

A decorative graphic on the left side of the page consists of a grid of colored squares. The top row has one red square. The second row has a black square on the left and a red square on the right. The third row has a red square on the left and a light gray square on the right. The fourth row has a black square on the right. All squares have a thin white border.

Butler Elementary School

PARENT / STUDENT HANDBOOK

Butler R-V School District

2018-2019



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WELCOME

PRINCIPAL'S MESSAGE

Dear Parent/Guardian,

This handbook has been developed for the purpose of acquainting students, parents and patrons with the organization and practices of the elementary school. Please read it carefully and keep it as a reference.

Thank you for sharing the responsibility of educating your child with us. Let's work together to provide the best possible education for the young citizens of this community.

As always, we are here to assist you and your child. Please contact us if we can be of service to you.

Sincerely,

Melody Siebeneck

Principal
Butler Elementary School

BUTLER R-V SCHOOLS MISSION STATEMENT

The mission of the Butler R-V School District is to prepare our students to become productive, responsible citizens in a global society. In partnership with families and the community, the school seeks to provide an educational environment that will maximize the intellectual, physical, social, emotional, and career development of each child.

CONTACT INFORMATION

Phone: 660-679-6591

Fax: 660-679-6593

Address: 4 North High, Butler, MO 64730

Website: www.butlerr5.org

Facebook: Butler Elementary School

2018-2019 SCHOOL CALENDAR

August 16: First Day of School

September 3: No School - Labor Day

September 24: No School - Teacher Professional Day

October 18: Early Dismissal at 12:15 - Parent/Teacher Conferences

October 19: No School

October 29: No School - Teacher Professional Day

November 21-23: No School - Thanksgiving

November 26: No School - Teacher Professional Day

December 19: Early Dismissal 12:15

December 20-January 1: Christmas Break

January 2: No School - Teacher Professional Day

January 21: No School - Martin Luther King, Jr Day

February 1: No School - Teacher Professional Day

February 14: Early Dismissal at 12:20 - Parent/Teacher Conferences

February 15: No School

February 18: No School - President's Day

March 14-15: No School - Spring Break

March 25: No School - Teacher Professional Day

April 19: No School - Easter Break

April 22: No School - Teacher Professional Day

May 15: Early Dismissal at 12:15 - Last Day of School

Snow Make-Up Days will be added to the end of the year.

ATTENDANCE AND HOURS

ARRIVAL TIME/SCHOOL HOURS

The school building will be open at 7:40 am. The kitchen serves breakfast from 7:40 until 8:00 am. Your student should be in the cafeteria prior to 8:00 am, as serving will end promptly at 8:00. **There is no supervision prior to 7:40 a.m.**

8:05 Students are to be in classrooms ready for the school day to begin.

8:10 Tardy bell.

Dismissal Times

3:05 Students walking home will be dismissed

3:10 Students riding in cars will be dismissed/Students riding the bus will be dismissed.

12:25 Early Release Dismissal

12:15 Students walking home will be dismissed

12:20 Students riding the bus will be dismissed/Students riding in cars will be dismissed

Tardy – Any student arriving after 8:10 will be considered tardy and must check in at the office.

Students are not to leave the school premises after they arrive except with permission from the principal's office and a parent or other authorized persons to sign them out through the principal's office.

The school building will be locked during school hours. Please enter through the southeast door and check in through the office. From there you will be asked to sign in and obtain a visitor's badge. **It is important to know that you are always welcome at school, and encouraged to visit, however the integrity of an educational environment is our first priority.**

ATTENDANCE

Regular and punctual attendance is necessary for the proper functioning of the entire school program. Students who have good attendance generally earn higher grades and enjoy school more. All residents of school age are required by law to attend school on a regular basis.

Butler R-V School Board policy states:

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.

6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Butler R-V School District.

It is recognized at the elementary level that there are occasional family situations which take precedence over school attendance, and that elementary students are subject to childhood and other illnesses. **THE SCHOOL ASKS THAT PARENTS NOTIFY THE SCHOOL WHEN IT IS NECESSARY TO KEEP STUDENTS OUT OF SCHOOL.** When students are absent without notifying the school, we may call to verify reasons for absences. When a child has been absent for five consecutive days, a conference with parents may be made. If absences accumulate to nine, the district will determine whether there is reason to suspect educational neglect. If so, authorities will be notified. Attendance letters will be mailed home after a student misses three, five, nine and twelve days of school. Number of days absent will be combined with subject matter acquisition to determine student retention.

EARLY DISMISSAL OF STUDENTS

Students are dismissed through the school office. They are not allowed to wait in front of the building or to enter cars unless accompanied by a parent. These rules are necessary to ensure student safety. ***You must come to the office to sign your child out if you are picking them up early.***

You must send a note each time there will be a change in your child's dismissal time or procedure. **We will ask to see identification of any person we do not know, or is not listed on the child's enrollment records as an authorized adult. We will follow the child's normal routine without a note from the parent.** If there are any legal restrictions about custody, you must provide the school a copy of documentation.

