

Student and Parent Handbook

*2015-2016*

North Butler Elementary School

5539 Brownsville Road, Morgantown, Kentucky 42261

Josh Belcher, Principal PH 270-526-8936

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North Butler Elementary school will follow the policies of the Butler County Board of Education and North Butler SBDM Council. Many of the guidelines contained in this handbook are restatements of those policies.

**NON-DISCRIMINATION STATEMENT**

###### No person shall, on the basis of race, national origin, residence, religion, gender, handicapping condition, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program, activity of, or employment practice by the Butler County School System.

###### FACULTY & STAFF 2015-2016

Josh Belcher, Principal Myra Swift, Counselor Wanda White, Secretary

FACULTY:

PRESCHOOL: Ginny Lockhart

YOUNGER PRIMARY (K-1): Mona Daugherty Cindy Embry; Michelle Fields;

Jessica Willoughby; Kim Whittinghill; Diana Flener

OLDER PRIMARY (2-3): Amber Deweese; Erika Napier

Leslie Choate; Stephanie Parrish, Vacant

INTERMEDIATE (4-5): Susie Dorris; Megan Miller;

Jimmy Felty; Jayne Jennings

SPECIAL RESOURCE: Donnittia Beasley; Myranda Nyekan, Bethie Bratcher

SPEECH: Rachel Ross

ART: Kassie Decker

LIBRARY: Christy Havens

MUSIC: Sandra Crowder

PHYSICAL EDUCATION: Ben Grey

STAFF:

SCHOOL NURSE: Lori Raeuchle

FAMILY RESOURCE CENTER: Brandie Smith

KITCHEN MANAGER: Gail Bratcher

COOKS: Juanita Garrison; Sheena Romans, Susan Decker, Karrie Johnson

PARAEDUCATORS: Jennifer, McCombs; Kim Coots; Jill Burden; Ada Hixenbaugh; Rita Renfrow

Missy Palmer; Shelia Whittinghill; Connie Willoughby; Debbie Dockery

CUSTODIANS: Vacant; Jennifer Jones;

SCHOOL-BASED DECISION MAKING COUNCIL

Focused on Student Achievement

*Josh Belcher, Principal*  Mona Daugherty, Teacher Jimmy Felty, Teacher Cindy Embry, Teacher

Deana Tomes, Parent Melissa Renfrow, Parent

The purpose of the North Butler Elementary School Council is to address the academic, social and emotional needs of our students by setting school policy that will enhance student achievement and help each student meet the goals established by the school council, consistent with state law.

The council meets each month. Meeting times and dates for the 2015-16 school year will be sent home at the beginning of the school year and posted through social and local media outlets. These meetings are open to the public, and parents are always encouraged to attend.

***Our school receives federal funds for Title 1 programs that are a part of the No Child Left Behind Act of 2001. Throughout the school year, we will continue to provide you with important information about this law and your child’s education. You have the right to request information regarding the professional qualifications of your child’s teacher(s). To request this information, contact the school at 526-8936***

**North Butler Elementary School Procedures**

**BEGINNING THE SCHOOL YEAR**

1. The following information must be on file for all students:

1. immunization record;
2. medical examination;
3. state-issued birth certificate;
4. social security card;
5. eye exam and dental exam for Preschool and Kindergarten students;
6. emergency card, **listing all persons who are allowed to pick up the child from school, on a regular basis or in case of an emergency;**
7. enrollment form;
8. Home Language Survey;
9. signed acknowledgment forms for student handbook and Butler County Code of Acceptable Behavior and Discipline;
10. textbook form;
11. Participation form for physical education, listing any health problems.
12. free/reduced price lunch form; if not interested, indicate on form, sign and return
13. Consent for School Health Services
14. Medication Authorization form **only when** your child takes medication at school

2. School begins at 7:50 a.m. with Town Meeting in the gym. Students and teachers say the Pledge, sing songs, share important news, recognize birthdays and recognize classes with Perfect Attendance. Students should be seated in the gym with their class by 7:50 to avoid interrupting this whole-school assembly program. Students arriving after 8:00 are Tardy. Students who arrive late or leave early must sign in/out through the office and give a written reason for the tardiness.

4. All parents and other visitors must report to the office upon entering the school. Visitors must sign in and wear visitors’ identification badges when in the building. This provides a list of who is in the building at all times and is a safety precaution for the benefit of students. All visitors must conduct themselves so as not to interfere with the daily operation of the school program.

**ARRIVAL AND DISMISSAL**

**The school doors open at 7:15 a.m. Students should not be left outside unsupervised before then.** Students and visitors go directly to the gym or cafeteria and do not go to the classrooms until 8:00. The school day begins with Town Meeting in the gym at 7:50. The regular instructional day begins at 8:00 a.m. and students arriving after that time are counted tardy unless they are on a late bus. Classroom instruction ends at 2:50 p.m. Students who leave early are also counted tardy. When a student must leave before 2:50, the parent/guardian or designee must sign out the student in the school office. **Parents may pick up their child after instruction ends at 2:50 p.m. by following the one-way traffic pattern of the loop in the front parking lot, where a faculty/staff member will come to the vehicles and ask for the student’s name. Students will be escorted to waiting vehicles beginning at 2:50.** To ensure children’s safety, we require adults entering the school to stop at the office so visitors are not roaming the halls with access to the students during this busy time. Teachers are still supervising their students until after the buses leave at approximately 3:15 and may conference with waiting parents after 3:15.

