

Butler Area School District Elementary Schools

Broad Street Elementary (K-5)
Center Township Elementary (K-5)
Connoquenessing Elementary (K-5)
Emily Brittain Elementary (K-5)
McQuiston Elementary (K-5)
Northwest Elementary (K-5)
Summit Elementary (K-5)



Parent-Student Handbook 2022-2023

BUTLER K-5 ELEMENTARY SCHOOL PARENT-STUDENT HANDBOOK

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NON-DISCRIMINATION

Butler Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, or handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact Dr. Brian Slamecka, Title IX Coordinator, or Mr. Aaron Royhab, Section 504 Coordinator, at 110 Campus Lane, Butler, PA 16001, (724) 287-8721. For more information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Mr. Aaron Royhab at (724) 287-8721.

BUTLER AREA SCHOOL DISTRICT 2022-2023

BOARD OF SCHOOL DIRECTORS

Mr. Al. Vavro – President

Ms. Jennifer Cummings – Vice President

Mr. Gary Shingleton

Mr. John Conrad

Mr. Bill Halle

Ms. Nina Teff

Ms. Mary Waggoner

Ms. Jennifer Daniels-Wells

Mr. Regenold Griffin

CENTRAL OFFICE ADMINISTRATORS

Dr. Brian White, Jr.

Dr. Brian Slamecka

Ms. Julie Hopp

Ms. Heather Bonzo

Ms. Kara Droney

Ms. Kristen Clouse

Mr. Aaron Royhab

Ms. Cari Boozel

Mr. Curt Springer

Mr. Christopher Thomas

Ms. Tabitha Scutt

Superintendent

Assistant Superintendent K-12

Director of Curriculum, Instruction and Professional
Development

Director of Finance & Operations

Director of Communications

Director of Human Resources

Director of Special Education

Asst. Director of Special Education

Asst. Director of Behavioral Services

Food Service Director

Supervisor of Transportation

PRINCIPALS

Ms. Vanessa Boyd, Principal

Ms. Theresa Cherry, Principal

TBA, Assistant Principal

Ms. Hope Hull, Principal

Mr. Josh Hundertmark, Principal

Dr. Carrie Morgan-Davis, Principal

Ms. Valerie Masters, Dean of Students

Mr. Matthew Martinez, Principal

Mr. Chad Broman, Principal

Broad Street Elementary

Center Township Elementary

Center Township Elementary

Connoquenessing Elementary

Emily Brittain Elementary

McQuiston Elementary

McQuiston Elementary

Northwest Elementary

Summit Elementary (CAPS)

DISTRICT INFORMATION

School Colors: Vegas Gold, White, Navy Blue

School Mascot: Golden Tornado

District Website: <https://www.basdk12.org>

Broad Street Elementary School

200 Broad Street, Butler, PA 16001

PHONE (724) 214-3630

FAX (724) 282-2673

Center Township Elementary School

950 Mercer Road, Butler, PA 16001

PHONE (724) 214-3800

FAX (724) 282-3503

Connoquenessing Elementary School

102 Connoquenessing School Road, Renfrew, PA 16053

PHONE (724) 214-4040

FAX (724) 789-7478

Emily Brittain Elementary School

338 N. Washington St., Butler, PA 16001

PHONE (724) 214-4200

FAX (724) 282-1013

McQuiston Elementary School

210 Mechling Drive, Butler, PA 16001

PHONE (724) 214-3900

FAX (724) 287-1119

Northwest Elementary School

124 Staley Avenue, Butler, PA 16001

PHONE (724) 214-4100

FAX (724) 287-2516

Summit Township Elementary School

351 Brinker Road, Butler, PA 16002

PHONE (724) 214-3880

FAX (724) 287-2734

Harriger Educational Services Center

Administration Building

110 Campus Lane, Butler, PA 16001

PHONE (724) 287-8721

SCHOOL HOURS

Office Hours:

8:00 AM – 4:00 PM

School Day:

9:05 AM – 3:30 PM

* Teachers- Best Time to Call:

8:15 AM – 8:45 AM

WELCOME BACK!

Welcome to a new school year at Butler Area School District!

The Parent-Student Handbook will give you beneficial and useful information about the practices, routines, procedures and policies of our schools. We recommend that you keep this handbook available for reference during the school year. It is our expectation that you will reinforce the student code of conduct contained in the Discipline Handbook.

Teaching young children is an awesome responsibility, and we need your help every step of the way. You know your children best, and your communication with your children's teachers is essential. We encourage you to keep in touch with your school, and to share any concerns that you may have.

The Butler Area School District has developed approved health plans that may change as guidance from the Pennsylvania Department of Education and Department of Health evolves. Please understand that these health plans and guidance from the state could impact information contained within this handbook. Current Health and Safety Plans for the Butler Area School District can be located at: <https://www.basdk12.org/administration/covid19>



BUTLER AREA SCHOOL DISTRICT STRATEGIC FRAMEWORK



BELIEFS

- We believe in lifelong learning.
- We believe that creativity powers innovation.
- We believe in the power of community pride.
- We believe in empowering individuals.
- We believe that all individuals are able to learn.
- We believe that everyone has a right to learn.
- We believe that diversity must be respected.
- We believe in dignity and respect for all.
- We believe in collaborative communication.



MISSION

The mission of the Butler Area School District, a community committed to fostering a culture of forward-thinking, innovative, and lifelong learning, is to prepare students to succeed in an ever-changing global society through academically rigorous and individualized learning experiences within a nurturing and safe environment.



OBJECTIVES

- All students will have an individualized rigorous academic plan.
- All students will meet or exceed individualized rigorous growth targets.
- All students will respect themselves and others.
- All students will create an ongoing interest-based portfolio that provides a foundation for career planning.
- All students will read with accuracy, fluency and comprehension by the end of 3rd grade.
- All students will demonstrate social, emotional and problem solving skills required to be successful in their life long learning.



STRATEGIES

- We will challenge students with an academically rigorous program by setting high expectations, supporting professional development and collaboration, differentiating instruction, developing student supports, and providing a consistent and aligned curriculum.
- We will foster an atmosphere of mutual and self respect for all individuals throughout the school community by developing partnerships, creating dynamic programming and building internal capacity.
- We will meet individual student needs through customized and differentiated learning experiences and the empowerment of educational choices.
- We will implement innovative, forward-thinking programming across the district that provides the students and faculty with opportunities to create relevant, authentic learning experiences.
- We will create a culture that values change aimed at continual growth and improvement by developing a system that invites stakeholder input, enables collaboration, and welcomes new ideas.