CURRICULUM AND ASSESSMENT

CURRICULUM / ACADEMICS

The expectations of our students are that they will perform at a level that surpasses or is equal to their ability in all areas of achievement. We will promote high expectations for students in all areas: academic, artistic, physical, health, citizenship and service. In a fiscally responsible manner, we will commit the resources necessary to establish and maintain:

- A respectful, caring, and safe environment
- Research-based, student focused instruction
- Information-driven decision making
- A focused and challenging curriculum
- Collaboration focused on improving student learning
- An active partnership with parents and community

The aim of curriculum and teaching is not simply to help students meet the demands of schooling, but to help them use what they learn to meet the demands of life.

HOMEWORK

The Butler R-V School District believes that certain amounts of homework are beneficial to the education of young students. Homework assignments need to be distinguished from work not finished on school time. Homework is a purposefully planned activity which is designated to apply the objective concept that has already been taught in class. Homework and/or individual study units will be discussed fully in the classroom so that parents are not required to give instruction. The teacher will provide the instruction.

Work brought home from school is often identified as homework when, in fact, it is work that was assigned for completion at school. Assignments for students to complete and turn in during class time are carefully planned and tailored to the time available to complete them. If your child seems to be bringing home large amounts of homework, check with your child's teacher.

HOMEWORK WHEN ABSENT

When your child is absent from school and needs his/her homework assignment, please telephone the school's office in the morning. The homeroom teacher will be notified and will arrange to have all homework put in a folder from each teacher who has your child in a class. Appropriate books will be sent home when necessary. Homework assignments can be picked up at the end of the school day in the office or sent home with another child, if requested. Students will be required to make up missed work. They will be allowed one day per/missed day to turn in missed work.

STUDENT PERFORMANCE/GRADING SCALE

After the first four weeks of each quarter, progress reports will be prepared and sent home. At the close of the first quarter, grade cards will be prepared, and then discussed with the parents on conference day.

Parents are asked to review the card, sign and return the envelope to the child's teacher, except at the close of the school year. The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows (except for Kindergarten):

A	96 - 100%	B-	80 - 82%	D+	67 - 69%
A-	90 - 95%	C+	77 - 79%	D	63 - 66%
B+	87 - 89%	C	73 - 76%	D-	60 - 62%
B	83 - 86%	C-	70 - 72%	F	59 & Below

1. Students are heterogeneously assigned at each grade level.
2. Grades five and six are departmentalized for math, science, ELA, social studies.

GENERAL INFORMATION

ADDITIONAL SERVICES

- 1) **Counselor:** A counselor is available to assist you during your school year. Visits or appointments may be made by students or parents by contacting the counselor's office at 660-679-6591.
- 2) **Speech Correction:** A speech correction teacher is available to assist students with identified speech and hearing problems.
- 3) **Nurse:** The school nurse is on duty from 8:00 a.m. to 3:30 p.m. and provides the following services:
 - a) During the school year the nurse will conduct various screenings in grades Kindergarten through 6th, and notify parents if a student appears to have any problems.
 - b) The nurse will attend to minor injuries and illness which occur at school. In the event of a serious injury or illness, every effort will be made to contact the parent or legal guardian before referring a child to a doctor's care. If parents or guardian cannot be reached, the student will be taken to the Bates County Memorial Hospital Emergency Room.
 - c) The nurse is charged by state law and local school board policy to notify parents to exclude students who have contagious health problems, including live head lice or nits, and to report chronic problems to authorities.
 - d) If a student is to take medication during school hours, such medication must be properly packaged and labeled. Medication brought to school is to be left with the school nurse upon the student's arrival and may be picked up at the close of the school day.
 - e) No over the counter medication will be given before 11:30 a.m.
 - f) If a student has a temperature that is 100 degrees or above, that student must be temperature free for 24 hours before returning to school.
 - g) Students are required by law to have the appropriate immunizations.
- 4) **Gifted** educational enrichment is provided to students who qualify.

APPEARANCE AND DRESS

We request pupils maintain a clean and neat appearance. Students should wear clothes appropriate for the weather conditions and school day activities. Footwear appropriate for physical activity in gym and at recess helps to prevent injury. Examples of unacceptable dress include:

- Clothing that is disruptive to the educational process (i.e. alcohol or tobacco advertisements, inappropriate language and/or suggestions, etc).
- Clothing with inappropriate skin exposure including shirts with low necklines or ones allowing undergarments to show, such as: tank tops, halter tops, mesh tops, and tube tops, and short skirts and shorts, sundresses, and short tops which expose the stomach.
- Writing on skin or clothing will not be permitted
- Spandex pants are not appropriate unless worn under acceptable clothing.
- Hats may not be worn inside the building during the school day or at after-school activities. This includes stocking caps, scarves, bandanas, headbands, hoods, and other headwear except when pre-approved by teachers.

The administrators may use their discretion in applying these rules to articles of clothing that may be determined disruptive to good school climate. Students may be given alternate clothing from the nurse or parents may be called to bring appropriate school clothing.