It is very important that parents complete their child’s Emergency Card and list persons whom they authorize to pick up their child from school on a regular basis or in the case of an emergency. List telephone numbers where someone can be reached in the case of the child’s illness or injury. When any contact information changes, such as telephone numbers, notify the school as soon as possible. Any time students are dismissed from school they shall be released according to the written instructions provided by the custodial parent/guardian on the emergency card. Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school in another manner. It is the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be changed. If written instructions are not provided to the school, the student shall be released only to ride home on the assigned bus or with the custodial parent/guardian. In cases where there is a question of legal custody, it is the responsibility of the legal guardian to provide the school with a copy of a legal document showing custody rights. The legal guardian may then request that other family members not visit or pick up the child from school. Any child who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action. A student may be released to a person with lawful authority to take custody of the student, e.g. a police officer with a warrant. In such case, the student’s parent shall be notified at the earliest opportunity. In addition, the Principal/designee may authorize emergency release of student for illness or other bona fide reasons.

## ATTENDANCE

Students are required to attend school regularly except when valid reasons exist for an excused absence. Parents of absent students may call between 7:45 and 10:00 to request makeup work for their child, which can be picked up after 2:00 p.m. When parents call the school about an absence, they should also **send a written excuse when the child returns to school.**

When a child is absent from school and sees a physician, the parent should send a doctor’s excuse from school statement to the school. In Butler County elementary schools, **only five absences or tardies per semester are counted excused by a parent-written note for any of the reasons listed below.** All excuses must be turned in to the school office **within five (5) days** of the absence/tardy. Anything after that will not be counted as excused. Students will be counted absent but allowed to make up missed school work (as feasible) for the following **excused absences**:

1. Death or severe illness in the pupil’s immediate family;

2. Illness of the pupil or a health-care appointment; (Any more than 5 per semester require a health-care provider’s written excuse.)

3. Religious holidays and practices;

4. One (1) day for attendance at the Kentucky State Fair;

5. Court appearances;

6. Severe weather conditions;

7. Failure of the bus to run;

8. Education-related activities if pre-approved by the principal;

9. One (1) day for the military deployment of a parent/guardian and one (1) day when a parent/guardian returns from military deployment.

**Kentucky law, K.R.S. 159.150 defines school truancy as follows:**

“Any child who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days or is habitually tardy without valid excuse is a truant. Any child who has been reported as a truant two or more times (six days) is a habitual truant. Being absent for less than sixty (60) minutes in a day shall be regarded as being tardy. The student’s attendance record is cumulative for an entire school year. A local board of education may adopt reasonable policies that:

(1) Define tardiness and habitual tardiness and establish interventions for each when they are without valid excuse;

(2) Require students to comply with compulsory attendance laws;

(3) Require truants and habitual truants to make up unexcused absences;

(4) Impose sanctions for noncompliance.”

In cases of students’ irregular attendance, the school will contact the home to ascertain if situations exist of which the school should be aware. Habitually truant students will be reported to proper authorities, such as the Director of Pupil Personnel, who may seek regular student attendance through the court system.

Parents will need to send a signed note to school **within five (5) days** of the student returning to school after an absence. If a valid note is not received within the five (5) day limit, the absence(s) will be recorded as unexcused any time a child is absent, which includes tardies. A note is required even if the parent noted the reason on the sign-in/sign out log at the time of check-in or check-out.

RECOGNITION: C.U.B. CLUB

Classwork Upstanding behavior Best attendance

Students may earn a place in the Cub Club with good work, behavior and attendance.

Requirements for membership in the Cub Club are:

* All As and Bs or all Satisfactory with no more than two minuses in each section of the report/progress card.
* Satisfactory (No I or U) from special area classes on Intermediate report card.
* Zero office referrals on file for the school year unless exempted by principal for great improvement.
* No more than the equivalent of 1 day unexcused absent per grading period (Unexcused absences are granted with doctors note and/or parent note if it does not exceed parent note limit and deemed unexcused by the principal. Kindergarten students will be eligible to earn membership after their first grading period ends in December.

**COMMUNICATION**

N.B.E.S. seeks to maintain open, two-way communication between the school and students’ homes to keep parents/guardians involved and informed about their child’s education. Some ways we communicate are through:

Weekly class newsletters Friday Folders containing student work

Progress Reports Open House

Regular school newsletters Parent/Teacher Conferences

District website Newspaper and radio features

Parent-Teacher Organization Code of Acceptable Behavior handbook

Student/Parent Handbook Student planners (grades 3, 4, & 5)

Title 1 Parent Workshops Remind 101 Text Alerts

Facebook, Twitter One Call Now automated telephone messages

**The mission of North Butler Elementary School is to form a welcoming, student-centered environment with high academic and social expectations achieved through respect, equity and collaboration between students, families and staff.**

**FRIDAY FOLDERS & WEEKLY NEWSLETTERS**

Each Friday, students bring home completed work and class newsletters in Friday Folders. Parents are asked to review this work with their child, and then praise good work and effort, and provide assistance and encouragement with skills that need improvement. Parents should sign and return the empty folder to school the following Monday. It is very important that parents also read the class newsletter to be informed about their child’s education and involved in upcoming events. Parents are encouraged to direct any questions they have about student performance or school news to their child’s teacher or the principal.

