Elementary Handbook
2026-2027

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)
McQuistion Elementary (K-5)
Northwest Elementary (K-5)
Summit Elementary (K-5)

WELCOME BACK!

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

Excellent behavior of students is essential in creating a positive learning environment within our schools. Therefore, the following handbook has been created as a guide for elementary students, parents, teachers, and administrators to help create and foster such an environment for all students. This Elementary Handbook will give you beneficial and useful information about the practices, routines, procedures and policies of our schools. The information contains language from our school policies and practices intended to provide your child with a healthy, drug-free, and safe educational environment. 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 this Handbook and discuss with your child(ren) the responsibilities of students attending our school and the consequences for actions that disrupt the learning process. The complete text of all District Policies can be found on the Butler Area School District website at www.basdk12.org under *Our District – BASD Policies*.

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. Communication between home and school is crucial in developing an understanding of situations. Involving a parent/guardian at the beginning of the problem is the goal of Butler Area School District. Teaching our children appropriate, responsible behaviors will help to ensure that they can come to school ready to devote full attention to the work and joy of learning by acting respectfully to adults, to each other, and to themselves. Working together, we can help the student develop into a responsible citizen and learner. We encourage you to keep in touch with your school, and to share any concerns that you may have.

All schools in the Butler Area School District have implemented Positive Behavior Interventions and Supports (PBIS) programs. 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 expectations
- 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.

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.

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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
2026-2027

BOARD OF SCHOOL DIRECTORS

Mr. Al Vavro – President
Mr. Gary Shingleton – Vice President

Mr. John Conrad
Mrs. Jennifer Daniels
Mr. Terry Stivason
Mrs. Cecilia Tomko
Mrs. Jennifer Cummings
Mr. Phil Heasley
Ms. Nina Teff

CENTRAL OFFICE ADMINISTRATORS

Dr. Brian White, Jr.	Superintendent
Dr. Brian Slamecka	Assistant Superintendent K-12
Dr. John Wyllie	Assistant to the Superintendents
Dr. Laura Miller	Director of Curriculum, Instruction and Professional Development
Dr. Carrie Morgan-Davis	Assistant Director of Curriculum, Instruction and Professional Development
Ms. Heather Bonzo	Director of Finance & Operations
Ms. Kara Droney	Director of Communications
Ms. Kristen Clouse	Director of Human Resources
Mr. Aaron Royhab	Director of Special Education
Ms. Cari Boozel	Asst. Director of Special Education
Mr. Curt Springer	Asst. Director of Behavioral Services
Mr. Brian Beauregard	Food Service Director
Ms. Tabitha Scutt	Supervisor of Transportation

PRINCIPALS

Ms. Vanessa Boyd, Principal	Broad Street Elementary
Mr. Keenan McGaughey, Principal	Center Avenue Community School
Ms. Tanya Lewis, Principal	Center Township Elementary
Mrs. Nicole Munko, Dean of Students	Center Township Elementary
Ms. Alicia Beighley, Principal	Connoquenessing Elementary
Mr. Josh Hundertmark, Principal	Emily Brittain Elementary
Mr. Theresa Cherry, Principal	McQuistion Elementary
Ms. Elizabeth Santillo, Dean of Students	McQuistion Elementary
Mr. Matthew Martinez, Principal	Northwest Elementary
Mr. Chad Broman, Principal	Summit Elementary

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 Avenue Community School
102 Lincoln Avenue, Butler, PA 16001
PHONE (724) 214-3960
FAX (724) 287-0263

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

Harriger Educational Services Center Administration Building
110 Campus Lane, Butler, PA 16001
PHONE (724) 287-8721

McQuistion 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

SCHOOL HOURS

Office Hours:	8:00 AM – 4:00 PM
School Day:	9:00 AM – 3:30 PM
* Teachers- Best Time to Call:	8:15 AM – 8:45 AM

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

Butler Area School District 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. Student arrival is 8:30-8:55 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.

Student Responsibility: Early Dismissals

1. Present an excuse written by the student's parent or guardian to the teacher before the time the student wishes to be excused.
2. If the excuse is approved by the building principal, the student will be permitted to leave school early. The early dismissal request may be verified by phone.
3. The practice of the school is to cooperate with the medical and dental professions as much as possible. However, the student may not be excused from school to keep routine medical and dental appointments which can be made for out-of-school hours, Saturdays, or other school holidays. Early dismissals will be granted in cases of emergency if the student brings a request from his/her doctor or dentist and is signed by the student's parent(s)/guardian(s).
4. Dismissal from school to attend church activities on religious holidays which do not coincide with vacation days on the school calendar may be permitted.

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 the 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 Infinite Campus digital SIS portal.

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 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. Field trips should be viewed as an extension of the school day and are, therefore, governed by established rules and regulations.

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.

Since students are representing both their school and the District as a whole, their **conduct** and **appearance** should be of exemplary nature and should depict an appropriate image of which everyone would be proud.

It is hoped that every student would have an opportunity to participate in a field trip experience with his/her class. However, due to **inappropriate student conduct** and **lack of cooperation** which could **jeopardize the safety and welfare of the student and/or the group** while on the field trip, individual students may be **excluded** from participation in the field trip. (Policy 121)

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.

STUDENTS EXPERIENCING HOMELESSNESS

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Butler Area School District is attempting to identify all children within the district that may be experiencing homelessness, including unaccompanied homeless youth. For more information regarding what qualifies a student as homeless as well as questions on enrollment, transportation and other services students experiencing homelessness qualify for, please see https://basdk12org.finalsite.com/our-district/homeless-information or contact Chad Broman, Homeless Liaison, at 724-214-3881.