ADMISSION

BASD children may enter Kindergarten if they have reached their 5th birthday on, or before, September 1. Children may enter grade one if they have reached their 6th birthday on, or before, September 1. Kindergarten registration is held in the spring of each school year. Parents should provide the child's immunization/shot records, birth certificate and proof of residency to register a child in school.

ARRIVAL / DISMISSAL

All students must enter the building through the designated "arrival" door. Alternative entrances for parent drop-off may be designated at each building. Students are permitted to enter the building between 8:45-9:05 AM. Students should proceed directly to their homeroom or location of a scheduled activity. Staff members will be supervising the arrival of students, and our school police officer will monitor and facilitate the metal detector screening process at all times.

Dismissal time for students at all elementary schools is 3:30 PM.

Authorization to Pick Up: Students will not be released to anyone other than the parents or persons designated on the student data sheet unless the school has a signed note from the parent authorizing this action. If there is a court order indicating custody, a copy must be provided to the school.

For the safety of your child, anyone who comes to the school to pick up a student may be asked to show photo identification. If you send someone to pick your child up who is unfamiliar to the office staff, please let him/her know that he may be asked to verify his identity. We will not release a student if we are unsure that it is appropriate to do so. Safety is our primary goal during student arrival and dismissal.

Grades K-5: When picking up students, all parents must report to the office to sign out your child. Please utilize the designated parking spaces that are available.

ATTENDANCE

Since studies have shown that absences have a direct relationship to student achievement, regular and punctual attendance at all school sessions is expected of our students. Parents are urged to understand the important role they play in this situation and to foster good attendance habits in their children.

A student absence excuse, which states the exact cause of the absence and is signed by the parent, is required when a child returns to school following any absence. If no written excuse is received within five days, the absence will be considered as unexcused (illegal).

If a student is excessively absent from school fifteen (15) days per semester or twenty (20) days per school year, the parent/guardian is required to verify each additional absence with a written excuse from a doctor. Days excused by a doctor will not count towards the 15 day/20 day limit.

If a child is to be released during the school day, parents are requested to send a written note to school stating when and why their child is to be excused. Parents are asked to report to the office to pick up their child or children. Please do not go directly to the classroom. We must know the identity of the person to whom the student is to be released.

Students not in their classroom by 9:05 a.m. are considered tardy. They must report to the office and sign in, giving their reason for being late.

Students with repeated unexcused tardies and early releases will meet with the attendance improvement team to determine appropriate interventions and may be considered for a specific targeted intervention plan.

BULLYING

Through our district wide Positive Behavior Intervention and Supports (PBIS) program, positive school culture is encouraged and incorporated into our everyday lessons. Students are not permitted to bully other students either in school, on the school bus, or to and from school in any way. Our schools have utilized the OLWEUS Bullying Prevention Program that states, **“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself”** as a piece of this instruction. Students will participate in classroom meetings learning the importance of not bullying others and acting in a respectful manner, as well as discussing ways to inform adults about bullying situations that may arise in the school. The four main rules that the OLWEUS Bullying Prevention Program consists of the following:

1. **We will not bully others.**
2. **We will try to help students who are bullied.**
3. **We will try to include students who are left out.**
4. **If we know that somebody is being bullied, we will tell an adult at school and an adult at home.**

**** Students that are involved in bullying activity will be disciplined according to the Butler Area School District’s Discipline Handbook. ****

BUS REGULATIONS

Student Behavior: Students who ride a bus to school are expected to follow the bus driver’s directions, obey all safety rules, and treat others with courtesy while riding the school bus. Students who misbehave and violate safety regulations may lose the privilege of riding the school bus. If this occurs, parents are legally responsible for transportation to and from school even if it causes major inconvenience. Parents should stress to their children that they expect proper behavior on the bus. The Elementary Discipline Handbook details school bus procedures and consequences.



Bus Stop Change Request: Any request to change a student's bus stop must be for five (5) days a week and have the approval of the Supervisor of Transportation. Forms are available in the office and on the district's website. Parents should not assume that every request will be approved. Please allow two weeks for your request to be processed. [<Click here for the Bus Stop Change Request Form>](#)

Temporary Bus Passes: In emergency situations ONLY, a temporary student bus pass may be issued. A signed written request from the parent must be received in the principal's office with the current following information:

- The full name and room number of the child needing the pass
- The date that the pass is needed for
- The reason for the pass
- The number of the bus that student will ride
- The location of the existing bus stop
- The phone number where the parent can be reached that day
- The parent's signature

A temporary bus pass cannot be given if the bus is at full capacity and will not be given to accommodate a student wanting to visit another student. We are also unable to accommodate routines that require the student to be driven to different locations throughout the week.

STUDENTS NOT PERMANENTLY ASSIGNED TO THE BUS ROSTER, WILL NOT BE PERMITTED TO BOARD THAT BUS IF THEY DO NOT HAVE A TEMPORARY BUS PASS.

Following the above procedure should ensure that your child arrives safely.

BUS ACCIDENTS: In the event of a bus accident, a parent/guardian will be notified. Messages will be left on the primary phone number listed after at least 3 phone numbers have been dialed with no answer.

CAFETERIA PROCEDURES

Student Behavior:

1. Each student must sit at his/her assigned table and is responsible for keeping his or her table clean and properly disposing of trash.
2. Students are expected to get all needed condiments before sitting down.
3. Once seated, students must stay in their seats, except for purchasing snacks.
4. No food throwing or trading.
5. Unless a child is ill or has a note from a parent, each child is expected to eat lunch, either one carried from home or purchased in school.
6. A conversational voice should be used by students as they socialize. Yelling and noise making are not permitted.

7. Cafeteria monitors will maintain orderly control of the students. Students creating problems will be reported to the classroom teachers. Repeated violators and violations of a more severe nature will be handled directly by the principal.
8. Students who are required to brush their teeth after lunch are to make arrangements with their classroom teachers to do so at the conclusion of the lunch period. Students are to be certain this practice does not detract from the appearance of the restroom facilities.
9. Students are to remain in the cafeteria for their scheduled lunch period unless engaged in a supervised activity with the classroom teacher.

For additional information, please refer to the Elementary Discipline Handbook.