**VISITORS**

All parents and other visitors should report to the office upon entering the school. Visitors must sign in and wear a visitor’s identification badge when in the building. This provides a list of who is in the building at all times and is a safety precaution for your child. All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

**MESSAGES/ITEMS FOR STUDENTS**

Important messages for students will be taken by the school secretary and the teacher will see that the student receives the message. Students are not allowed to use the telephone unless there is an emergency or they have the permission of the teacher or principal. If it is necessary for a parent to bring a book, lunch box, etc. during school, the parent should report to the office. School staff will deliver these items to prevent interruption of classroom instruction.

**VOLUNTEERS**

North Butler welcomes parents and family members who can assist with school activities such as Reading Pals, Family Literacy events, and P.T.O. functions. State law requires that schools conduct a criminal background check annually on all persons who volunteer in a school on a regular basis or who help supervise field trips. This process often takes several weeks to complete through Frankfort. Please contact the school principal if you are available to serve regularly as a school volunteer and ask for a background check form. (Youth Leader Request)

**WITHDRAWAL FROM SCHOOL**

The parent/guardian of any student who is transferring or withdrawing from school for any reason should notify the school office in order to obtain a proper release and transfer of student records. Textbooks and library books should be returned to school, and all fees and debts should be paid before student records are transferred.

**North Butler Elementary School Discipline**

**Teachers and staff will be getting Positive Behavior Intervention Support (PBIS) training during the 2015-16 school year. This is a positive approach to classroom discipline to help build a unified structure of expectations at North Butler Elementary.**

This year grades K-3 will be using a colored “clip chart” to monitor our behavior and classroom choices. Your child will have a clip in the classroom that they will physically move up or down the chart, depending on their choices. Please keep in mind that your child may not move every single day. In order to move up, students must go above and beyond in their behavior choices. Students reaching high levels on the chart may be offered rewards for their positive choices. The chart below explains how the clip chart works.

|  |  |
| --- | --- |
| RED  Outstanding! | Students who reach the red level will be rewarded for their positive choices.  Clip Chart |
| ORANGE  Great Day! | Students who continue to make positive choices move up to the orange level. They are one step closer to having outstanding classroom behavior! |
| YELLOW  Good Job! | Students who make positive choices will receive recognition as they move up the chart. |
| Green  Ready to Learn! | Everyone starts the day “Ready to Learn”! Students can “clip up” or “clip down” throughout the day depending on their behavior choices. |
| BLUE  Slow Down - Warning! | Students who receive a warning will move to blue. This serves as a reminder to students to think about the choices they make. |
| PURPLE  Think about It! | Students who continue to make poor choices will move to purple and will be given a consequence. |
| PINK  Parent Contact… | Parents will be contacted that day if their child is on pink. |

**\*Intermediate classes will use Class Dojo online where you can get alerts throughout the day of their behavior at school.**

**CONDUCT**

NBES will follow the Butler County Schools’ **CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE,** which establishes minimum behavior standards and disciplinary responses to student misconduct. Each family received a copy of this code upon student enrollment. All students are expected to behave in a manner that does not interfere with the instructional program, safety, rights, and responsibilities of themselves and others. Those behaviors include but are not limited to the following examples:

1. Each student is expected to obey the rules and regulations of the school and classroom, to obey the directions of all teachers, (not just their homeroom teacher), and to be respectful to all teachers and school personnel at all times.

2. Students should respect others’ property. Any person who willfully or negligently destroys or damages school or public property shall be subject to appropriate disciplinary action including the requirement to pay in full for such damage. Students will be expected to compensate the school for lost or damaged schoolbooks.

3. Students shall speak with appropriate language, voice, and volume at the proper times.

4. Students are to refrain from the following:

*a. Bullying or harassing;*

*b. Being disrespectful, rude, or discourteous; talking back to an adult; interrupting teacher’s instruction;*

*c. Leaving class or designated playground area without permission;*

*d. Inattentiveness;*

*e. Not completing academic work assignments;*

*f. Lying, cheating, stealing, forgery, or other forms of dishonesty;*

*g. Throwing an object in class or littering on school premises;*

*h. Failure to carry out a reasonable directive;*

*i. Running in the hall;*

*j. Making loud noises in the hall or class;*

*k. Unauthorized selling or trading on school premises;*

*l. Scuffling, horseplay, fighting, or name calling;*

*m. Threats to others, i.e., harassment, intimidation, bullying, extortion;*

*n. Chewing gum during school unless given special permission by teacher;*

*o. Skipping class;*

*p. Smoking or other use of tobacco;*

*q. Bringing cell phones, electronic communication devices, tape players, electronic games or devices, cameras, trading cards, water guns, or other items of this nature to school except when they are to be used in the instructional process, and then only at teacher request. Such items will be confiscated by the teacher and returned at the end of school day on first offense. The second offense and thereafter will result in confiscation and given to the principal to be picked up by a legal guardian. This expectation also includes field trips.*

*r. Possession or use of weapons or any item that can be used to inflict harm;*

*s. Possession of tobacco, lighters, or matches;*

*t. Profanity, vulgarity, obscenity;*

*u. Bringing to school, or being on school property under the influence of alcoholic beverages, dangerous drugs, or narcotics;*

*v. Abuse of a teacher;*

*w. Wearing clothing that distracts from classroom learning. (See Dress Code.) Students should not wear sunglasses or caps in the school unless given special permission by teacher or principal.*

*x. Any other unacceptable behavior which, in the opinion or the school administration or the Board of Education, is detrimental to the promotion of education or the general health and welfare of persons on school premises.*