BUS TRANSPORTATION

Students who ride buses are required to follow policies, rules and regulations as prescribed by the Bus Driver. In order for buses to remain on schedule, students are to be visible to the driver as the bus approaches the pick-up stop. Students who ride buses will be placed on the bus in the afternoon unless the teacher has a note from parents instructing them that other transportation arrangements have been made for that particular day. In order to be eligible to ride a bus, a student must live at least one mile from their residence to the school by the most direct route. Distance will be determined by the bus supervisor. However, students living west of the railroad crossing and north of Highway 52 will be offered bus service.

CHANGE IN STUDENT INFORMATION

It is imperative that the school office be notified immediately in the event you have a change of address, home or office telephone number, or if emergency information changes during the academic school year.

CLASS PARTIES

The P.T.S.O. teachers and parents plan seasonal parties for students. In the event that a student wishes to treat classmates on their own birthday, treats may be passed out at the end of the day. Treats should be pre-packaged, not homemade.

Personal birthday party invitations will not be passed out at school, unless your child's entire class is invited. Invitations will not be dispersed to students in other classrooms.

FIELD TRIPS

Field trips are an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Butler Elementary School reserves the right to prohibit students from attending field trips because of disruptive behavior.

Parent permission slips will be signed in advance. Students will travel by school vehicles. Students will be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or advisor in charge of the trip. We ask that you do not bring siblings on field trips with chaperones. Parents are not allowed to ride District transportation.

HEAD LICE POLICY AND PROCEDURE

Individual head lice screens will be conducted as needed by the school nurse. If nits and/or live lice are found, the parents/guardians of the child will be notified verbally and/or in writing and receive a copy of this policy. If live lice are found the child will be sent home, if only nits are found the child will be allowed to complete the school day. If multiple cases (more than 2) are found in one classroom, the entire classroom may be screened. Re-admittance occurs after the child has been treated with lice shampoo or another approved product and no live lice are present. A parent/guardian must accompany the child to school the following morning and treatment will be verified by the school nurse before the child can return to school.

If head lice cases are not resolved and/or parents have not made considerable effort to get their child free of head lice, a hotline call may be an option for the administration based on possible educational neglect. All absences for head lice

are unexcused.

LUNCH ROOM

Each class is scheduled for a 20- minute lunch period. Students who bring their lunch will eat in the cafeteria with their class. If students bring drinks, other than water, they should be non-carbonated. Students or parents should not bring in, or have delivered, restaurant fast food lunches.

We expect all of our students to conduct themselves properly during lunch periods, practice good table manners, and abide by the school rules.

MEDIA

Several times throughout the year students' information such as name, grade, etc. and photos are taken to represent the great things happening at Butler Elementary. **If you would like your child to NOT be included in any of the following:** our student directory (includes student picture and contact information), honor roll/yearbook pictures, media pictures (such as local newspaper photos), photos used in student or parent newsletters, our school website, our school Facebook page, [the District Twitter feed](#), or any other publications or presentations highlighting our students, **please submit a letter to the office stating your preference for your child to NOT participate.**

MOVING OR WITHDRAWING FROM SCHOOL

When a student is going to move or leave school, they must check out and clear records with the office.

PERSONAL BELONGINGS

Students are asked not to bring items of value or excessive amounts of money to school and are to keep items they value (watches, purses, billfolds, jewelry, etc.) on their persons at all times. Students will not bring dangerous items such as knives, gun shells, firecrackers, etc. to school at any time. Lost articles found in and around the school should be turned in to the main office where the owners may claim their property by identifying it. Every year students will bring ipods, cell phones, game boys, or other handheld electronics to school. These items are sometimes lost or misplaced. It is time consuming for school officials to track these items down. Please understand that these items are discouraged and to bring them to school you do so at your own risk and liability.

RESTRICTED ACTIVITY

If a student is unable to participate in physical education class or if restrictions exist, a written note should be sent to the physical education teacher. The note should be dated and signed by a parent or guardian and state the reason for exclusion. If the situation is long term, a physician's statement will be required. When a pupil must be excused from recess or have limited activities, a written statement, signed and dated from the parent/guardian, will be required giving the reason and limitations. Responsibility for restricted activity rests with the parent/guardian. Parents/guardians may be asked to provide a physician's statement. The physician's statement must be updated at the beginning of each school year.

TECHNOLOGY USAGE

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. The term computer or computer equipment includes: iPad devices, [chromebooks](#), system units,

displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers patch panels, wiring, connectors, programs and any other piece of equipment or software which is part of the school's computer system. Students using a school's computers are expected to abide by the rules of the acceptable use policy. Violations of these rules may result in disciplinary action. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

Cell phones, pagers or other electronic communication devices should be left at home or in the student's backpack at all times. Students are not allowed to use such devices at any time during school hours. If students are caught using these devices they will be confiscated and kept at the office until the end of the day. If this occurs a second time, the device will be confiscated and parents called to pick up the device at the school office.

TEXTBOOKS

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks.

PARENT INVOLVEMENT AND COMMUNICATION

EMAIL

School staff will send emails periodically with important dates, reminders, and other information. The office staff will also send out emails with upcoming events, important dates, and reminders. Please make sure the office has a current email address on file.