Cafeteria Price List:



<i>Elementary Student Breakfast</i>	<i>\$ 1.25</i>
<i>Reduced-Price Breakfast</i>	<i>\$.30</i>
<i>Elementary Student Lunches</i>	<i>\$2.25</i>
<i>Reduced-Price Lunches</i>	<i>\$.40</i>
<i>Milk</i>	<i>\$.65</i>

If you pay ahead for your child’s lunches, please put cash or check (preferably a check) in an envelope with the student’s name, lunch number, and how much is in the envelope. If you do not send in a note, the lunch staff will assume that you want the full amount of the payment credited to your child’s account. In the event that a student brings more money that is needed for his/her purchase, the change will be credited to his/her account.

SchoolCafé

The District offers an optional payment service called SchoolCafe. Through SchoolCafe parents and guardians are able to see their student’s account balance, a 60-day transaction history, and add money to their account electronically. You are also able to set up low balance alerts and schedule automatic payments. Please visit the District’s website to find out more information.

Policy on Charging Lunches:

Please visit the District's website under the [Nutrition Tab](#) to find out more information.

CELL PHONES & ELECTRONIC DEVICES

The Board of School Directors has determined that the possession of most electronic devices by students is not a vital part of the educational process. Students are not to use audio listening devices, handheld electronic games, digital cameras, or other such devices during the instructional school day unless they have permission from a staff member. Students may possess cell phones for use before and after school, but their use during the school day is strictly prohibited. Use is interpreted as using any cell phone feature. Cell phones must be turned off upon entering the school building and should be kept out of sight. Laser pens and other laser devices are prohibited from being in a student's possession, during the school day.

DISCIPLINE POLICY

Behavior expectations and disciplinary actions are outlined in the Butler Area School District's [Elementary Discipline Handbook](#).

DRESS CODE

Dress code expectations and disciplinary actions are outlined in the Butler Area School District's Policy Manual - Policy # 221- Dress Code, which can be found on the district website.

EMERGENCY DATA SHEETS

At the beginning of each school year, parents or guardians are to complete a Student Emergency Data Sheet for each child. These must be complete with local names and telephone numbers. It is necessary that the persons listed are persons available during the school day. Since the Student Emergency Data Sheet contains very important information which can be used for students' illnesses and/or emergencies, it is important that all information be supplied in all three sections – Emergency Data, Persons to Contact in Case of Illness, and Student Pick-Up Authorization Data. It is necessary that the Data Sheets be returned to school immediately. It is very important that Data Sheet be current. **Updates should be provided as soon as changes occur throughout the year. The District is also asking that contact information be updated as soon as possible through the Tyler digital SIS portal.**

EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular drills to help each child to respond calmly in the event of an emergency. Fire drills, weather drills, lockdown drills, and other emergency situation drills are conducted once a month to practice evacuation procedures. Evacuation routes are posted inside the door of each classroom and teachers discuss the procedures with the students before and after the drill.

EMERGENCY OPERATION PLAN

The Butler Area School District is subject to a variety of natural hazards (winter storms, hurricanes, tornadoes, wind storms, etc.) and man-made disasters (fire, hazardous materials accidents, acts of vandalism/terrorism). In order to provide for the safety and welfare of the students, it may be necessary to employ an emergency operation plan as prepared for each individual school. If an evacuation from the school is required, and school is located within the disaster area, students will be evacuated to outlying schools. Children will be retained under school officials' custody until they are picked up by their parents, guardians, and/or other properly authorized individuals. Depending upon the type of hazard, one of the following options may be employed to ensure the safety of the children:

Students will be relocated on the school campus.

Students will be transported to and sheltered at another District school.

Students will be transported to and sheltered at a location off campus.

If the school is outside the disaster area, students will be retained at school until they are picked up by their parents, guardians, and/or other properly authorized individuals. The school cannot send children home early when their homes are located inside the disaster area and an evacuation is imminent. Students will not be sent home at any time when an evacuation is in progress. You will be kept informed on the location where you can regain custody of your children through local radio and television announcements, and/or using our mass communication system. Children will only be released to the custody of those individuals for whom proper authorization has been granted, as provided on the BUTLER AREA SCHOOL DISTRICT STUDENT EMERGENCY DATA SHEET and the Student Information System.

In the event that the District's internal telephone system becomes inoperative due to a power outage, our school has a direct outside line that will be used until the system has been restored. The following telephone number may be used if the internal telephone service is inoperable.

This telephone number is only functional during an emergency situation.

Broad St. Elementary	724-282-2673
Center Township Elementary	724-282-3503
Connoquenessing Elementary	724-789-7478
Emily Brittain Elementary	724-282-1013
McQuiston Elementary	724-287-1119
Northwest Elementary	724-287-2516
Summit Elementary	724-287-2734

ENGLISH LEARNERS

In accordance with the Board's philosophy to provide a quality educational program to all students, the District provides an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have limited English proficiency (LEP) will be identified, assessed, and provided appropriate services. Students participating in LEP programs shall be required, with accommodations, to meet established academic standards and graduation requirements adopted by the Board.

FIELD TRIPS

Field trips within our area and to nearby points of interest may be scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. As a rule, students are asked not to bring any extra money or belongings on field trips, such as cell phones, cameras, toys, or games that might distract them from the purpose of the trip. What to bring and not to bring will be specified in the field trip information packet. Depending on the available seating on the bus, a small number of parent chaperones may be selected by the teacher. All chaperones are required to obtain clearances, please see our website for required volunteer clearance instructions. Please check with your school secretary well before the field trip to determine if you have the required clearances on file as some clearances can take weeks to obtain.

Sometimes a fee may be requested from each student to help defray admission or transportation costs. If the cost of a field trip poses a financial burden for your family, please contact your child's teacher or principal.

Any student who violates Butler Area School District discipline policies may be excluded from participating in any field trip.

Please note that field trips are enjoyable educational experiences that are an extension of a regular school day. Since we want to be proud of our students as they represent the Butler Area School District on these trips, parents are asked to see that their children are dressed appropriately for the occasion according to the District's dress code policy.

GUIDANCE PROGRAM

Elementary guidance is an integral part of the total educational experience. Academic growth cannot be separated from the social-emotional growth of a child. All students, parents, and teachers have access to counseling services at school. The school counselor works with individual students and classroom groups. All students are invited to talk over school related problems with the counselor. Students may visit the counselor by appointment or upon request of a teacher. Parents should also feel free to consult with the counselor. Please call the school secretary to schedule an appointment. The program is a collaborative effort among students, parents, teachers, administration, and community. Please notify your child's school in writing if you do not wish to have your child meet with a school-based guidance counselor.

HEALTH CARE

"CHIP" free health care for children is available for children that do not have health care insurance. Information on this free service is available through the office of the school nurse.