*All school staff shall assist in enforcing these rules of conduct. Teachers may set additional rules and systems for documenting behavior in the classroom. Failure of students to obey and comply with these rules will result in corrective measures including but not limited to the following:*

*1. Restrictions in the classroom or school;*

*2. Loss of privileges;*

*3. Notification of parent;*

*4. Conference with principal;*

*5. Suspension by the principal;*

*6. Expulsion by the Board of Education.*

*All members of the faculty and administration will follow due process when dealing with students. In cases that warrant a corrective measure that would be considered punishment, the student will be given oral or written notice of the charges and evidence of misbehavior, and the opportunity to present his/her version of the facts. When it becomes necessary to suspend a student for unacceptable behavior, students will be given due process unless immediate suspension is necessary to protect persons or property, or to avoid disruption of the educational process. (See Butler County Schools Code of Acceptable Behavior and Discipline.)*

**DRESS CODE**

Proper appearance has been shown to have a high relationship to behavior. Students and parents must accept the responsibility for appropriate dress. Students will dress according to weather, health, safety, and school activities. Dress and hair styles that are an extreme variation of those generally prevailing in the community and/or those that tend to disrupt the academic process and orderly operation of the school are not acceptable. Clothing with a message that promotes violence, harasses, threatens, intimidates, or demeans an individual or group of individuals because of gender, color, race, religion, disabilities, national origin, or sexual orientation, or that advertises illegal substances such as alcohol, drugs, and/or tobacco products is prohibited. Principals and teachers shall enforce the dress code:

1. See-through mesh or sheer clothing and tube tops are not permitted. Tank tops are permitted for Primary but are not permitted for grades 4-12.

Proper underclothing must be worn.

2. Under normal circumstances, no hats, caps, or headdresses are to be worn in school.

3. Students are to wear footwear at all times. (No footwear with rollers)

4. **Blouses and shirts must meet skirts, slacks, or pants. The midriff must not show. Pants must be worn at the waist. If shorts (No cut-off shorts are allowed), dresses, or skirts are worn, they must be no shorter than fingertip length.**

5. Full-length coats must be removed upon entering the school building door and placed in lockers or assigned areas.

6. Clothing and accessories (jewelry, belt buckles, necklaces, etc.) with obscene, crude, rude, or violent pictures or with sayings pertaining to drugs, alcohol, or sex are not permitted. Pocket/billfold chains or other chains are prohibited during school hours.

7. Band instrument cases and sports bags must be taken directly to the assigned areas upon arrival.

8. N.B.E.S. students are not permitted to bring cell phones or other electronic communication or entertainment devices to school unless given special permissions by classroom teacher or principal. When special permission is granted proper use must be given and students are responsible for their devices.

THE SCHOOL PRINCIPAL HAS THE RIGHT TO PROVIDE CONSEQUENCES FOR BEHAVIOR TO ALL STUDENTS, AS LAID FORTH IN THE **CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

**GOLD AND BLUE SLIPS- PBIS**

Reinforcing School-Wide Responsible Behavior

Goals:

1. Maintain a safe, secure, calm environment. Give students the security of knowing there is always an adult nearby concerned about their safety, even when they are away from their regular classroom teacher.

2. Establish consistent, school-wide rules for student behavior, particularly outside of the students’ homeroom.

3. Teach students to become responsible, respectful citizens by:

a. allowing them to choose rewards for their behavior;

b. being part of a team (class) which is working toward a goal (reward), and c. making them accountable for their own actions, with consequences for their behavior choices.

4. Have an easily managed system of discipline, with consistent support from faculty and staff.

5. Raise student self-esteem by acknowledging and rewarding good behavior.

6. Give every school employee in the building authority to reinforce good behavior and stop inappropriate behavior.

­Procedures:

1. Each class (or team) sets a goal to earn a certain number of gold slips within a certain time frame and is rewarded for reaching its goal.

2. Gold slips are given to students by adults to recognize responsible behavior. These can be written to an individual, small group, or whole class.

3. When a gold slip is earned, it is posted in the classroom.

4. Blue slips are given to students by adults to recognize unacceptable behavior. They can be written to an individual, small group, or whole class. These are also posted in the classroom. A BLUE SLIP CANCELS A GOLD SLIP.

5. Gold & blue slips may be issued anywhere on school grounds by any employee for out-of-classroom behavior.

**North Butler Elementary School Privacy, Rights and Safe Environment**

**FERPA RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible student) or who are attending a postsecondary institution certain rights with respect to the student’s education records. They are:

1) The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The school district will forward educational records on request to a school in which a student seeks or intends to enroll. Directory information on individual students may be released by the school unless specified instructions not to do so are presented to the principal or the superintendent in writing by the parents of the student on or before September 30 of each year.

Directory information will include the student’s name, address, telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent education institution attended by the student.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

For more information, contact the school principal.