HOMEWORK AND MAKEUP WORK

The Butler Area School District recognizes the need for, and importance of, assigning and doing homework as an integral part of an extension of the instructional school day and the educational process. Completion of assigned homework should aid in the development of knowledge, proper work habits, self-reliance and independence, and the responsibility in carrying through a work task to completion. This, in turn, will directly aid classroom instruction and indirectly prepare students for socially acceptable behaviors in an adult world. Homework should involve the combined efforts of the teacher, student, and parents.

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

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.

Teacher's Role:

1. Homework shall be used for positive purposes only. No homework shall be assigned as disciplinary measures.
2. Homework assignments shall be evaluated and shared with students, providing feedback and reinforcement of developed concepts.
3. Homework shall be incorporated in the compilation of students' report card grades.
4. When a student habitually fails to do homework, the following steps shall be taken: a) a conference with the student, b) conference with parents, c) referral to a counselor.
5. Incomplete assignments may result in a range of consequences, as agreed upon by teacher and building administrator and reviewed with the student and parent.

Student's Role: Students are encouraged and expected to complete all homework assignments to the best of their ability.

Parent's Role:

1. The support by parents is of paramount importance for a homework policy to operate effectively within our schools.
2. Parents should encourage their children to complete assignments, provide a home study area conducive for learning, and offer assistance and guidance as needed with the completion of tasks.

Administrator's Role: The administrator is to monitor homework practices to ensure proper implementation of the provisions of the homework policy in all classrooms.

Make-up Work

Unplanned Absence: Students who are legally absent from school and who provided a written excuse within five (5) days of return to school shall have up to five (5) days to make up missed work. The five (5) days begin the day that the student returns to school and is able to meet with each of his or her teachers. Should the student be absent again within the five (5) days designated to make up work, the student is entitled to an extension of the number of make-up days remaining from the initial absence.

Example: Absence occurs on Friday (five allotted make-up days): Monday, first make up day (arrange make up work with teacher), Tuesday, second make up day, Wednesday, third make up day, Thursday, second

absence, Friday, fourth make up day for initial absence and first make up day for second absence, Monday, fifth make up day for initial absence and second make up day for second absence, Tuesday, make up days for the initial absence have expired but make up days for second absence continue.

If a student misses a class within the five (5) make-up days as a result of participation in a school-approved activity, the student is entitled to an extension of make-up days for that class only. If the teacher is absent the day the student returns, the five (5) school days the student has to make up work will begin the day the teacher returns. Should the regular classroom teacher provide the work to be made up to the substitute teacher, the time allotted for making up the work will begin on that day.

Planned Absence: Students who are legally absent from school because of a planned absence shall determine what work was missed on the day they return and shall have only those number of additional make up days equal to the number of days missed up to a maximum of five (5) days total. Prior to leaving, students should attempt to make arrangements to obtain assignments and test/quiz schedules for the period of absence.

Example: Initial planned absences occur on Thursday and Friday (three allotted make up days), i.e., Monday, first make up day (arrange make up work with teacher), Tuesday, second make up day, Wednesday, third make up day.

At the elementary level additional time may be granted by the classroom teacher if circumstances warrant such consideration. (Policy 204.1):

INFINITE CAMPUS SIS AND BASDK12.ORG

These websites are a parent's and student's primary source for accessing information regarding their child's grades, assignments and district information.

Infinite Campus can be accessed through district specific website or through the app on your mobile device. The app, which is specific to parent or student functions, can be accessed and downloaded through the App Store on the Apple platform, and through Google Play on the Android platform on your mobile device. The student app is "Campus Student" and the parent app is "Campus Parent".

Parents/guardians and students will each have their own account. Students will utilize their Butler Area School District Google login information and parents will need to create a login account. A username and password will be created by parents/ guardians through the initial parent portal account setup.

Teachers are required to update grades and assignments on at least a weekly basis. Students who are absent from school should check for their assignments using Infinite Campus. We encourage students and parents to check Infinite Campus regularly to stay up-to-date on students' grades in each of his/her classes. Access codes will remain the same year to year. Forgotten usernames/ passwords can be accessed or reset on the login page by clicking on "Forgot Password" or "Forgot Username".

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

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 support. 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.

OFF-CAMPUS ACTIVITIES

Activities that occur off-campus may be in violation of **Policy 218, Student Discipline** and/or **Policy 227, Alcohol and Drugs** if the following applies:

A. There is a nexus between the proximity and timing of the conduct in relation to the student's attendance at school-sponsored activities.
B. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
C. Student expression or conduct materially and substantially disrupts the operations of the school or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
D. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Student Discipline Policy.
E. The conduct involves the theft or vandalism of school property.**(Policy 218 and Policy 227)**

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 Friday, October 30th, Winter Holiday on Tuesday, December 22nd , and Valentine's Day on Friday, February 12th. As a general practice, the Parent-Teacher Organization will plan the parties. Events 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 (MTSS Behavior)

Positive Behavior Interventions and Support

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.

Students are permitted to bring in unopened, sealed drinks for lunch, but they must be consumed in the cafeteria, unless otherwise permitted by school staff. Students may bring a spill proof water bottle with plain water. Juice, sports drinks or soda are not permitted to be consumed outside of the cafeteria. Students may fill/refill empty water bottles at filling stations or fountains within the school. Students are expected to follow classroom guidelines regarding consumption and maintaining a clean, safe learning environment. All water bottles are subject to search by school staff at any time to ensure safety and compliance with school policies.

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 2-5 are issued four (4) times each year. Grades for students are posted online. Badge books will be used in kindergarten and first grade to provide families with skill-based development in ELA and mathematics. This information will be communicated to families three times per year, similar to report cards. Special areas will be issued two times per year at the end of the 2nd and 4th nine weeks for grades 2-5.