HEALTH SERVICES

The following health services are required for students by Pennsylvania Law. Any parent or guardian who for religious beliefs does not wish his or her child to receive the services and examinations in school by the school nurse, school physician, or school dentist must notify the school nurse in writing.

Height, Weight, and Vision Screening – all students

Hearing Screening – grades K, 1, 2, 3, 7, 11, special education

Physical Examinations – grades K/grade 1/New Entry, 6 & 11

Dental Examinations – grades K/1, 3, & 7

Visual Scoliosis Screening – grades 6 and 7

If you elect not to have the school provide the above services, you must provide the school with the results of examinations by your own family physician or dentist, prior to the date of the school exams.

Illness: If your child complains of headache, stomachache, sore throat, etc. before coming to school, please check his/her temperature. Please follow all current guidelines provided by the Pennsylvania Department of Health. If your child has a fever or is vomiting, please do not send him/her to school. If your child becomes ill in school, the nurse will decide if he/she should be sent home. You will be contacted so that the proper arrangements can be made. If parents are unavailable, persons you have listed on the Student Emergency Data Sheet will be contacted.

If your child has been absent from school with a more serious communicable disease, such as scarlet fever, strep throat, chickenpox, conjunctivitis, impetigo, ringworm, meningitis, scabies, head lice, or MRSA, please provide that information either in your written excuse or in a phone call to the school nurse.

If your physician has diagnosed your child with any vaccine preventable disease, please notify the nurse immediately.

Immunization Requirements for all students in Grades K – 12 (PA Department of Health):

- 4 doses of Tetanus, Diphtheria, and acellular Pertussis*
- 4 doses of Polio**
- 2 doses of Measles, Mumps & Rubella***
- 1 dose of rubella (German measles)
- 3 doses of Hepatitis B
- 2 doses of Varicella (chickenpox) vaccine or evidence of immunity

* usually given as DTP or DtaP or DT or Td

** a fourth dose is not necessary if the third dose was administered at age 4 yrs or older and at least 6 months after the previous dose

*** usually given as MMR

Students must be current on immunizations within the first five days of school or risk exclusion from school. In the event that a student is unable to meet the above requirements for medical reasons, the

student must provide a Medical Plan completed by their physician and submit it to the school nurse within the first five days of school. The medical plan must be followed or risk exclusion.

These requirements allow for exemptions for medical reasons & religious beliefs. If your child is exempt from immunizations, he may be removed from school during an outbreak. Pennsylvania's school immunization requirements can be found in 28 PA Code Ch. 23 (School Immunization). Contact the school nurse, your healthcare provider, or 1-877-PA HEALTH for more information.

Medication:

The Butler Area School District does not supply any prescription or non-prescription medication, but will cooperate with parents and their medical practitioners when medications must be given during school hours. Due to the demands made upon our health room personnel, requests for administration of medication during school hours should only be made when failure to take such medicine would jeopardize the health of the student or the student's participation in the educational program. It is the parent's responsibility to supply all medications to be taken at school.

The following procedures should be followed when making a request for administration of either prescribed or over-the-counter medications:

- Before any medicine is administered to a student, the parent or guardian must complete the [medication form](#). This includes the doctor's orders for all medicines. Under no circumstances will any medication be dispensed without permission from both the doctor and parent. Forms are available in the school office, and can be faxed to a doctor at a parent's request. A parent is required to bring the completed form and medication to the school nurse. Do not send medication with children.
- The container for the medication must be the container from the pharmacy and must have the following information:
 1. Name of the student
 2. Name of the physician
 3. Name of the medication
 4. Dosage of Medication
 5. Time Medication is to be administered at school
 6. Frequency of Medication
- Parents should send only enough medication to be taken at school for the duration of the need. Your pharmacist, upon request, will divide the prescription medication into two separately labeled containers: one for use at home, the second for use at school.
- Parents are responsible for informing the school nurse of any change in the child's health or change in medication. New, completed Medication Authorization Form(s) will be required with each change in medication, change in dosage, or at the beginning of each school year.

- The medication will be kept in a secure place and dispensed in the Health Office by medically licensed personnel, except for emergency rescue medications (i.e. rescue inhalers and epinephrine auto injectors). At the end of the school year, the parent/guardian is responsible for picking up any unused medication.

Food Allergies:

If your child has a severe food allergy such as peanuts, please inform the principal and nurse immediately.

HOMEBOUND INSTRUCTION

Students who experience extended illnesses or injuries that result in long term absences from school may apply for homebound instruction. Information concerning homebound instruction may be obtained from the school office. (See Policy 117)

STUDENTS EXPERIENCING HOMELESSNESS

Parents who experience temporary living arrangements should notify the school for additional information regarding their child's rights. For more information, contact the Butler Area School District's Homeless Liaison, Chad Broman, Summit Elementary Principal at 724-214-3881. (See Policy 251)

HOMEWORK

Homework is a vital part of the educational process. Teachers assign homework as an outgrowth of the classroom instruction. When the child is doing homework, he/she is reinforcing the skills learned at school. Homework also helps develop self-reliance and study skills.

When a child is absent, parents may have a Homework Helper bring home the work or the parent may pick up the work at the office between 3:30-3:50 PM. Students who are legally absent from school because of an unplanned absence and who provide a written excuse within five days of return to school shall have up to five school days to make-up the missed work.

Homework assignments are given at the discretion of classroom teachers to provide students with extra practice with new skills, to prepare for new topics, or to extend the learning in material already introduced. We offer the following guidelines for parents to help decrease the tension that sometimes arises around homework issues, and to increase your child's learning.

For your child to be successful with homework, he or she needs:

- ❖ A **place** to do homework: a quiet, uncluttered space to work in (no TV or music).
- ❖ A **schedule** for completing homework: Set a schedule that fits in with each week's particular activities, or set aside a certain time of each day for homework.
- ❖ **Encouragement**, motivation & prompting: provide guided support as necessary, but encourage your child to be as independent as possible.

- ❖ **Reasonable time expectations:** If your child seems to be spending too much time each night on homework – more than ½ hour in grades 1 – 3, and more than an hour in grades 4 – 5, please contact your child’s teacher.
- ❖ **A consistent bedtime:** When it is time to go to bed, please stop your child, even if she has not finished her homework. Please send a note to your child’s teacher that he was unable to complete the assignment, but did attempt to do so.

Excerpted from Classroom Instruction That Works

For more information about homework, please refer to the Elementary Discipline Handbook.