**VISITORS**

**Local Citizens**

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District’s public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, all visitors must report immediately to the Principal's office upon entering the school and identify themselves as well as declare their purposes for visiting

**Registrants**

No registrant, as defined in [KRS 17.500](file:///C:\DocumentManager.asp%3frequestarticle=\KRS\017-00\500.pdf&requesttype=krs), nor any person residing outside of Kentucky who would be required to register under [KRS 17.510](file:///C:\DocumentManager.asp%3frequestarticle=\KRS\017-00\510.pdf&requesttype=krs) if the person resided in Kentucky, shall be on the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under [KRS 17.510](file:///C:\DocumentManager.asp%3frequestarticle=\KRS\017-00\510.pdf&requesttype=krs) as a registrant or sex offender from another state and all registrant information as required in [KRS 17.500](file:///C:\DocumentManager.asp%3frequestarticle=\KRS\017-00\500.pdf&requesttype=krs)

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in [KRS 600.020](file:///C:\DocumentManager.asp%3frequestarticle=\KRS\600-00\020.pdf&requesttype=krs), who has committed:
2. A sex crime; or
3. A criminal offense against a victim who is a minor; or
4. Any person required to register under [KRS 17.510](file:///C:\DocumentManager.asp%3frequestarticle=\KRS\017-00\510.pdf&requesttype=krs); or
5. Any sexually violent predator; or
6. Any person whose sexual offense has been diverted pursuant to [KRS 533.250](file:///C:\DocumentManager.asp%3frequestarticle=\KRS\533-00\250.pdf&requesttype=krs), until the diversionary period is successfully completed.

A registrant who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day;
2. To pick up the child who is injured or ill.
3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
4. To attend a school activity, including athletic practices and competition, in which the student is a participant.
5. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal’s response options may include, but are not be limited to the following:

* + Requiring the registrant to provide additional information needed;
  + Specifying check-in and check-out requirements;
  + Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
  + Restricting the registrant to a designated location on school grounds;
  + Limiting the time the registrant will be permitted to be on school grounds; and
  + Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

**School visitation**

Professional educators and citizens who are from other communities and who wish to observe the schools in operation are welcome. Arrangements for such visits must be made in advance with the Superintendent.

Guests or visitors of students are not allowed at school without permission from the Principal. In addition, no solicitors, business representatives and/or media representatives shall come onto school property without prior approval of the Superintendent or designee.

Students may not be interviewed by any person, except an employee of the Board, without the approval of the Principal.

**Classrooms**

Visitors shall not enter classrooms without the prior consent of the Principal.

**Conduct**

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

**Use of Tobacco**

Smoking is prohibited in any building owned or operated by the Board where children meet on a routine or regular basis.

**Accommodation**

Visitors with disabilities shall be accommodated as required by law.

Adopted/Amended 6/8/09

**Classroom Visitation**

Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District’s public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits does not interfere with the scheduled instructional program in the classroom.

**Lunch with Family Member**

Parents, guardians, grandparents, or other immediate family members as approved by the Principal/designee may request to have lunch with their child/grandchild. Otherwise, except for authorized District personnel, each school shall observe a closed campus at lunch.

**Special Invitation**

A special invitation for parents and other interested persons to visit the schools may be extended during appropriate school programs or activities and special occasions.

**ANNUAL PARENT NOTICE (Title 1) – RIGHT TO REQUEST TEACHER QUALIFICATION**

Our school receives federal funds for Title 1 programs that are a part of the No Child Left Behind Act of 2001. Throughout the school year, we will continue to provide you with important information about this law and your child’s education. You have the right to request information regarding the professional qualifications of your child’s teacher(s). If you request this information, this district or school will provide you with the following as soon as possible:

1. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction:
2. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
3. The type of college degree major of the teacher and field of discipline for any graduate degree or certificate;
4. If your child is receiving Title 1 services from paraprofessionals and, if so, hi/her qualifications.

# STUDENTS WITH DISABILITIES

In cases that involve students with disabilities, the procedures mandated by federal and state laws for students with disabilities shall be followed.

GUIDANCE

Guidance and counseling services may be provided for students. Services provided by the guidance program may consist of educational counseling; career and personal counseling; testing, and other services requested by students, parents, or staff. For more information, contact the counselor.

**HARASSMENT/DISCRIMINATION**

Harassment/discrimination due to an individual’s race, color, national origin, age, religion, marital status, political beliefs, gender, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.

A student who believes he/she has been subjected to harassment/discrimination or bullying should immediately report the incident to a teacher or principal. Students who engage in harassment/discrimination of an employee or another student shall be subject to disciplinary action including but not limited to suspension and expulsion.

**GRIEVANCES**

General:

Any student who wishes to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. School council, where appropriate;
4. Superintendent;
5. Board.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board’s discretion or authority, the Board will consult with legal counsel.

Title 1: Complaints alleging violations of Title I, Part A in the administration of the program shall be addresses in writing and made to the District Title I coordinator with contact information of the complainant and the nature of the complaint in terms of the Title I programming services.

School nutrition:  Those wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District’s school nutrition program should contact the district nutrition coordinator at 270-526-5624.  If you would like to pursue a grievance further go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov).   <http://www.ascr.usda.gov/complaint_filing_cust.html>

**HEALTH AND SAFETY**

All students are required to have a valid immunization certificate prior to enrollment in school. Newly enrolled students must also present results of a physical examination and a valid state birth certificate (not a hospital document or wallet card). State law requires every child entering preschool, public school, or Head Start to have a vision examination conducted by an optometrist or ophthalmologist prior to January 1 of the first year of enrollment. Parents should bring proof of this exam to the school office.