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 (Using Badge Books three times per year)
Grade 1	ELA and Mathematics (Using Badge Books three times per year)
Grade 2	ELA and Mathematics (Using Badge Books three times per year)
Grade 3	ELA (Reading, English, Spelling), Math, Social Studies (2nd and 4th nine weeks only), Science/Health(2nd and 4th nine weeks)
Grade 4-5	ELA (Reading, Writing, Spelling) Mathematics, Social Studies, Science/Health
Grades 2 -5	Special Areas – Art, Library, Music, Physical Education (2nd and 4th 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: 10:00 AM - 3:30 PM
Two-Hour Delay:	Grades K – 5	School hours: 11:00 AM - 3:30 PM

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

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 26-30, 2027
PSSA- Mathematics	3-5	May 3-7, 2027
PSSA - Science	5	May 3-7, 2027

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.

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.

GUIDELINES FOR STUDENT BEHAVIOR

Proper student behavior is represented by each student developing the desire and ability to live as a responsible citizen in a free society. It is the by-product of teaching and growth which results in an individual's feeling that s/he does right because it is his/her habit to do right. The most effective procedure to develop positive behavior is through the development of self-discipline in each student. Therefore, discipline will always seek to foster self-discipline.

Every teacher, assistant principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents/guardians or persons in parental relation to such students may exercise over them. Teachers and administrators shall have the same authority and responsibility over the students attending school-sponsored activities on or off school properties.

When a response is necessary for a student's behavior, it shall:

1) Relate in kind and degree to the behavior.
2) Help the student learn to accept responsibility for his/her actions.
3) Be directed, where possible, to make better any harm which may have been caused by the student's misconduct.
4) Hold parents or guardians accountable for the actions of their sons, daughters, or wards.

Each student must adhere to the Board policies and the Code of Student Conduct governing student discipline.

DEFINITIONS OF CONSEQUENCES

Detention: Detention is assigned by the principal. Detention is held in an assigned area on designated days. Every student who is assigned detention should report to the assigned area on the day determined by the administrator. The requirements for detention are promptness, silence, constructive writing, studying, or reading. Transportation home from detention is the responsibility of the student and parent. (Policy No. 218)

Suspension: In-School Suspension shall mean a student will be removed from the classroom and assigned to a special study area under the direct supervision of a staff member. (Policy No. 233)

Out-of-School Suspension:

a) Temporary Suspension shall mean exclusion from school for an offense for a period of up to three days by the administrator, without a hearing. (Policy No. 233)

b) Full Suspension shall mean exclusion from school for an offense for a period of up to ten school days, after an informal hearing before the principal is offered to the student and the student's parent(s)/guardian(s).

Suspension Procedures (In-School Suspension): No student will receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent(s)/ guardian(s) shall be informed of the suspension.

Suspension Procedures (Out-of-School Suspension): The principal or teacher in charge of a public school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days. No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her behalf before the building principal. When the suspension exceeds three (3) days, the student and parent(s)/ guardian(s) will be given the opportunity for an informal hearing with the building principal. The hearing will take place as soon as possible after the suspension. The suspension, in most cases, will officially start the next school day after issuing the suspension. An informal hearing is the contact of the school administrator with the parent/ guardian to discuss the student's infraction and the appropriateness of the discipline rendered to change this behavior. The student will assume the responsibility of making up work missed because of time lost due to the suspension. Suspension is considered a planned absence; therefore, the suspended student shall have only that number of make-up days equal to the number of days missed up to a maximum of five (5) days total.

Expulsion: Expulsion shall mean exclusion from school for an offense for a period exceeding ten (10) school days and may be a permanent expulsion from the school rolls, by action of the Board of School Directors. (Policy 233) No student will be expelled without an opportunity for a formal hearing before the Board of School Directors, or a qualified hearing examiner appointed by the Board. The adjudication or decision of the committee or hearing examiner must be approved by the Board of School Directors.

Students who are less than eighteen (18) years of age are still subject to the compulsory school attendance law even though expelled and must attend school. The responsibility for placing the student in school rests initially with the student's parent(s)/guardian(s). If, however, the expelled student is unable to attend another public or private school, or if the expelled student is not eligible to do so, the parent(s)/guardian(s) shall immediately notify in writing the Assistant Superintendent's Office of said fact. Options and guidance will be provided by the Assistant Superintendent at that time.

Hearings: The formal hearing shall be preceded by an informal hearing. If an informal hearing indicates that a student's presence in school would constitute a threat to the health, safety, morals, or welfare of himself/herself or of others, and it is not possible to hold a formal hearing within the period of a full suspension, the student may be excluded from school for more than ten (10) school days by the principal and with the concurrence of the superintendent, provided the hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction in accordance with administrative regulations.

At the formal hearing for expulsion, due process shall be assured the student through the following provisions:
1)The student's parent(s)/guardian(s), unless the student is emancipated, must be notified of the charges and of the time and place of the hearing by certified mail.

2) The hearing shall be private, unless the student's parent(s)/guardian(s) or the student himself/herself in the event that he or she is emancipated requests it be held in public.

3) The student shall have the right to an impartial tribunal, to be represented by counsel, and to testify and produce witnesses on his/her behalf.

4) The student has a right to the names of witnesses against him/her, to copies of affidavits of those witnesses, and to demand that any such witnesses appear in person and answer questions or be cross-examined.

5) If the student and/or his/her parent(s)/guardian(s) are dissatisfied with the findings of the hearing, recourse can be had to the appropriate court.

