



**Butler R-V
High School
Student Handbook**



The Butler R-V 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.

“First the Child”

Butler High School Vision Statement

- While attending this school, the students will feel safe, empowered, respected, and proud.
- In the classroom, students will make the connection between their current efforts and future successes. Students will demonstrate responsible behavior, integrity, respect for others, and high academic achievement.
- In the classroom, teachers will provide a variety of learning structures so all students can achieve, and the entire school community will collaborate to help students learn to their full potential.
- Graduating students will have the skills, attitudes, and confidence they need to achieve their life goals and become contributing citizens.
- All graduates will successfully attend an institute of higher learning, join the military, or become gainfully employed –with a proactive plan for their futures that maximizes their potential as active citizens.
- The alumni will say they were well prepared and continue to be proud of something special.
- Students, staff, parents, businesses, and the entire community will recognize and embrace their school as the heart of the community by being a safe, inviting, progressive, innovative organization with a commitment to excellence in academics, athletics, and the arts.

EVERY CHILD, EVERY DAY, WHATEVER IT TAKES



Enrollment

Enrollment in the Butler R-V Junior/Senior High Schools is a two-part procedure: (1) students are pre-enrolled in the spring, and (2) final enrollment is completed in the fall as students pick up their class schedules.

Class Changes

Students are allowed up to three days after the first full day the semester begins to make a request to alter their schedule. After three days, schedule changes can be made only with administration approval.

Credit & Grading Periods

The school year is divided into two semesters. The fall semester will contain first and second quarter, each with a midterm indicator and the spring semester will contain third and fourth quarter, each with a midterm indicator. These 4-week cycles are used as components in the intervention system.

Grading Scale

The district grading scale is as follows:

Percentage	Grade
100-96	A
95-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59-0	F

Each semester grade is determined by a combination of the two quarter grades and the semester test. If a student is enrolled in a class which has a state End Of Course Test, the test's score will also be calculated into a student's semester grade. Only the semester grades are recorded in the student's official record.

Students in the Special Services program may be under a modified grading system.

Reporting System

A. Midterm Indicators– Midway through each quarter students may receive a midterm progress report, available to parents upon request.

B. Grade Cards– Upon completion of each quarter, students are issued a grade card listing each class and the grade they received. The grade cards are made available for pick up by the student or the parent or can be mailed by request. The final report card (fourth quarter) will be issued approximately two weeks after the closing of school for the year. Grade cards will be mailed to parents/guardians who do not pick them up from the school. Students will not receive grades or credit until all financial and disciplinary obligations have been fulfilled.

Honor Rolls

Honor rolls are figured on a quarterly and semester basis. There are two types of recognized honor rolls.

- A. All A or A average Honor Roll.
 - All grades on the student's grade card must be an A or A- to be on All A Honor Roll
 - Grade average reaching 3.67 with no grades below a C to be on A average Honor Roll
- B. B Honor Roll
 - Grade average reaching 3.0 with no grades below a C to be on B Honor Roll.

Communications to Parents

- A. Parent/Teacher Conference Days—At the completion of first quarter, school will be dismissed so parents may have the opportunity to visit with their student's teachers. During third quarter, school will be dismissed so the students can lead their parents through a conference describing their academic progress.
- B. Teacher Plan Period— on a daily basis, teachers have a plan period built into their schedules. Parents are encouraged to contact their student's teachers during this time to visit by phone, or set up a time to meet. Email is also an accepted form of correspondence.
- C. Parent Portal— After setting up an account, parents may access their student's information through the Parent Portal feature. Signup information is available in the high school office.

D. Digital/Social Media-

Facebook: Butler High School

Twitter: @ButlerHSBears

Butler R5 App: You can find us in the Apple App Store or the Google Play Store with the title Butler R5.

Academic Requirements

A. Junior High School (grades 7-8)—Students in the Junior High are required to take classes at both the seventh and eighth grade levels in mathematics, English, social studies, and science. These classes are called core subject areas. In addition, the students are required to take physical education and computer applications. The student's schedule will include four one quarter exploratory classes with the exception of band students.