INTERNET/ DEVICE ACCEPTABLE USE

The safe use of the Internet requires close observance of several rules. A condensed list is as follows:

- Students may not use the Internet for any reason other than to learn more about the subjects they are studying in school, unless they have permission from a teacher.
- Students may not represent words or pictures copied from the Internet as their own work, and must give credit to the author or web site whose work they use.
- Students will not look for inappropriate websites. If they come across inappropriate websites accidentally, they must immediately cover the screen and tell their teacher.
- Students must never enter personal information about themselves or their families on Internet web sites, including name, address, or phone number.
- Students may not share their passwords with others.
- Students will be polite to others when writing to them on the Internet.
- Students may not install, download, copy or delete software, change computer settings, or copy or delete files created by another person.
- Students will be receiving their own personal Tyler login accounts shortly after the first day of school. In order for this to occur, the District will be generating Google Mail accounts for each student. Students in grades K – 8 will only be able to use these accounts to email within the District.

The unauthorized recording and/or distribution of online digital instructional content through the use of personal and/or district-issued devices is prohibited. Additionally, the unauthorized digital recording and distribution of student peers through the use of personal and/or district-issued devices is prohibited.

Students who violate these guidelines may have their computer usage restricted or terminated, and may be subject to disciplinary consequences.

LEARNING PATHWAYS

The Learning Pathways include:

- Traditional School Model
 - This scenario will enable students to attend brick-and-mortar school Monday-Friday.
- Online/Cyber School Model
 - This scenario will enable students to learn fully online. Students will not be expected to attend school in person. All classes will take place remotely.
 - At grade 5, *Google Classroom*, an online learning platform designed for teaching and learning, will be used to streamline the process of sharing materials between the teacher and student. Students can access their Google Classrooms through their district Google student email account.
 - At the K-4 Level, students will be utilizing *Seesaw*, a student driven digital portfolio and parent communication system, and *Clever*, a site to access online resources, to fully access online learning.

LOST AND FOUND

A lost and found area is maintained at the school for lost items. Children and parents are encouraged to inquire at the school office if any articles are lost. Items are periodically discarded or donated to a local organization.

MULTI-TIERED SYSTEM OF SUPPORTS - MULTI-DISCIPLINARY TEAM (formally SST)

Students who experience or display academic difficulties, social emotional concerns, and/or behavioral concerns may be referred to our Multi-Tiered System Support (MTSS/MDT) Team. The team consists of several school staff members, including the student's teachers and parents. The team members discuss and plan intervention strategies that will assist in providing an effective educational program, as well as other school services that may be needed to meet the student's learning needs. This may include targeted group interventions as well as targeted individual supports. Parents, teachers, administration, or students may initiate requests for assistance. Please contact the principal if you feel that your child may need extra help in order to be successful in the classroom.

PARENT ORGANIZATION

Each elementary school has a parent-teacher organization that is highly involved in improving our school. Each year this organization sponsors fund-raising projects. With the proceeds from these projects, the organization sponsors and funds school parties, assembly programs, field trips, and many other important activities. All parents are urged to become a member of their school's parent organization and actively participate.

PARTIES

At the K-5 schools, the following seasonal parties will be held: Fall Festival on Monday, October 31st, Winter Holiday on Wednesday, December 21, and Valentine's Day on Tuesday, February 14. As a general practice, the Parent-Teacher Organization will plan the parties. Event will be held from 2:00-3:00 PM.

Due to severe life threatening allergies and ensuring food sanitation, **food treats/beverages are not permitted.** If parents/guardians would like to send in a nonedible item (pencil, eraser, stickers, etc.), please contact your child's teacher.

Invitations to private parties cannot be distributed at school, unless the entire class is being invited.

PBIS

Positive Behavior Interventions and Support (PBIS) Core Teams

All schools in the district implement Positive Behavior Interventions and Supports (PBIS). The intent of PBIS is to encourage and reinforce positive behavior by students by creating school-wide expectations that are taught to all students. Students can only meet behavioral expectations if they know what the expectations are. PBIS has a few important guiding principles:

- Every child can learn proper social emotional behavioral skills
- Stepping in early can prevent more serious behavior problems
- Each child is different and schools need to provide many kinds of behavior support
- How schools teach behavior should be based on research and science
- Following a child's behavioral progress is important
- Schools must gather and use data to make decisions about behavior problems

****Be sure to look for building-specific PBIS information from your child's principal and teachers.***

PERSONAL BELONGINGS OF STUDENTS

Students should not bring personal property to school unless specifically asked by the teacher. Children should never bring dangerous items or live animals without permission from the principal and teacher.

Certain personal items should not come to school. These items include:

- Trading cards (Yugioh, Pokemon, baseball, etc.);
- Sports equipment (balls, hockey sticks, etc.);
- Electronic gear; Laser pointers;
- Toys, unless permitted by the teacher for a special activity.

Students are permitted to have cellphones in school. However, the phones must be turned off and stored out of sight in cubbies or bookbags during the day. Students who violate the cell phone policy may be required to store their phones in the office during the day.

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff are not responsible for valuables that students bring to school. It is recommended that students leave all valuable items at home.

PETS

No pets are allowed at school without permission. Teachers, through arrangements with the principal, may give special permission for parents to bring pets to school as part of a special activity or display. Students are not permitted to touch visiting pets. Of course, under no circumstances should a potentially dangerous pet be brought to school.

PHOTOGRAPHS & VIDEOTAPING

School pictures will be taken early in the school year. Information regarding packages and prices will be sent home with each child.

Use of Student Photos or Videos: As part of the educational process, there is occasion to film students involved in a vast array of classroom and building projects and activities and to put the photographs on display. Parents who do not want their child's image used in a District publication, display, or broadcast must submit the attached Opt Out Form, (found in back of this Handbook), to the building principal at the beginning of each school year.

PLAYGROUND

Weather permitting, classes may go outdoors for a brief playground period. Children should be dressed for outdoor activities during cold weather. Parents desiring their children to be excused from this recreation should send a written note to the teacher involved stating the reasons for the request and the length of time likely to be involved.

Students are expected to avoid muddy areas of the playground at all times. Tackle football is not permitted. Other dangerous activities such as skateboarding, piggyback riding, rock throwing, and snowball throwing are not permitted. Misuse or destruction of playground equipment will not be tolerated.

When participating in an outdoor recess activity (organized game, playground equipment, etc...) flip flops or open-toed sandals are discouraged. This type of shoe presents a safety hazard when running, kicking, climbing, etc.

Indoor Recess:

Students may have indoor recess on days when weather prevents outside recess. Quiet games, talking with friends, playing music, etc. are some typical activities provided by the teachers.