6) A record shall be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.

7) Expelled students who are eligible to return to school must attend a readmission hearing with a parent/guardian and must sign a Behavior Stipulation Agreement as a condition of readmission. Failure to comply with any of the requirements in the Behavior Stipulation Agreement may result in future and immediate disciplinary action.

Readmission to School: Expelled students who are eligible to return to school must attend a readmission hearing with a parent/guardian and must sign a Behavior Stipulation Agreement as a condition of readmission. Failure to comply with any of the requirements in the Behavior Stipulation Agreement may result in future and immediate disciplinary action.

While suspended from school, students lose the privilege to practice or compete on athletic teams or participate in any after-school activity, rehearsal, practice or meeting. Students are not permitted on any school district property during a suspension without prior approval from a building administrator.

ATTENDANCE POLICY

Attendance is of interest and importance to every student. Regular and punctual attendance to all school sessions creates good habits for school and for future life. Students who attend school regularly derive the maximum benefit from the instructional program, generally achieve higher grades, and enjoy school more. (Policy 204). 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 9:00 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.

Pennsylvania School Code-Attendance

1. **Purpose:** The Board of Education requires that school-aged pupils enrolled in the schools of this District attend school regularly in accordance with the laws of the state. The educational program offered by this District is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.
2. **Authority:** Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when she/he receives satisfactory evidence of such mental, physical, or other urgent reasons, which may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

Written Excuses: The parent/guardian of a school-aged child is responsible to provide an explanation in writing for the pupil's absence from school. The mere fact that a parent/guardian has sent a written explanation to the Office does not necessarily mean that the absence is "excused". If a student is excessively absent from school fifteen (15) days per semester or twenty (20) days per year, the parent/guardian may be required to verify each additional illness/injury with a written excuse from a doctor. Doctor excuses should include type of medical condition and specific information on how the condition impacts attendance. Days excused by a certified doctor will not count toward the 15-day/20-day limit. The administration has the right to excuse other absences as urgent conditions arise. Any student who is absent, whatever the reason, is responsible to submit to the Office a written explanation for his/her absence. All absences from school must be substantiated with a note signed by a parent/guardian. Student absentee excuse templates are located in the back of this *Elementary Handbook.*

Excused Absence: The Board, as directed by the PA Dept. of Education, division of child accounting, considers the following conditions to constitute reasonable cause for absence from school:

- Illness or recovery from an accident.
- Quarantine.
- Required court attendance.
- Death of family member, classmate, or other adult affiliated with Butler Area School District.
- Family emergency (unavoidable).
- Inclement weather/impassable roads.
- Other requests approved by the building principal.

Excuses may be mailed directly, emailed or faxed to school, provided they are received within five days.

Unexcused Absence: An unexcused absence is one where a student does not provide a written excuse for an absence within five (5) school days. Students absent from school for the following reasons would be considered unexcused: away from home, visiting, had to go to the store, working, hunting, overslept, and babysitting.

Unlawful Absence: Unlawful absence is the unexcused absence of all pupils of compulsory school age for one or more of the following reasons: absences through parent neglect, illegally employed, and truancy.

Excessive Absences: A doctor's excuse may be requested if a student is excessively absent from school. Should absences *exceed* 15 days in the first semester and twenty days of school accumulated during the full school year, a doctor's excuse will be requested when the student returns to school. In the event this is necessary, the parent/guardian will be notified by mail. Days previously excused by a doctor's excuse do not count toward this

twenty day limit. In the event that the doctor's excuse is not received for any absences after the twentieth day, the absence will be considered to be unlawful.

Chronic Absenteeism - Students missing 10% or more of school. This count includes all unexcused and excused absences, including days excused for approved vacation and illness. Chronic absenteeism will be reviewed on a continuous basis through the school year.

If a student's attendance reaches the level defined as chronic absenteeism, the school will begin a review process to determine whether the student has had sufficient opportunity to master the skills necessary to be promoted to the next grade level. This process may include written notification, meeting with building administration, review of documentation and/ or meeting with district level attendance review committees/ boards. The process is designed to be supportive, transparent, and collaborative, and families will have opportunities to communicate with the school before any final decisions are made.

Waiver of Compulsory Attendance: Parents/Guardians may make application for a waiver of compulsory attendance regulations when they desire their children to experience vacation opportunities which are educational in nature and also when parents/guardians must travel for other purposes and it would constitute a hardship to make arrangements to leave children at home or to curtail their trip because of the compulsory attendance laws. Applications for an exception to compulsory attendance requirements are available in each building principal's office. Prior notification, application, and approval by the building principal is required. Final approval rests with the Superintendent. The Board of School Directors may limit the number and duration of educational tours or trips for which excused absences may be granted to a student during the school term.

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 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.

Habitual 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.

Student Responsibility: Absences

1. When returning to school after being absent, a written excuse must be provided, signed by a parent or guardian, stating the exact reason why the student was absent, and the dates of the absence. ("Illness" is not an exact reason, so state specifically what kind of "Illness.")
2. The student must give the excuse to his/her teacher.
3. When the student reports to school after an absence without a written excuse, he/she will be asked to bring one the next time he/she comes to school.
4. Absences will be recorded as unexcused if the absence note is not received within five (5) school days from the day the child returns to school. All unexcused absences will become unlawful if they are chronic and/or unresolved.

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)

BULLYING & HARASSMENT

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 utilize the Second Step program for addressing bullying. By definition bullying is recognized and defined by three primary characteristics.

1. Is usually repeated over time.
2. Occurs in a relationship where there is a power imbalance.
3. Intends to cause harm or distress and/or has a serious harmful or distressing effect on the target.