**Barren River District Health Department to provide a registered nurse, Mrs. Lori Raeuchle, to be stationed at North Butler Elementary. Her school office hours are 7:15 a.m. to 2:00 p.m. In order for her to see sick or injured students, parents must complete, sign and return the Consent for School Health Services form. Without signed consent the nurse will not be able to provide services. Over the counter medications will be provided and administered by the school nurse for children who have written consent from their parent or guardian. Prescription medications will require additional physician authorization.**

In cases of injury or illness that warrant immediate medical attention, the parent or guardian will be notified. Parents are encouraged to sign the medical release/consent form on the child’s emergency card to give the school permission to seek emergency medical attention for the child when immediate medical care is needed and the parent cannot be reached. In such emergency cases, the school will continue to attempt to contact the parent or guardian. The parent should inform the principal in writing of any previous condition, allergy, or religious belief that would make certain medical procedures inadvisable.

The school nurse may provide services and administer medications to student with parent’s written consent. In her absence, first-aid trained school employees may provide first aid and administer medications provided by parents, with the proper completed forms on file in the school office.

**All medications must be kept in the school office.** **School employees may administer prescribed medication to a student provided the following guidelines are met:**

1. The student medication to be given is brought to the school office in the original prescription bottle with the doctor’s name, student’s name, name of medication, dosage, and time to be given on the label. **The prescribing physician must complete the medication authorization form and the parent must sign this form.** A copy of this form is provided in this handbook. You may take this form with you to the physician’s office or call the school and request that a form be faxed to your physician when your child will need to take medication at school.
2. Non-prescription medicine is sent in the original container with a note from the parent but will not be given for an extended period of time. **The parent must complete the medication authorization form and send it to school.**

**Students with contagious conditions such as chicken pox, pink eye, scabies, lice or nits may not attend school.** Students may be checked for head lice and nits on a regular basis at school. Parents will be notified if their child has been found to have lice or nits. The child must be treated and all nits removed. After treatment, the child must be brought to school (do not ride the bus) where he/she is checked again. The child must be free of lice and nits before entering the classroom.

##### ASBESTOS MANAGEMENT PLAN FOR THE BUTLER COUNTY SCHOOLS

The Butler County School System is in compliance with both national and state regulations and laws relating to building materials which contain asbestos that have been used in building construction in past years.

An inspection for building materials that contain asbestos has been completed for all school buildings owned, leased or otherwise occupied by the Butler County Schools. This inspection has been conducted by a certified inspector, and the material samples were evaluated by an accredited laboratory. Building materials containing as little as two percent (2%) asbestos or assumed positive have been identified and made a part of an Asbestos Management Plan for the school system. A complete Asbestos Management Plan for the school district is available at the Central Office or in the Principal’s office of each school during regular business hours. You will be notified at least once each year on the status of the Asbestos Management Plan. Additional notifications may be issued as a result of an additional inspection, normal surveillance practices, response actions or remodeling work which might disturb building materials which contain asbestos. Every precaution will continue to be utilized in order to protect the well-being of students and employees of the Butler County Schools.

## PESTICIDE USE ADVANCE NOTIFICATION

KAR 302 29:050 section 12 requires that all schools implement a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health and environmental risk. Parents or guardians may request 24-hour notification of individual pesticide applications at the school site. The notification will identify the active ingredient or ingredients in each pesticide product.

**North Butler Elementary School Academics**

**HOMEWORK POLICY**

Homework is the out-of-class tasks assigned to students as an extension of classroom work. The objective of homework is to reinforce the lessons taught in the classroom, stimulate further interest in the topics taught, and develop independent study skills and responsibility. Recent education studies show a positive relationship between homework and student performance. Students in schools that assigned homework frequently showed higher student achievement levels than did students in schools that made little use of homework. Three types of homework are commonly assigned: practice, preparation, and extension.

Practice assignments reinforce newly acquired skills or knowledge. Students who have learned about a particular science concept, for instance, may be asked to find examples of the concept in their own environment. Students frequently are assigned homework to practice reading, math, spelling and writing skills. Once a student begins to acquire reading skills in Early Primary, students are expected to read at home at least five nights per week as a standing, ongoing homework assignment. When students have no specific, assigned, written homework, they are encouraged to read books, practice math flash card facts, study spelling words, or practice handwriting skills. Parents are key in seeing that students spend time in such crucial skills practice.

Preparation assignments are intended to provide background information and can include readings in the class textbook, library research, collecting materials for a class demonstration, and other activities requiring the gathering or organizing of information before a class discussion or demonstration. Parents are encouraged to read aloud to their child, even after the child can read independently, each night in order to build the child’s vocabulary, comprehension, and listening skills.

Extension assignments encourage individualized and creative learning by emphasizing student initiative and research. These long-term, continuing projects parallel class work and require students to apply previous learning. Teachers may assign projects for students to work on regularly before they are due to be completed days or weeks later.

Generally, homework is the responsibility of the student. Failure to do homework will result in corrective measures such as restrictions, loss of privileges, and notification of parents. The school appreciates the important role that the family takes in establishing a consistent responsibility of students for their homework. Therefore, we ask that parents make homework a top priority.

Missed assignments should be completed and given to the teacher within three days of the absence.

HOMEWORK TIPS FOR PARENTS:

1. Provide your child with a quiet place, at a table or desk, and the necessary supplies to work.

2. Set a regular time for doing homework each day and stick to it.

3. See that s/he brings home assignments. Intermediate and Older Primary students should write down assignments during class.

4. Provide praise and support, and don’t let children avoid homework. Never do an assignment for the child. Check with your child’s teacher if you have a concern.