B. Senior High School (grades 9-12)—Butler graduates must accumulate 24 units of credit. Credit is earned by successfully completing each semester of coursework. One half credit is earned per class per semester. BEAR Time is worth $\frac{1}{4}$ of elective credit per year.

BUTLER R-V GRADUATION REQUIREMENTS

All seniors are required to take and pass at least 2 core classes per semester. Core classes are defined as those classes in communication arts, social studies, science and math. Specific graduation requirements are as follows:

I. COMMUNICATION ARTS -----	4 credits
English I (1 credit)	
English II (1 credit)	
English III or AP Composition & Literature*(1 credit)	
English Elective (1 credit, grade 12, see BHS Program of Study for elective choices)	
*Weighted, and may be taken as a junior or senior	
II. SOCIAL STUDIES ** -----	3 credits
Modern U. S. History (1 credit)	
World History (1 credit)	
American Government (1 credit)	
** Must pass United States, Missouri Constitution, and Citizenship examinations	
III. MATHEMATICS -----	3 credits
Algebra 1A and Algebra 1B (1 Credit each) OR Algebra 1 (1 Credit)	
Math Electives (2 additional credits in grades 9-12, see BHS Program of Study for elective choices)	
*Students who take Algebra I in the 8 th grade must earn 3 math credits during grade 9-12	
IV. SCIENCE -----	3 credits
Physical Science (1 Credit)	
Biology (1 Credit, Biology is REQUIRED for all students)	
Science Elective (1 Credit, see BHS Program of Study for elective choices)	
V. FINE ARTS -----	1 credit
Band/Mixed Chorus/Pop Chorus/Art/Drama/Music Appreciation	
VI. PRACTICAL ARTS***	1 credit
***Must include ½ credit of Personal Finance, (state required)	
Agriculture/FACS/Business/Computers/Library Science/Introduction to Engineering Design	
Cadet Teaching/NRTC programs/School to Work program	
VI. PHYSICAL EDUCATION -----	1 credit
Physical Education (1credit)	
VII. HEALTH -----	½ credit
Health (1/2 credit)	
VII. ELECTIVES	7 ½ credits

TOTAL CREDITS NEEDED	24 credits

Grade Classification

Students in grades 9-12 are classified according to the number of credits earned.

The classification system is as follows:

9 th Grade (Freshman)	Students earning 0-5 credits
10 th Grade (Sophomore)	Students earning 5.5-10 credits
11 th Grade (Junior)	Students earning 10.5-16 credits
12 th Grade (Senior)	Students earning 16.5 or more credits

Academic Rank

Students will be ranked academically within their respective classes by the following system. Points for each class that a student passes, on a semester basis only, will be added together and then divided by the total classes taken by the student in determining class rank. The point value scale will be used in converting academic letter grades.

The academic ranking system is a continuous one, from ninth grade through the twelfth grade. Students may earn extra academic points by taking certain upper-level courses, referred to as weighted classes.

For the class of 2017 and beyond, a 2-tiered weighting system is used.

For AP and dual credit courses taught by a Butler Faculty member, the multiplier for weighted courses is 1.5. For 2017-2018 this includes the following courses: AP Government, AP Literature and Composition, AP Biology, Agriculture Business 131, Advanced Animal Science 1420, Greenhouse 129, Spanish 1601/1602, College Algebra 1111, and PLTW Coursework.

For other advanced courses, the multiplier is 1.25. For 2017-2018, this includes the following courses:

- All Online Dual Credit Courses through Crowder College
- Spanish III
- Calculus
- Trigonometry
- Probability & Statistics
- Chemistry
- Advanced Chemistry
- Physics
- Advanced Biology
- Accounting II

Top Ten Seniors

The top ten seniors will be determined by the weighted academic ranking system. All classes, grades 9-12, taken by a senior will be used in computing the rank. A student must be in full-time attendance for eight semesters to be considered for the top ten seniors.

