forms
<https://clearforkvalley-oh.finalforms.com/>

Video Guide on how to create a parent account
<https://vimeo.com/915316119/18b878a5e1?share=copy>

BUILDING ANNOUNCEMENTS AND CANCELLATION OR DELAY OF SCHOOL

Cancellation or delay of school takes place during circumstances such as extreme weather, equipment failure or public crisis. We encourage you to sign up to receive Remind App updates as all closings are announced on Remind. You can also consult WMFD for closing information.

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. The following media outlets will broadcast school cancellations: WMAN, WVNO, and WMFD.

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

SCHOOL FEES

School Fees are \$65 for K-5 if paid by September 30th, and \$75 if paid after September 30th. This includes a **\$25** Technology Fee. School fees are to be paid as soon as possible at the beginning of the school year. For families experiencing financial difficulty a payment plan can be arranged by calling the building principal. Students who qualify for free lunches can have their fees waived if you check "Yes" on part 5 of the Free and Reduced Price School Meals Family Application form. Failure to pay school fees may result in the following: withholding final grade card including Progress Book being locked. You may pay school fees on-line at www.cfcolls.org by clicking and registering at "Pay For It."

*Please note 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.

REFUND OF FEES OR FINES

If your child is due a refund of fees or fines, the amount of the refund will be applied as follows: First to any outstanding fees or fines for this child or a sibling; Secondly to any unpaid cafeteria charges for this child or a sibling; and lastly it will be applied to fees for the next school year for this child or a sibling. If you do not have any other children attending in future years, the refund will be sent to you following the last day of classes for the current school year.

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 walker's 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 Morgan 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 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.

Morning Preschool Drop off is at 8:00 a.m. and pick up is 10:45

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.

Afternoon Preschool Drop Off is at 11:45 and pick up is at 2:30

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.

DEPARTURES AND RETURNS DURING SCHOOL HOURS

If your child arrives at school after 7:55 a.m., a parent/guardian must bring the child into the office to sign him/her in.

For safety reasons, a child may not leave the school premises without the permission of the principal. The school day begins at 7:55 a.m. and ends at 2:45 p.m. 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 must bring a note that is written by his/her parent or guardian that specifies the reason for leaving. This note should be given to the child's teacher and will be sent to the office in the morning. Please sign your child in/out by using the sign-in/out sheet in the office. This procedure assists us with attendance and safety concerns for your child. Upon the child's return to school, please provide a medical excuse or other documentation.

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

GETTING MESSAGES TO 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.

ADDRESS CHANGE

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

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.

COMMUNICATION WITH YOUR CHILD'S TEACHER

Communication with your child's teacher is vital. Please plan to attend Parent/Teacher Conferences. They will be held in the fall and in the spring. Additional meeting times between you and your child's teacher can also be arranged. Please call or email your child's teacher to resolve concerns before contacting the principal. Teaching and learning takes time and energy, and to promote a healthy work/life balance for our teachers and staff, we have set times and encourage our staff to limit their communication via email to the hours listed. Because of this, please do not expect staff to return an email to you between the hours of 4:00 p.m. and 7:45 a.m. It is also common practice to expect a 3-business day window between receipt of an email and response.

VACATION

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 cfcolds.org and submitted to your child's 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 quickly and quietly to their assigned area.

With regards to tornado drills, please proceed quickly and quietly 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.

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. Butler 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.

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 Butler 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).

GYMNASIUM

In order to protect and maintain our beautiful gym floor, we would like to ask that if you have not already done so, please send 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.

LOST AND FOUND

Lost and found articles are hung up on clothing racks in our entryway. 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.

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 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.

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
- Visual or Performing Arts

You will be notified by the school if your child qualifies. Written Education Plans (WEPs) will be written the first month of school and our team will meet with families to review the plan. 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.

NEWSPAPER CLUB

Students are led by one of our staff members and will be instructed on the design of a quarterly newspaper to be distributed to the entire student population. Applications will be offered to students at the beginning of the year and the advisor will schedule interviews to create the Newspaper team. Meetings will be held once a week after school to plan, schedule interviews, take pictures, and design a layout.

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 the 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.
- Veterans 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@cfcolts.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.