5. See that your child reads every night.

# PROGRESS REPORTS

Teachers will report students’ progress four times per year, every nine weeks except for Kindergarten students, who receive reports three times per year. Parents of Primary students receive reports during conferences with the teacher each Fall and Winter. Because it is extremely important that teachers and parents communicate and work as partners in a child’s education, parents of Primary students are expected to conference with teachers in order to receive Fall and Winter Progress Reports. Parents of Intermediate students are also encouraged to attend conferences. Halfway through the nine weeks, any End-of-Primary (3rd), 4th or 5th grade student with unsatisfactory progress in a subject will have a deficiency report mailed to their home.

INTERMEDIATE GRADING SCALE

A = 90 – 100

#### B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

## PROMOTION, RETENTION AND PLACEMENT

### PRIMARY GRADES (K-3)

Students’ progress through the primary school program at their own pace, developing the skills and processes necessary for success in fourth grade. Retention and promotion within the primary grades are not compatible with continuous progress. Successful completion of the primary program before entering fourth grade shall be defined in terms of student achievement of the goals set forth in Ky. Law:

1) The determination of successful completion of the primary program shall be made on an individual student basis.

2) Ongoing evidence to support the determination shall include teacher observations, anecdotal records, student products or performances, and evidence of student self-reflection or assessment.

3) The development of the student exiting the program shall be consistent with performance expectations (Butler County Curriculum Standards, Kentucky Early Learning Profile¸ Academic Expectations, Core Content¸ and Program of Studies) which would support student success in the fourth grade.

4) A school team, including the parent/guardian of the identified student, teacher, and principal, will consider and recommend the appropriate early or delayed exit for any student in the primary program. Such review will take place at least thirty (30) days before such decision takes effect.

5) The focus for determining student eligibility to exit the primary program shall be consistent with the six (6) learning goals of KRS 158.6451.

6) To determine student accomplishments, teachers shall: collect a variety of work samples, complete observational checklists of academic, social, and development progress, and maintain anecdotal records.

7) The school will make every effort to involve parents in the process; however, the school will make the final decision.

INTERMEDIATE GRADES (4 & 5)

Promotion of a student in grades 4 & 5 shall be determined by the teachers and the principal in accordance with criteria in policy 08.22.:

The Superintendent shall develop procedures defining criteria

for student progress through the school program. Such criteria shall

provide that decisions regarding individual student progress be based on

individual student success as measured by any two (2) of the following

three (3) factors:

1. Teacher evaluation of the pupil 2. Acceptable ability-related achievement of a pupil on a standardized test, or; 3. pupil progression in the district’s continuous assessment program.

Retention may occur if the student fails to: a) make satisfactory progress in the class/subjects, based on such criteria as recorded in grades/scores on tests, homework and projects, and class participation points; b) Progress satisfactorily on the academic expectations.

The parent/guardian shall be notified of the possibility of the student’s retention by mid-year or as soon after mid-year as the teacher perceives the possibility of retention. The notification shall be sent by letter. The letter shall describe the problem and request the parent/guardian to meet with the principal and the teacher.

The school will make every effort to involve parents in the process; however, the school will make the final decision.

# PLACEMENT OF STUDENT FROM NON-ACCREDITED SCHOOLS

The principal and teachers shall determine the assignment/placement of pupils enrolling from private schools or home schools in accordance with the following guidelines:

1. Information about course work and progress will be requested from the previous school.

2. The student will be enrolled on a probationary status in the grade indicated by previous school records, and/or suggested by the parent.

3. Formal and informal testing is administered in each curriculum area, as appropriate.

4. Final placement is made after an evaluation of test data, the student’s physical and social maturity, and classroom performance during the probationary period.

5. Parents are informed of final placement within 20 school days of pupil attendance. Final placement may be higher than, lower than, or the same as placement during the probationary period.

**North Butler Elementary School Food Services**

## SCHOOL FOOD SERVICE

The school serves a nutritious breakfast and lunch each day**.** Applications for free and reduced priced meals are sent home to parents each year. These should be completed and returned to the school or Board of Education as soon as possible. Parents are responsible for paying the cost of meals charged until the applications are processed. Students who received free or reduced price meals last school year will continue receiving that benefit until Labor Day. If a new application has not been received by then, the student will be required to pay full price for meals.

Students who pay full or reduced price for meals may pay in the kitchen on a monthly, weekly, or daily basis. Each child has a lunch account, to which parents may deposit any amount of money they choose. Parents may make arrangements with the school cafeteria manager/bookkeeper to prepay meals or to pay weekly, biweekly, or monthly. Lunch ticket accounts are recorded on the kitchen computer and each child is assigned a 4-digit account number. Please help your child memorize this number so s/he can repeat it to the cook who is operating the computer at the end of the serving line. With the money on his/her account, your child may buy breakfast, lunch, and extras. If you do not want your child to use the account money to buy extra food, please send a note to Mrs. Gail Bratcher, the kitchen manager.

The Butler County School Food Service policy states that students will be allowed to charge a meal only ten times before the bill is expected to be paid the next school day. The cafeteria manager will send notices to the parent stating the amount owed.

**Meal Prices**

Paid Student Lunch FREE

Paid Adult Lunch $3.00

Paid Student Breakfast FREE

Paid Adult Breakfast $1.75

Milk 30c

\*All student meals will be free for school year 2015-2016 thanks to the Community Eligibility Provision grant.