FACEBOOK

Please like our Facebook page, "Butler Elementary School," to see important updates, pictures from events, and event reminders.

NEWSLETTERS

A newsletter from the office is sent home once a month. It will contain items of interest and a calendar of upcoming events. Classroom teachers will be sending home newsletters on a frequent basis. Please urge your child to bring these newsletters home.

PARENT PORTAL

Attendance, lunch balances, academic progress, and discipline may be checked via the district website. To sign up, parents must complete the appropriate paperwork and return to the office.

PARENT/TEACHER CONFERENCES

Conferences are planned during the first quarter and third quarter of school. Parents will be invited on a scheduled basis to come to school and review the report card with their child's teacher. Parents are encouraged to call their child's

teacher to arrange additional conferences as needed.

PARENT TEACHER STUDENT ORGANIZATION

The Butler Elementary P.T.S.O. is an organization comprised of parents, teachers, administrators, students and other interested people who are working for the benefit of the children.

SCHOOL CALLING SERVICE

Butler R-V School District has an automatic calling system that will call parents/guardians to inform them of school closings and important information. This system will call home phones, mobile phones or any phone number that is designated. It will also leave a message on answering machines and voicemail. You may also listen to our local radio station KMAM 1530 or KMOE/FM 92 and monitor Kansas City television stations for school closings.

WEBSITE

The Butler Elementary website can be accessed through the Butler R-V District website at www.butlerr5.org. The BES website includes information regarding calendar events, menus, an online copy of the student handbook, and other important information.

SAFETY AND SECURITY

DISMISSAL PROCEDURE

In an effort to safely deliver your children back to you, Butler Elementary School implemented a pick up procedure. This procedure hinges on a card system where you place a card with your child's name in your front window. A staff member will radio in your child's name. This process works by having cars line up along the south side of the building and down Dakota street, facing west. A crossing guard will motion you to park along the south side of the school and your children will be escorted out to your vehicle. When all children are loaded, you will be released as a group and the next group of cars will be signaled to fill the pick-up lane. Please do not pull out of the lane of traffic.

If you forget your card, please wait until the line has subsided, park, and come to the office to retrieve your child.

We realize some of you may opt to have your child walk to you, while you park several blocks away. This is fine, however your child will be categorized as a "walker" and will come out the East "nurses" doors of the building. Some children find this confusing, as they are technically car riders, but for our purpose of dismissing them, they are walkers.

EMERGENCIES

Students should have on record in the office the correct address and telephone number of their home and parent's place of work in case of illness or injury during school. Another person may also be listed as an emergency contact.

PLAYGROUND/RECESS EXPECTATIONS

Common sense and safety are the general rule regarding student behavior on the playground.

1. Students are to show respect to the adult on duty and other students at all times.
2. Students shall not use obscene, vulgar or profane language or gestures.

3. Running is not permitted when entering or leaving the building.
4. All items brought from home must be checked with classroom teachers before they are allowed on the playground.
5. The throwing of stones, snowballs, dirt, etc. is never permitted.
6. There is to be no fighting or games that include tackling, pushing or shoving.
7. Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted.
8. Students are not to retrieve balls or other items that go outside the playground.
9. Students are not to run through or otherwise disrupt someone else's game.
10. Jumping from the playground equipment is never permitted.

Students are never to re-enter the building or leave the playground without the permission of the person on duty.

Children are expected to participate in play activities unless excused for medical reasons. Weather permitting, students are given recess time each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days. ALL children are expected to go outdoors unless the weather is severe; then all students will remain indoors.

Only students with medical excuses are allowed to remain in the building during scheduled outside recess. A dated note is required each day your child must remain inside for health reasons. Parents/guardians may be asked to provide a physician's statement.

TORNADO, FIRE, EARTHQUAKE & INTRUDER DRILLS

Tornado, fire, and earthquake drills are held at regular intervals throughout the school year. Butler Elementary may also participate in intruder drills.

TRAFFIC SAFETY

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

1. When picking up a child, always pull **to the curb**. Do not stop in the middle of the driveway or street to pick up or drop off a child.
2. Do not park in the bus loading zones.
3. Children are not permitted to cross the street to be picked up or dropped off.
4. Acknowledge and obey the school safety patrols. Walking students have the right of way.
5. Upon leaving the building, students must cross the street only at designated crossing guard corners.
6. Bicycles may be ridden to school by students and parked in the proper place. Upon entering the school zone, a student must get off his/her bicycle and walk it inside the school area. When leaving school, bicycles must be walked out of the school zone.
7. No skateboards, roller blades, scooters, or skate shoes will be allowed at school.

Visitors to Butler Elementary are welcome provided that:

1. Permission has been approved through the principal's office.
2. All visitors must sign in at the principal's office and wear a visitor's badge.
3. Visits are to provide instruction.
4. Visiting friends or relatives may not attend school with the students.

STUDENT CODE OF CONDUCT

BIST

Butler Elementary School follows BIST (Behavior Intervention Support Team) as the discipline program. BIST's mission is to help teachers, administrators, parents, and students learn techniques to effect positive change and create a healthy learning environment for all. We accomplish this through grace and accountability.