Valedictorian/Salutatorian

The top academically weighted ranked senior student will be classified as the Valedictorian of the class. The second academically ranked senior student will be classified as the Salutatorian of the class. Students eligible for these awards must: (1) be in full-time attendance for eight semesters; and (2) be enrolled in Butler R-V Schools prior to their seventh semester of high school. Students transferring into the Butler School District during their senior year are not eligible for these honors.

Attendance Standards

For any verified absence, documentation should be provided as indicated.

1. Illness or injury to the student—a written confirmation by medical provider.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The building principal may require a program or other evidence from services as well.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with documentation from the court.

All other absences and any absence for which required documentation is not provided are unverified.

College Visits

Students have 3 college visits days (grades 9-12) which will not count against their attendance.

Once the college visit is scheduled the students need to sign up in the high school office in the COLLEGE VISIT NOTEBOOK, kept by the high school secretaries.

1. The student needs to inform his/her teachers of their college visit before the visit day.
2. Confirmation must be returned with the name and signature of the contact person that hosted the visit or another acceptable form of documentation.
3. The principal may approve additional college days at his/her discretion.

Consequences for Attendance Violations

Students will be expected to make up all assignments from missed classes regardless of whether an absence is verified or unverified. The accepted practice for missed classwork is to receive one day for each day missed. Each teacher may extend limits in which missed work may be completed at his/her discretion.

1. When a student has accumulated **three (3)** absences, the administration will send home written notification of the status of attendance along with a record showing the missed academic time. The administrator may also conference with the student if the missed days occur in a manner that merits intervention.
2. When a student has accumulated **five (5)** absences the administration will send home written notification of the status of attendance along with a record showing the missed academic time.
3. When a student has accumulated **nine (9)** absences the administration will send home written notification of the status of attendance along with a record showing the missed academic time.
4. When a student has accumulated **ten (10)** absences per semester, credit is denied. A system is in place to reinstate credit, which involves appearing before the Student Affairs Committee in an Attendance Appeal Hearing. This committee will recommend one of 3 options:
 - 1) Immediate credit reinstatement
 - 2) An attendance contract which will last for the rest of the semester.
 - 3) Keeping credit denied.

The principal can waive the hearing and immediately reinstate credit if obvious reasons for the absences are present.

Any student may reduce accrued absences by attending make-up study scheduled by the building principal during non-instructional times. The student must notify the building principal that he or she wishes to make up attendance days, and the building principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five (5) days worth of absences by attending make-up sessions.

The district will contact the Children's Division (CD) of the Department of Social Services or the Juvenile Office in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

Notice and Due Process

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unverified should have been recorded as verified. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

Admit To Class

After any absence, upon returning to school, the parent/guardian is requested to send a note signed by the parent/guardian stating the reasons for the absence and the date of the absence. The parent/guardian may telephone or electronically notify the office upon return of the student if he/she would rather not write a note. The note, along with an admit request (available at the office window), will be presented to the attendance secretary, who will then issue the admit slip.

Checking Out of School During the School Day

1. Upon reaching the school grounds before or during the school day, the student is not to leave at any time except after reporting to the office and receiving permission.
2. Permission to leave school will not be granted unless the student presents a written request from the parent/guardian stating that he/she be allowed to leave school; or if the parent/guardian contacts the school by phone before the absence.
3. Permission to run errands will be considered on an individual basis by the principals.
4. Students wishing to go to their cars during the school day must report to the office for permission.
5. The student must check out even when the parent arrives to pick him/her up.
6. Students contacting parents via cell phone in order to be checked out to go home will receive a cell phone violation according to the discipline handbook. Students CAN be cleared through the nurses office or high school office to receive permission.
7. **Students must attend school for the entire academic day in order to participate in extracurricular activities on that date.** If a student has an appointment or wishes to leave on that day, the student's parent must clear the absence with one of the administrators prior to the student checking out of school. If the student's parent does not have prior clearance from an administrator, the student will not be allowed to participate.