**No meals from outside restaurants may be brought into the school for students during the breakfast or lunch periods.**

**Any snacks provided for students during classroom parties, etc. cannot be homemade but must be prepackaged, labeled, commercial products.**

**North Butler Elementary School Transportation**

**SCHOOL BUS TRANSPORTATION**

Only persons assigned to the school bus will be allowed to ride that bus. Students will not be allowed to ride buses other than their regular bus unless they have a signed permission slip from their parents given to the school office, which then issues permission to the bus driver. Students will not be allowed to get off their bus at any stop other than their designated stop unless they have a signed permission slip from their parents which has been likewise approved through the school office. Students should give bus notes to the classroom teacher as they unpack their backpacks each morning. **Parents who call the school requesting a bus change note be given their child should call the school before 2:30 p.m.**

Students will adhere to the rules of conduct while riding the bus as outlined in the directive issued by the transportation supervisor of the Butler County Schools. Read the *Regulations for Pupils Riding School Buses* and *Bus Misconduct Report* which follows for details

**Title 1 Parent Involvement Policy: (Amended 12/11/14)**

**DEFINITION OF PARENT**

The legal definition of a “parent” is a parent, stepparent, or foster parent of a student or a person who has legal custody of a student pursuant to a court order and with whom the student resides.

For the purposes of this policy we will use the term “parent” to encompass all diverse family situations.

**COMMITMENTS**

We commit to:

1. Sharing clear information about each student’s progress with parents.

2. Offering practical suggestions to parents on how they can support student learning at home.

3. Making representative parents and community member’s full partners in our decision-making.

4. Facilitating the involvement of our parents with limited English proficiency, parents with disabilities, and parents of migratory children.

5. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student’s life.

6. We will honor these commitments through a school-parent compact. During an annual meeting with parents, we will review the compact with parents, ask for input and then revise, if necessary, the compact.

**(Continued on back)**

**SCHOOL-PARENT COMPACT**

Our students’ parents, families, extended families, students themselves, as well as our local community are all considered partners who share responsibilities for high student academic achievement. Following are the responsibilities for the school, the parents, and the students:

**North Butler Elementary will:**

1. Provide high-quality curriculum and instruction in an effective, supportive, and safe learning environment that enables the students to meet Kentucky’s academic standards.

2. Provide information on the content students will learn each year through the methods listed in our Curriculum Policy.

3. Provide parents with frequent reports on their child’s progress. Specifically we will provide formal reports every 4.5 weeks for intermediate students.

5. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student’s achievement. Opportunities (where appropriate) will be provided for the student to participate actively in sharing information on his or her progress with his or her parents during these conferences.

6. Provide parents reasonable access to staff. The email address of child’s teachers will be provided to parents to promote communication. Staff will always be available to parents by appointment for face-to-face conferences.

7. Send home newsletters weekly that include information on ways families can help students learn. The first newsletter of the school year will contain a copy of this policy.

8. Support an active Parent Teacher Association or Organization.

9. Provide parents opportunities including but not limited to:

* + Observing their child’s classroom activities.
  + Extra-curricular opportunities.
  + Assisting with classroom activities that require more than one adult.
  + Preparing materials, mailings, refreshments, and other items needed for family and community involvement.
  + Joining our parent teacher organization and participating in its efforts to strengthen our school.
  + Volunteering along with other concerned members of our community in other areas as needed.
  + Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.

**The Family Resource/Youth Service Center will share responsibility for student achievement by:**

* + Surveying families at least once a year to learn what services and activities would most help them support their children as learners.
  + Offering a well-planned, well-publicized menu of activities and programs to meet those needs.

**PARENT RESPONSIBILITIES**

Parents are asked to:

1. Monitor attendance.

2. Become familiar with and support the school and individual classrooms’ homework policies and show interest with questions about and comments on the schoolwork their children bring home.

3. Make sure homework is completed.

4. Assist their child with time management.

5. Participate, as appropriate, in decisions relating to their child’s education.

6. Stay in close communication with teachers and the school about their child’s education by promptly reading all notices and surveys from the school or the school district and responding if necessary.

7. To the extent possible, volunteer, serve on the school council or a committee, attend School-Based Decision Making Council meetings, and comment on draft policies and plans as they are made available.

**STUDENT RESPONSIBILITIES**

With support from parents, students are asked to:

1. Attend school as regularly as possible.

2. Follow the school and classroom behavior expectations.

3. Bring necessary learning materials to school and to class.

4. Complete and turn in all assigned homework.



**SIGN AND RETURN**

Dear Parent/Guardian,

This handbook contains important information that all parents and students need. Please read and discuss this handbook with your child, emphasizing that these rules exist to enable all students to receive a high-quality education in a safe environment. Please sign this page, remove and return it to your child’s homeroom teacher within one week so we know you received it.

Sincerely,

Josh Belcher, Principal

I have read (or had read to me) the North Butler Elementary Student/Parent Handbook in its entirety.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby give permission for my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to:

**(Write “yes” or check all that apply)**

\_\_\_\_\_\_\_\_participate in a class that is recorded on videotape or film. I understand the videotape and photos may be used for student and teacher instruction/assessment. My child’s name and photo may be used for news releases, instruction purposes, school website, and school records such as the yearbook.

\_\_\_\_\_\_\_\_\_\_access networked computer services such as electronic mail and the Internet under adult supervision. I agree that my child will comply with the “Guidelines for Using Electronic Resources” policy and will communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

\_\_\_\_\_\_\_\_\_\_use the outdoor classroom and walking trail in the wooded area behind the school under adult supervision.

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_