At Butler Elementary School it is:

- Never okay to be disruptive
- Never okay to be hurtful: Physically, emotionally, or with property

Here are some terms that you may see or hear:

- Safe Seat - a place in the classroom where students can remain for instruction while restricting their environment so that inappropriate behavior will stop.
- Buddy Room - if a safe seat is unsuccessful, a student may be sent to a different classroom Safe Seat.
- Think Sheet - allows students the opportunity to examine their behavior and to develop a plan on how to replace the negative behavior with a more positive behavior.
- Processing - the time an adult spends with a child discussing the actions that led to the student completing a think sheet.

WHAT DOES BIST LOOK LIKE?

When a student is disruptive (hurtful to and/or about another student or adult; and/or interferes with the learning of other students), the teacher will confront the student in a caring manner without the use of anger.

WHAT DOES BIST SOUND LIKE?

When students are having a problem with their behavior, they may hear some of the following questions and statements from their teacher.

- Are you okay?
- Can you do this even though you don't want to?
- What was the problem?
- Why was it a problem?
- Who did it hurt?
- What can you do to take care of yourself and not be in trouble?

- What can you do next time this happens?
- It's OK to have a problem, but it isn't OK to stay stuck with it.
- Can you be OK even when others are not?

CLASSROOM EXPECTATIONS

Teachers and students work together to organize a safe, inviting learning environment in the classroom and school as a whole. While reminders may be needed to keep students attentive and on task, the expectation is that all students will be able to follow classroom and school rules. For a few students, reminders may not be adequate in helping them be responsible, respectful, safe learners and participants in school activities.

CONDUCT

It is essential that we maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, a conduct code has been created that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The goal of conduct guidelines is to create conditions that foster student self-discipline in a warm, supportive school climate that is conducive to maximum learning for all students. This is a general guide for behavior, not a mechanism for rigid control. The individual personalities of students or extenuating circumstances will be considered before corrective measures are prescribed.

NOTE: The use of video surveillance equipment may be used in the investigation of violations of the school rules. Students may receive discipline as a result of what is recorded.

DISCIPLINE POLICY

Students are expected to **Be Responsible, Be Respectful, Be Safe.**

Our goal is to help each child learn to make good choices and to take responsibility for his/her actions. We want each child to develop a positive self-image, feelings of personal dignity, and a sense of community contribution. The faculty is committed to helping each individual achieve these goals.

This student code of conduct is designed to reinforce the mission of the Butler R-V School District. Behavioral expectations, limits, and appropriate consequences for the violation of these are provided here to give information and guidance to Butler R-V staff, students and their parents/guardians. The guidelines for behavior listed in this document are in effect for students during the school day, on school property, at any school-sanctioned activity, on school-sponsored transportation to and from school or any activity, and may also extend to a student's behavior outside the bounds of the school if such behavior disrupts the school environment or violates the rights of others.

No code of conduct can list all possible infractions that may result in the use of disciplinary action. This discipline guide is not intended as a contract and should not be viewed as such. Unusual situations not covered in this policy will be handled as deemed appropriate by the building administrators or referred to the Superintendent of Schools. A student's prior history of discipline incidents, attitude, and length of time since the last occurrence will be considered when determining the appropriateness of discipline consequences. **All students will be subject to discipline at the discretion of building and/or district level administrators.**

DISCIPLINE OPTIONS

- **Principal/Student Conference:** Student and principal meet formally to attempt to resolve the situation. This may also include teachers, parents/guardians, and other school officials.
- **Loss of privileges:** A student may lose, temporarily or permanently, computer privileges, recess privileges, cafeteria privileges, bus privileges, or other privileges not listed here.
- **Confiscation:** A piece of property is held by a school official. Depending on the infraction, the item may be returned to the student, the student's parent/guardian, or turned over to appropriate law enforcement authorities.
- **Restitution:** Making good or compensating for loss, damage, or injury.
- **After School Detention (ASD):** Student serves time in the detention room from 3:05 to 3:50 under the supervision of a school staff-member. The student must bring school work or something to read during the detention. If the student fails to work or causes a disruption during detention, that student has failed to meet the conditions of the detention and will be disciplined according to the Butler R-V Discipline Guide.
- **In-School Suspension (ISS):** The student attends school, but instead of attending classes, he or she is isolated, with appropriate supervision, and is expected to do complete assignments for credit. In-School Suspension may range from one to ten days in length.

Rules applying to In-School Suspension:

1. The student may ride a bus to school but instead of attending classes, he or she is isolated and expected to do class assignments.
2. Daily assignments will be required during in-school suspension. A student on In-School Suspension may receive credit on an assignment. The student is not counted absent.
3. Students will be allowed to practice but not participate in games, contests, musical concerts, or other extracurricular activities until the In-School Suspension has been served.

- **Out of School Suspension (OSS):** Out-of-school suspensions are used by the administration as options at where other types of options have failed to correct the misbehavior of the student or as a first option for many of the types of misbehaviors that occur.