SPECIALIZED PROGRAMS

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 the Superintendent of Clear Fork Valley Local Schools. You may contact the Superintendent at our Board of Education Office at (419) 886-3855 ext. 1003.

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:
 - a. Keep arms inside the bus
 - b. Keep entire body out of the aisle
 - c. Use quiet, appropriate language
 - d. Do not throw articles
 - e. Do not take items that do not belong to you
 - f. 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

- 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:

1. Wait in a 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
6. 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:

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 driver's 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:

- 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.

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.

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.

BREAKFAST & 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 cfcolls.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 2024-2025 SCHOOL YEAR**

BREAKFAST AND LUNCH IS AVAILABLE FOR ALL STUDENTS

BREAKFAST > \$1.50 (KDG – 12TH)

LUNCH > \$3.25 (KDG – 5TH) \$3.50 (6TH-12TH)

*Reduced Pricing is available for those who qualify.

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

(prices subject to change in the summer of 2024)

*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 2024-2025 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. ***You may check your child's cafeteria balance by using the Payschools Mobile App found in your app store.**

RECESS PROCEDURES

When the outside temperature is 20 degrees and above, we will be going outside. Please dress your children for the weather. Children who do not have a coat or other warm weather gear will be kept inside. 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. We also have a large donation of hats and gloves that we can share.

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.

BUTLER ELEMENTARY PLAYGROUND RULES

1. No tackle football. If any game of football, basketball, soccer, etc. gets too rough, the
 - a. the privilege of playing will be taken away.
2. If dodge ball becomes excessively rough, students will be asked to do something else.
3. Play in the designated recess areas.
4. Do not wrap the swings around the poles.
5. Use the playground equipment appropriately.
6. Stay on the concrete during inclement weather.
7. Only softballs, basketballs, soccer, footballs, and rubber balls are to be used on the playground.
8. Children who stay inside for recess must have a supervising teacher.
9. 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.

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

1. Students need to return books by the due date.
2. All financial obligations regarding library costs/fines must be satisfied by May 15th for that school year.
3. 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).
4. An Accelerated Reader book must be replaced with the same title.

5. Other books must be replaced with another book (in good condition) of the same subject, ie: baseball for baseball, dinosaur for dinosaur. Otherwise, the book must be paid for at the current replacement cost within a month of loss/damage.

Library Rules

1. Students must use their own library card to check out a book.
2. 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.

ATTENDANCE POLICY

Board Policy JED Last Revised 11/19/2020

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

Reasons for which students may be non-medically excused include, but are not limited to:

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with a student's truly held religious belief;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;

7. absences due to a student being homeless;
8. temporary internet outage for individual students or households;
9. technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson;
10. absences due to COVID-19 reasons that are not considered medically excused until alternative arrangements can be made or
11. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up for missed work. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The district will follow current Ohio Revised Code (ORC) which may provide more guidance than the current board policies. Current ORC outlining excessive absences, habitual truancy and excuse from school attendance include: 3321.191, 2151.011 and 3301-69-02.

Richland County Court of Common Pleas

JUVENILE DIVISION COURT ATTENDANCE TRUANCY PROCESS

as outlined in 2023-2024 that will result in an Official Hearing:

COUNT I- TRUANCY (Juvenile) Official Complaint

- Absent 30 Consecutive Hours
- Absent 42 Hours in one Month
- Absent 72 Hours in one Year

COUNT II - FAILURE TO SEND (Adult)

- Adult providing care who has failed to cause child's attendance

TARDY TO SCHOOL

Students must be to school and in class on time. Tardiness is defined as not being in school prior to 7:55 a.m. **Fourth and Fifth Grade Students who are tardy to school 5 times will receive a two hour Friday School.**

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. You may also email the building secretary wilsons@cfcolts.org ***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.

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-alike, 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.

Student Rights and Responsibilities

Board Policy JF Last Revised 11-19-2020

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.

Equal Education Opportunities and Non-Discrimination

Board Policy: Nondiscrimination AC Last Revised 11/19/2020

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status. The Board does not discriminate on the basis of legally acquired genetic information. The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action. Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy. No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy. Reports of discrimination and any questions about this matter should be directed to the Board Office at 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 (FERPA), 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.