REPORTING STUDENT PROGRESS

The Butler Area School District has a strong commitment to keeping parents well informed about their child's progress in school. Report cards for students in grades 1-5 are issued four (4) times each year. Grades for students are posted online. Report cards for Kindergarten, as well as special areas, will be issued two times per year at the end of the 2nd and 4th nine weeks.

Parent – Teacher conferences will be scheduled after the first nine weeks of school at a time mutually agreed upon. It is important that open communication occurs. This will help the achievement and welfare of our students.

Teachers may request a conference at any time during the school year for students not making desirable progress. Parents are urged to make themselves available for such conferences.

Butler Area School District Grading Scale:

A	90– 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
E	Below 60%

The subjects to be reported on are:

Kindergarten	ELA and Mathematics (2 nd and 4 th nine weeks only)
Grade 1	ELA (Reading, English, Spelling), Mathematics (3 rd and 4 th nine weeks only)
Grade 2	ELA (Reading, English, Spelling), Mathematics
Grade 3	ELA (Reading, English, Spelling), Math, Social Studies (2 nd and 4 th nine weeks only), Science/Health(2 nd and 4 th nine weeks)
Grade 4-5	ELA (Reading, Writing, Spelling) Mathematics, Social Studies, Science/Health
Grades 1 -5	Special Areas – Art, Library, Music, Physical Education (2 nd and 4 th nine weeks only)

SCHOOL CLOSING INFORMATION- EMERGENCY

If conditions arise that cause school to be closed, an announcement will be made through the District’s phone outreach system, and/or over local radio or TV stations and be posted on the district website. Local stations airing such announcements are: KDKA (1020 AM), WBUT (1050 AM), WISR (680 AM), WLER (97.7 FM). We respectfully request that you do not call the school office so that phone lines can be kept clear for emergency information from our central office.

Planning For Bad Weather: Meeting the needs of children is especially difficult and frustrating for all of us during times of inclement weather, school delays, cancellations, or early dismissals. Listed below are some strategies that parents have found effective when dealing with bad weather and schedule changes:

- When inclement weather is in the forecast, stay tuned to the local weather conditions.
- If weather appears to be getting worse as the day progresses, stay alert for early dismissal announcements. If you have provided the school with an up-to-date phone number, you will receive an automated phone call notifying you of an early dismissal.
- Arrange contingency plans with babysitters or daycare providers ahead of time.
- Review all plans for weather emergencies with your children ahead of time and often.
- Review probable emergency weather plans for that day with each of your children as they leave for school.
- Dress the children according to the predicted weather.
- Notify your child’s teacher in writing of any changes in the normal routine of the child.

SCHOOL DELAY SCHEDULE

One-Hour Delay: Grades K – 5 School hours: 10:05 AM - 3:30 PM

Two-Hour Delay: Grades K – 5 School hours: 11:05 AM - 3:30 PM

*Please Note: On 2-hour delay days, breakfast will not be available.

SECURITY

In an effort to provide for the safety of students, we will be adhering to the following security regulations.

1. To gain entry into the building during school hours:
 - Use the buzzer near the front door to obtain the attention of the secretary if needed.
 - You will be asked to provide a photo ID/Driver's License and state your purpose for being in the building.
 - You will be required to pass through a metal detector
 - Once the inside door is opened with the buzzer system, individuals must proceed directly into the office. Parents are not to go directly to the classrooms or other areas within the building.
2. All parents who must pick up children for doctor/dental appointments, etc., during the school day must report to the school office, identify themselves, & sign their children out. All students must be picked up in the office. Students are not permitted to meet adults in parked vehicles.
3. If, for whatever the reason, it is necessary for a student to arrive at school after 9:05 AM, a parent should sign the student in at the entrance.
4. Children may not be dismissed early without a signed note from the parent, and this includes medical appointments, etc. The child must be picked up at the entrance, and adults picking up students must complete the "Student Pick-Up Log Book."
5. Unusual circumstances that may affect the safety of the child should be reported to the school by parents. For example, pending divorce and/or custody conflicts that indicate that there may be a question about who has authority to pick up the child should be reported to the principal and/or teacher so that we are aware of the problem. This information will be kept in the strictest of confidence.
6. Authorization to Pick Up: Students will not be released to anyone other than the parents or persons designated on the student data sheet/Tyler unless the school has a signed note from the parent authorizing this action. If there is a court order indicating custody, a copy must be provided to the school. Anyone picking-up a child will need to be able to provide photo identification. We will not release a student if we are unsure that it is appropriate to do so.

7. Students have been, and will continue to be, encouraged to report unusual behavior on the way to and from school.
8. Students will be encouraged to, if possible, walk to school with a friend or a group of other students. Parents are also encouraged to, when possible, walk with their children to the bus stop.
9. Walkers and bus students are to go directly home after school. Playing or visiting with friends, playing ball, etc., should occur after they have reported home.
10. Students assigned to buses are not permitted to walk home or walk to a friend's home without written parent permission.
11. Students will not be kept after school unless parents are notified and in agreement.
12. Students must ride their regularly assigned buses and get on and off the buses at regularly assigned stops.

Metal/Weapon Detection System

The Butler Area School District is committed to maintain safe, orderly schools; to promote health and safety within the school setting; and to provide a school environment conducive to education. In Pennsylvania, it is a criminal offense to possess any weapon in a school building, on school grounds, or on a school bus. As an additional safety measure, all schools in the Butler Area School District will use walk-through metal detectors. For the most effective use of the equipment, the following daily procedures will be used:

- Parents and other visitors will be screened upon entering the school building on a daily basis. Visitors will be required to provide their driver's licenses.
- Daily, school staff will screen all students in grades 4 and 5.
- Students in grades K-3 will be screened intermittently or in the case of a concern.

Please check your child's book bag regularly for any non-essential items that could activate the metal detector (items such as electronic devices, toys, or other metal items).

Please reference the Elementary Disciplinary Handbook for additional information regarding student searches and the use of metal detectors.

SECURITY CAMERAS

Security cameras have been installed throughout the school building and on many school buses for the safety and protection of our students. In the event that suspicious activity occurs, administrators will use surveillance equipment to monitor activity.

STUDENT RECORDS

The school district maintains cumulative records on all of its students. Parents may review their child’s records by sending a written request to the office.

TESTING (ASSESSMENT) PLAN

Certain group tests will be administered to your child by grade level during the school year. Parents are urged to ensure that their child is in school when these tests are administered. The results constitute important data to the student’s education. When a group test is going to be administered, the parents will be given sufficient notice before the actual date of the test.