Out-of-school suspensions used by the building principals may range from 1-10 days in length and are sequential in the nature of their use. An Appeal of a 1-10 day Out-of-School Suspension is to be made to the Superintendent. Building Level Suspension Appeals end with the Superintendent of Schools. However some types of misbehavior are automatically placed at various levels.

Out-of-school suspensions used by the Superintendent of Schools may range from one to one hundred eighty days in length, and may be used at his discretion.

Students in Out-of-school suspension are ineligible to participate in or attend any district-sponsored activity or be on or near district property or the location where a district activity is held.

- **Notification of Law Enforcement/Authorities:** For violations of criminal and/or civil law, and where required by board policy, state law.
- **Expulsion:** The student is prohibited from attending school for a determined period of time, usually for more than 180 days.

DUE PROCESS

In all cases where a student may be determined as involved in unacceptable behavior that must be corrected through the options and procedures outlined in the Disciplinary Code, he/she will be given due process.

In each case or instance of unacceptable behavior the student will:

1. Be informed of the offense/problem area.
2. Be allowed to respond to the charge.
3. Have a right to appeal and a hearing.
4. Be given a written statement of the charge if requested. (In cases of suspension as options – the student will always be given written notice as to the offense and the disciplinary options to be used by the administration.)

The more serious the offense, the more detailed the hearing will be. The teacher or administrator will log all problems that tend to continue to arise even at minor levels of misbehavior where a student may eventually need discipline at a higher level and option.

HANDICAPPED/SPECIAL EDUCATION STUDENTS

State and federal regulations in relationship to those pertaining to educational services for the handicapped shall not be violated in application of the Discipline Code. Options used for discipline purposes for the handicapped child or those involved with special education services will be in accordance with all laws pertaining to them.

LIST OF PROHIBITED CONDUCT

ACADEMIC DISHONESTY: Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other conduct related to academics.

1 st offense	Principal/Student conference, required to redo the assignment
Subsequent offense	1-3 ASD, required to redo the assignment

ARSON: Starting or attempting to start a fire or causing or attempting to cause an explosion.

All offenses	OSS for 1-180 days or expulsion, restitution where appropriate
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ASSAULT: Hitting, striking and/or attempting to cause injury or death to another person; placing a person in reasonable apprehension of imminent physical injury or death; knowingly physically injuring another person.

1 st offense	Principal/student conference, 5-180 days OSS or expulsion, notify law enforcement.
Subsequent offenses	10-180 days OSS or expulsion, notify law enforcement.

Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another

1 st offense	Expulsion
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Bullying and Cyberbullying (see Board policy JFCF) – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or

other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

In all instances, there will be administrative conferencing to clarify and collect documents and evidence of the ongoing and continual threats or harassment.

1 st offense	Minimum 3 days ISS
2 nd offense	Minimum 5 days ISS
3 rd offense	Minimum 3 days OSS

Bus or Transportation Misconduct (see Board policy JFCC) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

1 st offense	Warning
2 nd offense	3 day bus suspension
3 rd offense	5 day bus suspension
4 th offense	10 day bus suspension
5 th offense	Student suspended until principal, bus driver, and parents can conference.
6 th offense	Suspended from bus remainder of year

The principal reserves the right to escalate the consequences for major offenses that endanger the safety of others.

DEFIANCE/INSUBORDINATION: Displaying a lack of cooperation, willful dishonesty, disobedience or defiance of the authority of the principal, assistant principal, teacher, bus driver or other school employee. Disrespect also includes any gestures, actions or speech interpreted as degrading or demeaning.

1 st offense	Principal/Student conference, ASD
2 nd offense	1-3 days ISS
3 rd offense	3-5 days ISS

DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH: (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

1 st offense	Principal/Student conference, ASD, 1-10 days ISS
2 nd offense	1-3 ASD, 1-10 days ISS, 1-180 days OSS

DRUGS AND ALCOHOL: (1) Possession, sale, purchase or distribution of alcohol or any over-the-counter drug, herbal preparation or imitation drug or herbal preparation. (2) Possession of or attendance while under the influence of or soon after consuming alcohol or any unauthorized prescription drug, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. (See School Medication Rules for more information on appropriate prescription administration.)

1 st Offense	Principal/Student conference, ISS, 5-10 Days OSS, confiscation, notify law enforcement
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Subsequent 10-180 Days OSS or expulsion, confiscation, notify law enforcement

EXTORTION: Threatening or intimidating any person for the purpose of obtaining money or anything of value.

1st offense Principal/Student conference, minimum 1 day OSS

2nd offense Minimum 3 days OSS

3rd offense Minimum 5 days OSS

FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY: Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

1st Offense Restitution. Principal/Student conference, ASD, or ISS.

Subsequent Restitution. ASD or ISS.

FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION OR OTHER DISCIPLINARY CONSEQUENCES:

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

1st Offense Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

FAILURE TO SERVE DETENTION (ASD) Student fails to meet the conditions required for ASD.

1st offense Student will make up the missed ASD, and serve one additional ASD

2nd offense Student will make up the missed ASD, and serve three additional ASDs

3rd offense Student will serve 1 day ISS and still make up all missed ASDs.

FALSE ALARMS: Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of school property.