Tardiness: SHOW UP, ON TIME, READY TO LEARN

Students who are late to school must report to the office for a class admit. This is to be done in all cases. If the student is tardy to any class during the day, he/she must: (1) produce a pass from the teacher who caused him/her to be tardy, or (2) admitted to class and counted as tardy.

The tardy policy places the responsibility for recording and administering a student's tardiness with the classroom teacher.

1. The student **must be notified** orally that he/she is tardy to class on the date that he/she is tardy to the class.
2. The minimum standard in defining whether or not a student is tardy is whether or not he/she is in the classroom, on time, with the required classroom materials. If teachers choose, they may require additional standards (such as students being seated) for tardiness. Teachers should clearly post their expectations for being on time and avoiding tardies in a visible place near the door of the classroom.
3. On a student's sixth tardy of the 4-week grading cycle, he/she will begin to accumulate disciplinary consequences according to the high school discipline guide.
4. **For students who wish to participate in extracurricular activities: Students must be present for the entire academic day in order to participate in an athletic contest or a performance on that date. If a student is late to his/her first hour class, that student is ineligible to participate on that day.** If a student is late on a Friday, the student is ineligible to participate until the student is in attendance for a full day of school—Monday.

Truancy

Truancy: absence from school or class without the knowledge and/or consent of parent and school officials. This not only includes being off campus, but also out of assigned area without permission of school officials. A student is considered truant if he/she is at school and does not report to each regularly assigned class. Violations of this rule will be handled according to the high school discipline guide.

School-Sponsored Activities

Absences for school-sponsored activities for which the student has been properly pre-excused are exempt from the attendance policy.

Cell Phone Use

Students will be allowed to have and use cell phones during the school day while in the hallways during pass time and during lunch. The use of cell phones during instructional time will be at teacher discretion with teacher permission. Misusage of cell phones by the students will fall under the discipline handbook.

Withdrawal From School

Students wishing to withdraw from the Butler R-V Junior/Senior High School are to use the following procedure:

1. Notification from the parent/guardian is required.
2. A check-out sheet shall be obtained from the office and completed by the student during his/her last day of attendance. This sheet must be signed by each of the student's teachers and returned to the office at the end of the school day.
3. All books and materials must be returned, and all financial obligations must be met before the student can check out.
4. Dropouts from Butler R-V High School are ineligible to attend school dances.

BUTLER R-V HIGH SCHOOL SCHEDULE

Primary Bell Schedule

PERIOD

- | | |
|----------|--|
| 1 | 7:50 - 8:39 |
| 2 | 8:43 - 9:32 |
| 3 | 9:36 - 10:25 |
| 4 | 10:29 - 11:18 (Vo-Tech dismissed 11:10) |
| 5 | 11:22 - 12:33 (Lunch) |
| 6 | 12:37 - 1:26 |
| 7 | 1:30 - 2:19 |
| 8 | 2:23 - 2:55 (BEAR TIME) |

Building opens at 7:30. Breakfast served at 7:35

NOTE: Students are not to be inside buildings before 7:30 a.m. or after 3:30 p.m. unless supervised. Exceptions: Due to cold/inclement weather – the cafeteria will be prior to 7:30 a.m.

School Closings

All school cancellations due to snow and early dismissals will be announced through a notification from the Butler R5 mobile app, over the local radio station KMAM/KMOE – FM -92, and the twitter handle for the high school office: @ButlerHSBears

Parking and Driving Regulations

The following parking and driving regulations are established to promote student safety and protect personal property. The student agrees to abide by the rules indicated below.

1. The gym parking lot is authorized for student use. Students are not to park vehicles or motorcycles on the fire road west of any school buildings or in any other parking lot.
2. Students must park their vehicles in the authorized parking lot immediately upon arrival to school and leave them until dismissed from classes, except by permission of the principal.
3. Students will not operate a vehicle in a reckless or dangerous manner in the vicinity of the school or on school property.
4. Students are not to be in the parking lot during school hours. Driving, sitting, or being at vehicle without permission may result in disciplinary action.
5. Vehicles are to be parked in no more than one parking spot, and only in their assigned spot.
6. Licensed motorcycles may be parked in a normal student parking space.