TESTING SCHEDULE

Name of Test	Grade	Date
NWEA –MAP Testing	K-5	Fall , Winter, Spring
PSSA- English/Language Arts	3-5	April 24-28, 2023
PSSA- Mathematics, Makeups	3-5	May 1-11, 2023
PSSA - Science	4	May 1 - 11, 2023

TEXTBOOKS & INSTRUCTIONAL MATERIALS

All textbooks and other instructional materials deemed necessary to carry the educational program approved by the District are loaned to students free of charge. Individual students are held responsible for the materials they receive and will be expected to pay for lost or damaged textbooks and/or other instructional materials.

TITLE I PROGRAM

Title I is the largest federal aid program for our nation’s schools to assist students with reading skills. The goal of Title I is a high-quality education for every child. Schools provide extra help to students who need it most. These are children who are the furthest from meeting the standards the state has set for all children. Title I resources are directed to schools with high poverty levels. Title I services are provided using in-class or pull-out programs. If your child is eligible to receive support services, you will be notified.

Title I Parent and Family Engagement:

1. Parents will be informed about the school’s participation in the Title I program, the criteria used to identify those students who are eligible to participate, and their right to be involved.

2. Parents will be notified in a timely manner of their child's eligibility for reading support.
3. Parents of students receiving reading support will be kept informed of their child's progress through report cards and/or parent conferences.
4. Title I meetings and activities will be planned to promote parent participation.
5. Parents will be invited to attend meetings annually held by reading personnel. The meeting will provide opportunities for parental involvement in the planning, review, and improvement of the Title I program. Information concerning local assessment results and how to monitor a child's progress and how to work with teachers to improve student achievement will also be discussed.
6. Parents will be given an opportunity to review and help revise an ongoing Parent/School Compact (Learning Promise) and Parent Involvement Policy which outlines how parents, school staff, and students share the responsibility to improve student achievement.
7. In keeping with board policy concerning curriculum review by parents/guardians and students, parents of participating students have, upon request, the right to request the district to make available existing information about curriculum, including standards to be achieved, instructional materials, and assessment techniques.

Right to Review Teacher Qualifications:

As a parent of a student in the Butler Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
- The teacher's college major; whether the teacher has any advanced degrees; and, if so, the subject of the degrees;
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications;

If you would like to receive any of this information, or have any questions regarding this program please contact Julie Hopp at the Administration Office at (724) 214-3102.

TRUANCY

Truancy is defined as when a student is absent from school without permission from a parent/guardian or school official. When a student has been absent for three (3) days during the current school year without a lawful excuse, District staff shall provide notice to the parent/ guardian who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent(s)/guardian(s), also be provided to the child's biological or adoptive parent(s)/guardian(s), if the mailing address of the parent(s)/guardian(s) is on file with the school and the parent(s)/guardian(s) is not precluded from receiving the information by court order.
4. The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, District staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference

The district staff shall notify the person in parental relation in writing and/or by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers. Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even

if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate District staff. No further legal action shall be addressed until the date of the scheduled School Attendance Improvement Conference has passed.

Habitually Truancy

When a student under fifteen (15) years of age is habitually truant, District staff:

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

Regardless of age, when District staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, District staff shall provide verification that the school held a School Attendance Improvement Conference.

Filing a Citation

A citation shall be filed in the office of the appropriate judge/magistrate whose jurisdiction includes the school in which the student is or should be enrolled. Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

TYLER SIS AND BASDK12.ORG

Tyler is the district's Student Information System. Both Tyler and the BASDK12.ORG websites are a parent's and student's primary source for accessing information regarding grades, assignments, and district information. If using a cell phone, the app entitled "Student 360" will allow access to all of Tyler's functions. This app can be accessed through the App Store on personal electronic devices.

We encourage students and parents to check Tyler regularly to stay up-to-date on students' grades in each of his/her classes. Access codes should stay the same year to year. However, if passwords should change, parents and students will be notified. Forgotten passwords can be reset by contacting your student's principal's office.

VISITORS

Parents are welcome to visit our schools and participate in a variety of projects and activities to assist teachers in providing for the needs of the children. This is a very valuable service, and one that we would like to expand upon and continue. So that we can continue to utilize the services of community members in a secure setting in school, it is necessary that all visitors please cooperate and assist us in school by adhering to the following guidelines:

1. All visitors should enter the building through the front entrance by the office.
2. Since all exit doors are locked during school hours, it will be necessary for all individuals to utilize the following procedures to gain entry into the building.
 - Utilize the buzzer near the door to obtain the attention of the secretary if needed.
 - Through dialog with the secretary, individuals should identify themselves and state their purpose for being in the building.
 - Once the outside door is opened with the buzzer system, individuals must proceed directly into the office.
 - Depending on the procedures of the metal detector system all visitors will be required to provide proper ID and pass through the metal detector system before entering the main area of the school.
3. All visitors should report to the office and provide the secretary with their rationale for being in the building.
4. All visitors should sign in to the Visitor's Log Book.
5. After a driver's License/ID scan, visitors will be provided with a visitor's pass which is to be clearly displayed on their shirt. Staff members will ask every visitor without a pass to report immediately to the office.
6. Upon the completion of their duties, all visitors should return to the office, remit their pass to the secretary/ school police, sign out in the Log Book, and exit through the front entrance.

VOLUNTEERS

The District strongly supports the involvement of parents/guardians and community volunteers to enhance the educational, co-curricular and extracurricular programs of the school district. The Board encourages the use of and the schools are encouraged to provide a variety of opportunities for parent/guardian and community volunteers, subject to certain requirements and procedures set forth in School Board Policy.

It is important that volunteers review and abide by [Policy #916](#) on the District's website.

All volunteers must sign a form in the school office and submit required clearance information. A volunteer will not be approved if the criminal history or child abuse reports/clearances required by this policy evidence an offense which would preclude such individual from being employed in a Pennsylvania public school.

First-time volunteer clearances cannot be more than one (1) year old. The records will be valid through the end of the school year and for four (4) more school years. Please see our website for required [volunteer clearance instructions](#).

WAIVER OF COMPULSORY ATTENDANCE (VACATION / EDUCATIONAL TRIPS)

Since interruptions from the regular school setting can interfere with the educational process, parents are encouraged to schedule vacations and recreational trips at times other than on days when school is in session. If it is necessary that a child be withdrawn from school, even for 1 day, an "Application for Waiver of Compulsory Attendance" must be completed in full and returned to the principal two (2) weeks prior to the date for which approval is requested. For the absence to be recorded as an excused absence, approval must be granted by the building principal.