1st offense 1-10 days ISS, 1-180 days OSS or Expulsion. Restitution where appropriate.

2nd offense 1-180 days OSS or Expulsion. Restitution where appropriate

FIGHTING: Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

1st offense 1-3 days OSS

2nd offense 3-5 days OSS

3rd offense 5-180 days OSS

HARASSMENT, INCLUDING SEXUAL HARASSMENT(SEE BOARD POLICY AC):Use of material of a sexual nature or

unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

- 1st Offense Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
- Subsequent In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

- 1st Offense In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent 1-180 days out-of-school suspension or expulsion.

HAZING (see Board policy JFCF): Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team.

- 1st offense Principal/Student conference, 1-10 days ISS or OSS, loss of privileges, restitution where appropriate
- 2nd offense 1-180 days OSS or expulsion, loss of privileges, restitution

INAPPROPRIATE PHYSICAL ACTION: Any physical act by a student that is not appropriate for the classroom, lunch, or hallways but does not rise to the level of bullying, extortion, fighting, or assault.

- 1st offense: Principal/Student conference, Loss of privileges, ASD, ISS, OSS
- 2nd offense: Loss of privileges, ASD, ISS, OSS
- 3rd offense: ISS, OSS

INCENDIARY DEVICES: Possessing, displaying or using matches, lighters, fireworks, or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

- 1st offense Principal/Student conference, Confiscation, ASD or 1-10 days ISS
- 2nd offense Confiscation, 1-10 days ISS or 1-180 days OSS

LEAVING CAMPUS WITHOUT AUTHORIZATION

- 1st offense ISS, OSS, notify law enforcement
- Subsequent ISS, OSS, referral to Central Office, notify law enforcement

PERSONAL ITEMS: Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

- 1st Offense Confiscation. ASD
- Subsequent Confiscation. ASD

POSSESSION/USE OF ALCOHOLIC BEVERAGES:

- 1st offense 5 days minimum OSS

Subsequent offenses 10-180 days OSS or expulsion

POSSESSION/USE OF UNAUTHORIZED SUBSTANCES:

1st offense 10 days minimum OSS, loss of privileges

PROFANITY: abusive, vulgar, or irreverent language inappropriate to an educational setting.

1st offense Principal/Student conference, 1-3 ASD, ISS, OSS

2nd offense 1 day ISS, OSS

3rd offense 1-180 days ISS or OSS

PUBLIC DISPLAY OF AFFECTION: Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

1st offense Principal/Student conference, ASD.

2nd offense 1-3 ASD or 1 day ISS

3rd offense 3-5 days ISS or 1-5 days OSS

SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL: Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury.

1st offense Principal/Student conference, Confiscation, 1-10 days ISS or OSS

2nd offense Confiscation, 1-180 days OSS or expulsion

TECHNOLOGY MISCONDUCT (SEE BOARD POLICIES EHB AND KKB AND PROCEDURE EHB-AP)

Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

1st Offense Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

Subsequent Restitution. Loss of user privileges, 1-180 days out-of-school suspension or expulsion.

Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

1st Offense Confiscation, principal/student conference, detention, or in-school suspension.

Subsequent Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

1st Offense Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Use of audio or visual recording equipment in violation of Board policy KKB.

1 st Offense	Confiscation. Principal/Student conference, ASD, or ISS.
Subsequent	Confiscation. Principal/Student conference, ASD, ISS, or 1-10 days OSS suspension.

TECHNOLOGY MISUSE: Using technology when not appropriate for the educational setting or in a manner that is not appropriate for the educational setting. Includes but not limited to: browsing the internet, taking pictures, playing games, online forums or chats, streaming videos, streaming music, or any other inappropriate behavior not suitable for the educational environment. Repeated misuse may result in restriction or loss of technology use in addition to consequences below.

1 st offense	Principal/Student conference, ASD
Subsequent	Loss of user privileges, ASD, ISS

Use of technology to conduct searches or view images or videos of a sexual nature.

1 st offense	Loss of user privileges, ASD, ISS
Subsequent	Loss of user privileges, ASD, ISS, OSS

THEFT: Theft, attempted theft, or knowing possession of stolen property.

1 st offense	Return of property or restitution, Principal/Student conference, 1-10 days ISS or OSS, possibly notify law enforcement.
2 nd offense	Return of property or restitution, 1-180 days OSS, possibly notify law enforcement.

THREATS OR VERBAL ASSAULT: Verbal, written, pictorial, electronic, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

1 st offense	Principal/Student conference, Minimum 3 days ISS or 1 day OSS
2 nd offense	Minimum 3 days OSS
3 rd offense	Minimum 5 days OSS

TOBACCO: Possession or use of any tobacco product or paraphernalia on school grounds, school transportation, or at any school activity.

1 st offense	Principal/Student conference, Confiscation, ISS, OSS
2 nd offense	1-10 days OSS, Confiscation
3 rd offense	10 days OSS, Confiscation
4 th offense	10-180 days OSS, Confiscation

UNAUTHORIZED ENTRY: Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

1 st offense	Principal/Student conference, ASD, 1-10 days ISS, 1-180 days OSS, possible notification of law enforcement
2 nd offense	1-180 days OSS or expulsion, possible notification of law enforcement

VANDALISM: Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

1 st offense	Principal/Student conference, Restitution and/or repair and/or cleanup, ASD, 1-5 days ISS or OSS, possible notification of law enforcement.
2 nd offense	Restitution, 1-180 days OSS, possible notification of law enforcement.