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 three main rules that Second Step consist of the following:

1. Recognize what bullying is.
2. Report to an adult.
3. Refuse to allow bullying.

Bullying and Harassment (Policy No. 250)

The Butler Area School District is committed to providing all students and employees with a safe and civil environment, free from threat, harassment or bullying. The Butler Area School District School Board recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/ emotional development of students.

The Board prohibits all forms of bullying by District students and staff members, contracted individuals, and vendors, and volunteers in the school. The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building administrator or designee.

Students are encouraged to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

All verbal and written complaints of bullying shall be investigated promptly and appropriate corrective or preventive action be taken when allegations are substantiated. Any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

Definitions:

Bullying, for the purposes of this policy, is defined as an intentional electronic, written, verbal, or physical act, or series of acts directed at another student or students, which occurs in or relates to a school setting; that is severe, persistent or pervasive. Bullying also includes spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.

Bullying includes conduct where a student strikes, shoves, kicks, or otherwise subjects another student to physical contact or attempts or threatens to do the same, or when a student commits acts or engages in a course of conduct which demonstrates: (a) an attempt to place the person in reasonable fear of bodily injury; (b) an intent to cause substantial emotional distress to the person; (c) hostile, offensive, or derogatory remarks; (d) physical interference with another student's movements; (e) offensive or abusive behavior having the purpose or effect of interfering with an individual's academic pursuits or going to and from school; or (f) substantially disrupting the orderly operation of the school.

Bullying includes but is not limited to slurs, jokes, bullying, hazing, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, gender, national origin, age, handicap/disability, or sexual preference.

Cyberbullying is bullying through the use of social media and includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, and/ or threatening another student, or group of students by sending or posting inappropriate or derogatory electronic messages, images, videos, or web

postings.

School setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the School District.

Consequences for Violations: A student in violation of this policy shall be subject to appropriate disciplinary action, consistent with the student discipline code, which may include:

1. Parental conference.
2. Counseling within the school.
3. Loss of school privileges.
4. Transfer to another school building, classroom or bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Referral to the Board of School Directors for expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

BUS TRANSPORTATION AND REGULATIONS

Student Behavior: A student's behavior on the bus directly impacts the safety of all other students on the bus. To safely transport students, the bus driver must be able to concentrate on driving the bus without distractions from students who are misbehaving. Unacceptable behavior by students will not be tolerated and will ultimately result in loss of bus riding privileges.
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.

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 with disciplinary issues may be denied permission to ride another bus.

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.

DISCIPLINE MAY BE ASSIGNED AS DEEMED APPROPRIATE BY THE BUILDING PRINCIPAL AND TRANSPORTATION SUPERVISOR

INFRACTION LEVEL 1 –
Pushing, tripping, hitting, scratching, standing, grabbing, spitting, shouting, yelling, screaming, lying, profane language, threatening, littering, eating or drinking, opening windows against drivers orders, disobeying driver, rude annoying conduct, obscene gestures/material/remarks, failure to remain seated, failure to sit in assigned seat, jumping over seats, moving from seat to seat, improper boarding/departing procedures, refusing to identify himself/herself to the bus driver, insulting the driver, verbal/abusive language, obscene material, intimidation or bullying of others, tampering with bus equipment or damaging the bus (restitution required), destroying property of others, arms or head out of the windows, or other similar offenses deemed by the principal and transportation supervisor to merit the following penalties.

CONSEQUENCES (Level 1)–
First Offense: Driver verbal warning; parents will be notified.
Second Offense: Driver verbal warning; parents will be notified.
Subsequent Offenses: Referred to school office.
When a referral is made to the school office, the administrator will assign consequences ranging from warning to suspension of riding privileges. Consequences related to the behavioral or safety concern will vary based on the severity of the incident. Parents will be notified by phone and/or letter from the transportation office. Suspensions will follow a progressive pattern from one to five days. The maximum number of days of suspension per offense will not exceed five, unless a situation warrants suspension of riding privileges for a longer period of time, up to the remainder of the school year.

*Seat assignment changes may occur at any time based on the safety needs on the bus.

INFRACTION LEVEL 2 –
Fighting, throwing potentially dangerous items in or out of the bus, opening exit doors, lighting of any ignitable items, possession of weapons or mace, hitting or pushing the bus driver, throwing objects at the bus driver when s/he is on or off the bus, or other similar offenses deemed by the principal and transportation supervisor to merit the following penalty.

CONSEQUENCES (Level 2) – *Determined by Principal, based on student age and severity of infraction.*
First Offense: Suspension of riding privileges for a minimum of one day.
Second Offense: Suspension of riding privileges for a minimum of three days.
Subsequent Offenses: Suspension of riding privileges for five days.

The maximum number of days of suspension per offense will not exceed five, unless a situation warrants suspension of riding privileges for a longer period of time; up to and including the remainder of the school year.

Video and Audio Monitors on School Buses (Policy 810.1)

The Board of School Directors and school officials recognize that serious misconduct on a school bus may jeopardize the safety of all passengers. Therefore, video and audio recording devices shall be used to discourage student misconduct. The use of video and audio recording devices on school buses as an aid to monitor student behavior does not replace the discipline policy as enumerated in Policy 810, or the authority of the bus driver, or the responsibility of school officials to act on bus misconduct. The Bus Conduct Report shall remain the primary tool for use by the driver in reporting misconduct that cannot be corrected by less formal means. Video and audio recording devices will be assigned to buses on a rotating or an "as needed" basis. Additional guidelines are listed in policy 810.1.

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.