Requests will be denied if a student has excessive absences, or if a student is at risk of failing. If a parent/student applies for an educational leave after the fact, the days will be considered as unexcused/illegal.

Please do not schedule educational trips during the week of state assessments (see [PSSA calendar](#)).

Students will be permitted to make up any missed work/tests, if the trip was approved, up to five (5) days upon return.

Application forms are available in the school office or [click here](#). More than one (1) vacation per year is discouraged. It is suggested that the absence not exceed five (5) school days in length.

WINTER WEATHER

Since winter weather conditions can be very unpredictable and harsh, and since it can have a negative impact upon the safety and welfare of our children, parents are asked to please utilize the following guidelines during the winter months:

1. Students should dress appropriately according to the outside temperatures (gloves, hats, warm coat, suitable footwear, etc.) which could be deceiving if the wind chill factor is not taken into consideration.
2. Children should be advised to be extra careful and alert when walking to and from the bus stops and while waiting at their stops for moving vehicles, which could possibly skid due to slippery road conditions.

3. Students who slide, play in the snow, throw snow, etc., could easily jeopardize the safety of themselves and their fellow students. The throwing of snowballs could be a dangerous practice and is a violation of district policy, which requires the implementation of disciplinary action.
4. When weather conditions look threatening and the possibility exists for a late start of school or school cancellation, parents should check the [District website](#), or tune in to the local television and radio stations for the latest information. Calls should **NOT** be made to the school for this purpose.
5. On delayed starts, teachers and buses will report one or two hours later, depending on the decision made. Working parents should make arrangements for their children since there will be no supervision at the school until 30 minutes before school is to start that day.
6. On occasion, it might be necessary for the schools to dismiss early. Once again, when the weather conditions deteriorate during the course of the school day, parents should be alert for school announcements. Parents should have a contingency plan of operation to care for their children for early dismissal days.

STUDENT ABSENTEE EXCUSE

(To be completed By Parent or Guardian)

Date _____

Grade _____ Homeroom _____

Name of Student

was absent _____

Date(s) of absence

Reason _____

(Sign Above)

◀◀ Father ◀◀ Mother ◀◀ Guardian

STUDENT ABSENTEE EXCUSE

(To be completed By Parent or Guardian)

Date _____

Grade _____ Homeroom _____

Name of Student

was absent _____

Date(s) of absence

Reason _____

(Sign Above)

◀◀ Father ◀◀ Mother ◀◀ Guardian

Butler Area School District – Attendance Improvement Plan

(Please review this with your child, sign and return this form to your child’s school)

STUDENT NAME: _____

SCHOOL: _____ **HOMEROOM #:** _____

- School Attendance is required by the State of Pennsylvania, and is important for the overall successful education progress of all students.
- When a student misses school they are required to submit a written excuse that has the **full name of the student, the date of the absence, the reason for the absence, and a parent signature.**

You may submit this excuse via email (with a signature) to the office secretary, attendance office secretary, or the principal/ assistant principal.

- Legal reason for absenteeism are:
 - Illness/recovery from Accident
 - Quarantine
 - Death of a family member, classmate, or other adult affiliated with BASD.
 - Family emergency (unavoidable)
 - Inclement weather/impassable roads
 - Other request approved by Principal
 - Waiver of “compulsory attendance” - PLEASE acquire the form through your school attendance office 2 weeks in advance for each child.
- If a legal excuse is not received by the school, then it will be considered UNLAWFUL by the Pennsylvania Public School Code.
 - Your child’s school will notify you in writing of the unlawful absence(s). The school can help you design interventions for non-attendance, and has a duty to work with you, and identify community resources to assist you.
 - If you receive an “official first notice” in the mail, it will identify persons available for you to contact to receive this support, or who will hold a meeting with you to design a plan for your child
 - After the 6th unlawful absence the Butler Area School District is required to initiate legal action through the local magistrate by filing a citation for ***the violation of compulsory attendance requirements.***

Parent name

Parent signature

Date

**STUDENT RECORDS
NOTIFICATION OF RIGHTS
PARENTS/ELIGIBLE STUDENTS**

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's educational records, as follows:

1. The right to inspect and review the student's education records within thirty (30) days of the district's receipt of a request for access.

A parent or eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) s/he wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.

A parent or eligible student may request the district to amend a record s/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official).

If the district decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.
 - a. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
 - b. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record if so requested.
 - c. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and state and local educational authorities.
 - d. Officials connected with a student's application for a receipt of financial aid.

- e. State and local officials who are required to get specific information pursuant to state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the state statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by state law, without prior written consent of the parent.
- f. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
- g. Accrediting institutions. h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.

Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible 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. The name and address of the office that administers FERPA is:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520
Telephone: 800-872-5327
www.ed.gov/policy/gen/guid/fpco*

5. The right to refuse to permit the designation of any or all of the categories of directory information.

The district is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the building principal by the second week of the current school term, or upon enrollment within the district during the school year.

Directory information which may be released may include the student's name, 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; the most recent and previous education agency or institution attended by the student and other similar information.

6. The right to request that information not be provided to military recruiting officers.

Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days a written request to the Superintendent that such information not be released.



Use of Student Photos, Video and other Multimedia Opt Out

One of our goals at Butler Area School District is to share more positive news with our community. As part of this effort, BASD students may be photographed or video recorded when they have an academic, athletic or extra-curricular accomplishment. In addition, students may be photographed or video recorded as they participate in school related activities throughout the year. The photos and videos may be published on the school district's website, social media platforms and newsletters. They may also be used by the media.

If you do not give permission for your student to be photographed or video recorded, you must complete and return the form below to your child's principal. The form will be active from the time it is signed and returned through the remainder of the 2022-2023 school year.

Opt Out Form

Parents may opt their child out of being featured by the school district, in the media or both. If you would like to opt your child out, please check the appropriate boxes below and return this form to your child's principal. The form will be active from the time it is received through the remainder of the 2022-2023 school year.

Note: If you give permission for your child to be featured, you do not need to do anything with this form. Your child will be automatically opted in, unless otherwise noted on this form.

- I do not give permission for the Butler Area School District to use my child's photograph/video for official School District use (website, social media, newsletters, etc).
- I do not give permission for the Butler Area School District to share my child's photograph/video with the media.

Student's Full Name	
Student's School	
Parent's Name (printed)	
Parent's Signature	
Date	