Hazing and Bullying

Board Policy JFCF Last Revised 11/19/2020

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 SUSPENSION

Board Policy JGD Last Revised 11/19/2020

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 community service or is assigned alternative consequences, 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:
 - a. Superintendent and
 - b. 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.

STUDENT EXPULSION

Board Policy JGE Last Revised November 19, 2020

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.

Emergency Removal of Student

Board Policy JGDA Last Revised 11/19/2020

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.

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 references 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 pose a safety hazard and should not 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.

7. 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.

PBIS POSITIVE BEHAVIOR AND INTERVENTION SUPPORTS

PBIS, also known as Positive Behavior Supports and Interventions, will be used to teach appropriate behaviors and expectations within the bus, building, and classroom. 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 a Clear Fork Colt!

Throughout the building, these expectations will be posted in classrooms and common areas to remind everyone of how we behave and take care of our building. At the beginning of each year, our teachers explicitly teach these expectations and reinforce them throughout the year.

Butler Elementary has three Tiers of support to our PBIS framework.

Our Tier I committee meets at the beginning of the year and end of the year to evaluate our building data and make recommendations to our PBIS framework.

Students who do not meet our school expectations, may be recommended to our PBIS Teams. A student who requires interventions will be referred to our Tier II committee where a plan of action will be created. Parents will be contacted to meet with the team to review the plan and will be expected to support and reinforce the plan with their child. If the data shows that a student requires more intensive support, the Tier III committee will be called upon to meet with the parent.

Butler Elementary PBIS Tier Committees

<p>Tier I Committee Members Coordinator/Administrator - Libby Nickoli PBIS Coach - Bob Casey Coaching Expertise - Steve Bechtel General Education Teacher - Kelsey Winters/Leighann Wells Parent Representatives - Danielle Myers, Kailea Orndorff Intervention Specialist - Sarah Vermillion Social Worker - Rachel Hoptry</p>	<p>Tier II Committee Members: Coordinator - Libby Nickoli Behavior Expertise - Mid-Ohio Educational Service Center Registered Behavior Technician Social Worker - Rachel Hoptry Intervention Specialist - Sarah Vermillion PBIS Coach - Bob Casey</p>	<p>Tier III Committee Members: Special Education Director-Jonathan Burras School Psychologist-Joanna Greenwalt PBIS Coach - Bob Casey Administrator - Libby Nickoli Community Agencies - Village Network/BCBA via MOESC</p>
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**** Our Matrix and area expectations are included in the appendix at the end of the handbook****

MEDICAL CONCERNS

JHCD-R-4 Adopted 11/15/2012

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 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.

IMMUNIZATION

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

MMR – 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

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.

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.

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.

COVID 19: Temperature above 100.0, cough, chills, muscle pain, shortness of breath or difficulty breathing, sore throat, loss of taste or smell. Symptoms can range from mild to severe and appear 2-14 days after you are exposed to the virus. Seek medical care for the most accurate diagnosis.

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

Clear Fork Elementary

2024– 2025 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 2024-2025.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

Butler Elementary School will:

- Provide high-quality structured literacy curriculum that has been approved by the State of Ohio. Instruction will be provided 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.
 - Hold a Title I parent meeting annually in the fall.
 - Progress monitor and communicate student growth. Clear Fork Elementary Schools are on 9 week grading periods. Interims reports are posted in Progressbook and are sent home at the midway point of each grading period. Report cards are sent home 4 times per year.
 - Title I reading specialists assist our classroom teachers in the administration of state approved diagnostics STAR Early Reading and STAR Reading. STAR CBM Reading, Ohio's approved Tier I Dyslexia Screener is also administered per state law.
 - Students who fall below the 21st percentile on STAR CBM will also be assessed using the CORE PHONICS Survey to identify skills that require remediation.
 - Once skills are identified, students will receive intensive interventions and progress monitoring will be reported every two weeks.
 - Our teachers utilize Class DOJO/notebooks/planners/emails for ongoing communication with families.
 - 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:

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
 - 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

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: _____

Appendices:

- PBIS COLT PRIDE MATRIX p.41
- BUTLER VOICE LEVELS p.42
- BUS EXPECTATIONS p.43
- CAFETERIA EXPECTATIONS p.44
- HALLWAY EXPECTATIONS p.45
- PLAYGROUND EXPECTATION p.46
- RESTROOM EXPECTATIONS p.47