Cafeteria Price List:

Elementary Student Breakfast	*Free*
Elementary Student Lunches	*$2.50*
Reduced-Price Lunches	*Free for 2026-2027*
Milk	*$ .80*

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 than 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 Departments Menu (Food Service) to find out more information.

CAFETERIA BEHAVIOR: The 30-minute lunch period is that part of the school day during which time students have an opportunity to eat their lunch in the school lunchroom. During this period, students will be supervised by cafeteria monitors. Students are expected to cooperate with the monitors, to demonstrate etiquette and socially acceptable behaviors, and to adhere to established lunchroom rules and regulations specific to the setting. Depending upon the infraction, disciplinary action can range from a simple verbal warning to a suspension from school. (Policy 218)

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 and/or smart watches 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 or using a smart watch for features other than the time. Cell phones must be turned off upon entering the school building and should be kept out of sight.

Prohibited Items: Laser pens and other laser devices are particularly capable of causing harm and disruption and are therefore prohibited from being in a student's possession in school, during a school-sponsored activity or on a District vehicle.

Conditional Items: Students are discouraged from possessing certain types of electronic devices during school hours; however, their possession does not constitute a violation of this policy unless the student fails to comply with the following provisions:

Students are not to use audio listening devices (CD players, MP3 players, etc.), handheld electronic games, digital cameras, audio or video recording devices, or other such devices during the instructional school day unless they have permission from a staff member to do so as part of a classroom activity. In addition, the distribution, e-mailing, or posting on an Internet site of any unauthorized photograph, audio recording, or video recording taken in school buildings or on school grounds, or on any school bus or commercial vehicle providing transportation to and from school or any school-related activities is prohibited. Consequences for violation of this policy may include warning, detention, suspension, or a hearing before the Board of School Directors.

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 function or feature, not just sending or

receiving telephone calls. Cell phones must be turned off upon entering the school building and may not be turned on again until the student leaves the building at the end of the school day. Cell phones must be kept out of sight, and the student bears total responsibility for safeguarding this and any other device in his or her possession.

The Butler Area School District assumes no responsibility for the loss, theft, damage, or misuse of any electronic device that is brought onto school grounds, to a school-sponsored activity or any District vehicle.

Discipline: Violation of any part of this policy may result in consequences ranging from confiscation and loss of privileges, to detention, suspension, and referral to the Board of School Directors for possible expulsion. (Policy 237)

CHEATING

Cheating is a very serious offense. Students who are caught cheating on tests or other assignments may receive a zero or have points deducted for that particular work. The teacher should inform the parent or guardian of the offense. The second offense will result in the student receiving a zero for the assignment. A phone conference between teacher and parent, or a conference between teacher, parent, and student will occur. The teacher will inform the principal of the second offense. (Policy 243)

DISOBEDIENCE

Disobedience is defined as the refusal or failure to obey any professional and support staff. The consequence for this violation could range from a parental conference, to loss of a privilege, to detention, to suspension, depending upon the severity of the case. (Policy 218)

DISRESPECT

Disrespect is defined as the lack of respect, rudeness, or offensive behavior in word or action to any professional and support staff. The consequence for this violation could range from a warning or loss of a privilege to detention or suspension, depending upon the severity of the case. (Policy 218)

DRESS CODE – STUDENTS

The purpose of the student dress code is to promote a safe, respectful, and focused learning environment. Students are expected to dress appropriately for school and school-related activities, reflecting pride in themselves and their school community. An individual's dress, personal appearance and cleanliness, like his/her behavior, should reflect a sensitivity to and a respect for others. The fact that the school will permit a wide variety in school clothes does not mean that all styles are equally appropriate. This is a decision that the student must make in conjunction with his/her parents/guardians, always keeping in mind that his/her appearance must not present a clear and present danger to the student's health and safety, cause an interference with work, or create classroom or school disorder.

Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

The building principal and staff members shall be responsible to monitor student dress and grooming and to enforce Board policy and school rules governing student dress and grooming.

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Guidelines: Although this is no attempt to include all items, the following types of clothing will be excluded from what is considered acceptable dress by District students:

1. Articles which are soiled with grease, oil, paint, and dirt.
2. Articles that could cause damage to other students or property.
3. Students must wear clothing that appropriately covers the area from below their shoulders to above knee/lower thighs, regardless of whether they're standing, sitting, or moving. Undergarments must not be visible or worn in a way that resembles outerwear.
4. Clothing, pins, patches, tattoos, or any other items that encourage violence.

Footwear:

1. Slippers are not permitted.
2. Shoes must be worn throughout the building at all times.
    - Shoes may be removed only in the locker room and pool areas.
3. Students are expected to follow all school rules related to safety that may require proper foot protections; for example, in science labs, shops, physical education classes.

Clothing: Clothing should be worn in the manner for which it has been designed. For example:

1. Outerwear (coats and heavy jackets) must be stored in lockers, on hooks, or in designated spaces, such as in a backpack during the school day, except when otherwise approved by administration during the school day.-
2. Loose-fitting clothing such as baggy pants must be worn above the hips.

Students representing the school at extracurricular activities should wear clothes appropriate for the occasion.

Hats/Caps: Students are expected to remove caps or other headgear while in the building. Students are not permitted to have hoods up while in the school building.

Body Piercing: Body piercing shall be restricted as follows:

1. Any piercing items may be directed to be removed for safety reasons in the following curricular and extracurricular activities:

    a. Physical education classes.
    b. Extracurricular activities involving physical contact.

Body piercing that has become infected and presents a health hazard to the student and/or others is prohibited and must be removed.

Accessories: Chains that are attached to wallets or other items are not permitted.

Sunglasses: Sunglasses are not permitted to be worn in the classroom or indoors during the school day unless medically prescribed.