School-Provided Transportation

Students utilizing school transportation to and from school are subject to the rules and regulations established by the bus company in addition to the school rules.

Butler R-V will provide transportation to school activities/athletics. All students are to ride school provided transportation to the activity. In cases where a parent/guardian wishes to take his/her child after an activity, he/she must sign the student out. Students will not be signed out to ride home with other students. In certain circumstances, parents may allow their child to ride home with another responsible adult, but a written request to one of the administrators below, prior to the activity, is required:

- High School Activities Director, Mr. Kirk Hannah at 660-679-6121 ext239 or kirk.hannah@butler.k12.mo.us.
- High School Principal, Marci Beckley @ 660 679 6121 ext. 263
- Assistant High School Principal, Tyler Janke @ 660 679 6121 ext. 258

General Conduct: Students should treat one another and adults with dignity and respect, at all times and in all situations. Most other issues will be addressed in the Discipline Guide.

Cafeteria and Lunch Period

The cafeteria at BHS provides lunch in accordance with federal and state guidelines. Students bringing their lunches from home are required to eat in the cafeteria or patio during the lunch period. Money may be placed in student accounts before 10:30 AM in the High School Office in order to ensure proper credit. To purchase a lunch Students must maintain a positive balance in their lunch account. Students with insufficient funds will be offered an alternate lunch. Students are not allowed to leave campus during the lunch period.

During the lunch period, students are to stay in the cafeteria or on the patio except to use the restrooms. **No restaurant food is to be brought into the school by parents without prior office approval.**

Lockers

Lockers will be assigned to students. High School Students may bring a lock from home. The school district must maintain a copy of the combination or key to the lock. Most senior high lockers have two students per locker. Lockers should be kept locked at all times to safeguard belongings. The students are not to move to another locker without checking with the office. The school reserves the right to check or inspect the lockers at any time during the school year. Valuables of any type should not be left in lockers.

Lockers may be decorated in good taste but should not include any suggestive pictures relating to alcohol, drugs, or inappropriate dress. No tape or adhesive material is to be used to decorate the lockers. Magnets may be used.

Fire, Tornado, Earthquake, and Lockdown Drills

Fire, tornado and lockdown drills are held regularly. Emergency instructions are posted in each room. Teachers will provide drill instructions. The student's safety and health depend on following these instructions. Any student who sounds an alarm, except when danger exists, will be disciplined according to the discipline guide. Vandalizing fire extinguishers or other emergency equipment will result in disciplinary action.

Textbooks

Textbooks for classes will be furnished by the school. Each book issued by the teacher is to be returned in proper condition at the end of the course. Students should not mark or highlight. The student is financially responsible for damage to or loss of a book.

School Assemblies

Throughout the year, there will be various types of school assemblies. Students are to maintain proper conduct and follow the directives of staff.

Visitors

All visitors, including parents, are required to check in through the principal's office upon entering the school. All visitors are required to wear a visitor's badge.

Parent-School Communication

Successful parent-school communication is vital to the general well-being of the students. Parents are encouraged to communicate with the school through Parent/Teacher Conferences, telephone, e-mail. Parents can access information about the school and activities via the Butler R5 app, the district webpage www.butlerr5.org, the SIS Parent Portal, the Butler School District Facebook Page, the high school office twitter feed: @ButlerHSBears and the local media.

Discrimination

1. All programs and courses at the Butler School are open to all students, regardless of race, sex, creed, color, or national ancestry. The school will not require or refuse participation by any of its students on such basis.
2. Procedure for Claiming Discrimination – The Butler R-V School, in compliance with Title IX of the Education Amendments of 1972, has implemented a procedure for students claiming discrimination on the basis of race, sex, creed, color, or national ancestry.