WEAPONS (see Board policy JFCJ): Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

1ST Offense In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent 1-180 days out-of-school suspension or expulsion.

Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

1ST Offense One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Expulsion.

Possession or use of ammunition or a component of a weapon.

1ST Offense In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent 1-180 days out-of-school suspension or expulsion.

RIGHTS OF PRIVACY FOR STUDENTS AND PARENTS

The students and parents' rights of privacy as prescribed by law will be maintained in all areas and in all respects in relationship to necessary disciplinary measures within the Discipline Code that might apply to them.

SCHOOL BUS RULES AND REGULATIONS

Students will observe rules for good discipline and safety. The following regulations for student safety serve as a guide.

1. Driver is in charge of the students and the bus. Students must obey the driver promptly.
2. Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Students should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Low conversation will be permitted on both elementary and secondary level. Loudness will not be permitted.
6. Students must not at any time extend arms or head out of the bus window.
7. Students must not try to get on or off the bus, or move about within the bus, while it is in motion.
8. Students must observe directions of the driver when leaving bus.
9. Any damage to bus should be reported at once to the driver.
10. No alcohol or tobacco products are permitted.
11. The student is responsible to the bus driver at all times while in the process of being transported.
12. Students will have nothing on the bus that will cause injury to others.
13. Students will not be rude or abusive to people whom they pass.
14. No eating on the bus.
15. Wait until the bus stops before moving toward it to enter.
16. Wait until the bus stops before getting up to leave.
17. The rear door is for emergency use only. A student should never open it except in an emergency.
18. On leaving the bus, students who cross the highway should cross the road in front of the bus-not behind it.
19. The aisle of the bus must be clear at all times
20. Students are to remain seated at all times.
21. Teasing or harassment of other students is prohibited.

It is at the discretion of administration to determine consequences of student

In cases where the well-being and maintenance of a good learning environment are involved, the school district's certified personnel may request that a student present him/herself for the purpose of being searched. All items that are considered improper for the needed or required activities of the school will be confiscated and handled in the manner prescribed by law. At no time will a student's rights for due-process be violated in the fulfillment of the certified employees; responsibilities or search and necessary seizure. Student lockers may be searched when it is the opinion of the school administrator that the action is warranted. Authorities are required because of illegal materials/substances. If the school authorities encounter illegal substances or other types of materials or supplies, the materials or substances will be turned over to legal authorities.

PUBLIC NOTICES

Missouri Department of Elementary & Secondary Education **No** **Child Left Behind Act of 2001 (NCLB)** **COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents	
General Information 1. What is a complaint under NCLB? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to private school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint under NCLB?

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department , and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the

complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

¹ Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C
compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

Revised 7/15 ² In

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

PARENTS' RIGHT TO KNOW

Butler R-V Public Schools is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified

If you have any questions regarding this information, please contact Mr. Darin Carter, Superintendent.

It is the policy of the Butler R-V School Board of Education not to discriminate on the basis of age, religion, national origin, or handicap in its educational programs, activities, or employment practices.

Handbook Acknowledgment Form

PLEASE SIGN AND RETURN TO SCHOOL WITHIN 5 DAYS.

Failure to return this form within 5 days means agreement and/or acceptance of the policies stated.

My child, _____, and I have received a copy of the Butler
(Student's Name)

Elementary School Student Parent Handbook. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

Signature of Parent or Guardian

Date

Signature of Student

Date

BUTLER R-V SCHOOL DISTRICT
Butler Elementary School

STUDENT - PARENT - SCHOOL LEARNING COMPACT

Parent/Caring Adult:

I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

1. To make sure my child arrives at school on time and attends regularly.
2. To make sure my child receives adequate sleep and has a healthy diet.
3. To provide a quiet place to do his/her homework.
4. To encourage my child to complete his/her homework and return it to school on time.
5. To read to/with my child at least three times per week.
6. To support my child and the teaching staff with a positive attitude and by communicating and working with teachers and school staff.

Student:

I know my education is very important. It will help me to become a better person. I agree to do the following:

1. To respect adults, other students, and myself.
2. To do my best, to be my best, and believe I can learn everyday.
3. To complete and return my homework on time.
4. To take responsibility for my own behavior.
5. To obey school and bus rules.
6. Spend at least 15 minutes a day reading.

Teacher:

I understand the importance of the school experience to each student and my role as a teacher. I agree to carry out the following responsibilities:

1. To teach needed concepts to each child in a meaningful way.
2. To provide a safe, positive learning environment.
3. To know the individual needs of each child.
4. To communicate with the parents on a regular basis concerning your child's progress.
5. To evaluate the student's progress regularly with the students' other teachers.

Principal _____

Date _____

Parent/Caring Adult _____

Date _____

Teacher _____

Date _____

Student _____

Date _____