Penalties: Failure to comply with the dress code may result in disciplinary action.

Discretion: In view of the fact that fashions are continually changing, the building principals have the discretion to be the final authority in all issues regarding the dress code.

DRUG AND ALCOHOL POLICY

The Butler Area School District Board of School Directors recognizes and affirms the individual value and potential of each member of its school community. We recognize that substance use/abuse and dependency seriously impairs the ability of individuals to develop their full academic and social potential and adversely impacts the educational environment. The Board shall endeavor to use curriculum, classroom activities, administrative and faculty efforts and disciplinary procedures to prevent and intervene in the misuse and abuse of alcohol/ drugs. It is the goal of the district to protect the health, safety and welfare of students and staff of the Butler Area School District.

The Butler Area School District prohibits the possession, use, misuse, being under the influence of, or the distribution by students and unauthorized personnel of drugs (controlled, non-controlled or mood-altering substances), look-alikes, designer drugs, drug paraphernalia, health endangering substances, medication not registered with the health office, or alcohol on school district property, at any school-sponsored event, in any conveyance providing transportation to or from school or school-sponsored events, while traveling to or from school or school sponsored events or during activities under school district jurisdiction.

Definitions

Drug/Mood-Altering Substance: As used in this policy shall be defined as any controlled substance, non-controlled substance, or designer drug, look-alike substance or health endangering substance.

Controlled Substance

A controlled substance is any drug or substance listed in Schedules 1 – 5 of the Pennsylvania Drug Device and Cosmetic Act of 1972. Examples include, but are not limited to, alcohol, marijuana, stimulants, depressants, hallucinogens, etc.

Non-controlled Substance: A non-controlled substance is any substance containing phenylpropanolamine, pseudoephedrine, ephedrine, or any other non-controlled substance that has or is represented to have a stimulant or depressant effect on humans. In addition to the items stated above, any product that includes chemical solvents, inhalants, or aerosol carcinogens, such as but not limited to glue and aerosol products, is also considered a non-controlled substance.

Designer Drug: A controlled substance analog is a non-controlled substance which either produces the pharmacological effect or is represented to produce pharmacological effects similar to a controlled substance in Schedule 1 or 2 of the Pennsylvania Drug Device and Cosmetic Act of 1972.

Look-Alike Substance : A non-controlled substance whose physical appearance of the finished dosage form containing the non-controlled substance is substantially identical to any controlled substance, taking into account size, shape, color, markings or lack thereof.

Health Endangering Substance: Any substance that may be harmful to the individual.

Medication: Prescription and nonprescription medicines, as defined by the Butler Area School District's Medication Policy, #210.

Drug Paraphernalia: All equipment, products and material of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injection, injecting, ingesting, inhaling, or otherwise introducing to the human body a controlled substance.

Distribution: Delivering, selling, passing, sharing, offering, giving, transferring, soliciting or procuring any drug or mood-altering substance including controlled substances, non-controlled substances, designer drugs or look-alike substances, as defined by this policy, from one person to another, to aid therein or to agree upon, conspire to engage in or attempt such action.

Possession: Possess or hold, with or without any attempt to distribute, any drug or mood-altering substance including controlled substances, non-controlled substances, designer drugs or look-alike substances, or paraphernalia determined to be illegal or as defined herein.

Complete Drug and Alcohol Screening: The NIDA (National Institute on Drug Abuse) Urine Drug Screen, which includes a 10-drug panel and confirmation by a NIDA Certified Lab. The collection must include NIDA protocol and a secured chain-of-custody. A breath alcohol testing may be required if determined appropriate. All screening and testing required by this policy will be completed at the expense of the school district.

Delegation of Responsibility: The Superintendent shall prepare guidelines for the identification, amelioration and control of substance use/abuse in the schools which shall establish procedures for the investigation of suspected violations of this policy, provide a consistent means for effectively responding to and reporting violations of this policy and provide guidance for the instruction and readmission to school of students determined to have violated this policy.

Incidents of possession, use and/or distribution of controlled substances, including alcohol, by any person on school property, on a school bus/vehicle or at a school activity shall be reported to the local police department. In addition, such incidents shall be annually reported to the Office of Safe Schools or as otherwise required by law.

Maintaining the confidentiality of information involving or arising from investigations of suspected substance use/abuse is the responsibility of all parties involved. Such information shall be limited to the parties who have immediate knowledge of the situation and may only be extended to medical personnel, the Superintendent, the building principal and assistant principal, and counselors or other school personnel having a legitimate educational interest, and law enforcement officials in compliance with law.

Disciplinary Response

The following disciplinary action is prescribed for any student found in violation of this policy:

1. Immediate Action – The student shall receive an out-of-school suspension for a period of three (3) days. During the first three (3) days, an informal hearing will be held with the student accompanied by a parent/guardian. Subject to such informal hearing, the student's out-of-school suspension may be extended to a period of ten (10) days and the incident shall be referred to the Superintendent for the initiation of a formal expulsion hearing. Before determination of final disciplinary action, the student will be required to receive immediate, complete drug and alcohol screening by the district's vendor. If a student adulterates or refuses to submit a urine sample, the situation will be ruled as a positive result and the student will receive the same consequences as if s/he had tested positive. The student may be required to complete an assessment by a licensed drug and alcohol facility, rehabilitation, drug counseling or other remedial programs and further drug and alcohol testing as a condition to reinstatement to the school district's educational, co-curricular and/or extra-curricular programs.

   The maximum out-of-school suspension period that a building principal can assess to a student is ten (10) school days. Any disciplinary action resulting in exclusion from school for more than ten (10) school days constitutes an expulsion and can only be the result of a formal hearing of the School Board. If the student is to appear at a formal hearing, the district pledges to make such hearing available within the ten (10) school day period. The student and family are expected to be prepared for this hearing within the ten (10) school days. Delays for attorney schedules and the like will not result in the student being reinstated to the classroom nor in-school suspension. If a delay is granted, it will only be granted with the understanding that in the interim, the student will be prohibited from attending school on parent/guardian violation.

2. Expulsion – Subject to a formal hearing before the Board of School Directors, the student shall be expelled for a minimum of thirty (30) days (inclusive of any initial administratively imposed suspension) and for such further period as may be determined by the Board of School Directors.

3. The Superintendent or his/her designee is granted the discretionary authority, on a case-by-case basis, to supersede the minimum period of suspension in consideration of the nature of the offense, the age of the student and any other mitigating circumstances.

4. The disciplinary provisions set forth in this policy are subject to and may be limited by the provisions of the Individuals with Disabilities Education Improvement Act (IDEIA), its accompanying regulations or other applicable law. To the extent permitted by IDEIA, its accompanying regulations or other applicable law, the disciplinary provisions applicable to students without disabilities shall be applied in a similar manner to those students with disabilities.

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, ALICE 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 Avenue Community School	724-287-0263
Center Township Elementary	724-282-3503
Connoquenessing Elementary	724-789-7478
Emily Brittain Elementary	724-282-1013
McQuistion Elementary	724-287-1119
Northwest Elementary	724-287-2516
Summit Elementary	724-287-2734

FIGHTING

Students are not permitted to fight in school, on school property, on the bus, or during school-sponsored activities. Fighting will be dealt with by the classroom teacher and/or the Principal. Parents will be notified about the incident and actions taken.
Depending on the severity of the incident and/or the frequency, the student(s) will receive the following punishment:

1. **Loss of privilege or time-out with appropriate conflict resolution interventions**
2. **After-school detention**
3. **One to ten days of in-school or out-of-school suspension**

If proof can be obtained concerning the blame or cause of the fight, the student who provoked the fight may receive a time-out, detention, or suspension of longer duration.

Students who instigate fights between others but do not actually participate may also receive a time-out, detention, or suspension. This includes students who push one student into another or who verbally incite other students into fighting.

The local police may be involved in certain types of fights and disorderly conduct charges may be filed against all students involved in fighting. The local magistrate may levy a fine if disorderly conduct charges are filed.

The student may also be referred to the Board of School Directors for a hearing and possible expulsion from school. (Policy 218)

INAPPROPRIATE LANGUAGE/SWEARING

The use of profanity and inappropriate language, along with vulgar drawings or gestures will not be permitted during the school day or during any school-sponsored activity, function, or event. Depending upon the severity of the case, the penalty for this violation could range from a parent conference or loss of a privilege, to one hour of detention, to a recommendation to the Board of School Directors for expulsion from school. (Policy 218)

LEAVING SCHOOL WITHOUT PERMISSION

The student may receive loss of privileges, temporary suspension, or detention. (Policy 218)

RACIAL AND ETHNIC INTIMIDATION

Butler Area School District promotes an appreciation and acceptance of racial and ethnic diversity. District policy prohibits all forms of racial and ethnic intimidation in any areas under the permanent or temporary control of the District. Any person who engages in racial or ethnic intimidation while acting as a member of the school community will be in violation of this policy. Racial or ethnic intimidation is defined as:

- comments or conduct which interfere with personal or academic performance
- create a hostile, intimidating, or offensive academic environment
- demeaning remarks
- demeaning display or depiction of any racial or ethnic group

Any student who feels that s/he has been a victim or racial or ethnic intimidation shall bring the matter to the immediate attention of any teacher, principal, or counselor. If it is determined that any student has engaged in racial or ethnic intimidation while under the control of Butler Area School District, he/she shall be subject to appropriate disciplinary action, up to and including suspension or expulsion. **(Policy No. 249)**

SEXUAL HARASSMENT

Authority: The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools regardless of race, color, age, creed, religion, sex, gender, sexual orientation, genetic information, ancestry, national origin, marital status, pregnancy, or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation: The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, building administrator or the Title IX Coordinator even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal, building administrator or the Title IX Coordinator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, building administrator or Title IX Coordinator as well as properly making any mandatory police or child protective services reports required by law.

If the building principal or building administrator is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/ Bullying/ Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal or the building administrator shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures. The Title IX Coordinator shall inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment: When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

Emergency Removal: When an emergency removal of a student, as described in Attachment 3, is warranted to address an immediate threat to the physical, mental or emotional health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.

Confidentiality: Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.

Retaliation: The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions:

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, gender, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical, mental or emotional assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a

manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
    a. ***Dating violence*** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

        i. Length of relationship.
        ii. Type of relationship.
        iii. Frequency of interaction between the persons involved in the relationship.

    b. ***Domestic violence*** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

    c. ***Sexual assault*** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

    d. ***Stalking***, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

        i. Fear for their safety or the safety of others.
        ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Delegation of Responsibility: In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 110 Campus Lane; Butler, PA 16001

Email: brian.slamecka@basdk12.org

Phone Number: 724-214-3101

The Compliance Officer/Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks, and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

4. Student Access - Review of programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that aspects of the school programs and activities receive support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines:

Title IX Sexual Harassment Training Requirements: The Compliance Officer/Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of Title IX sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.

8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences: A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

Reports of Discrimination: Any reports of discrimination that are reviewed by the Title IX Coordinator and are based on race, color, age, creed, religion, sex, sexual orientation, gender, ancestry, national origin, marital status, pregnancy or handicap/disability, but a Formal Complaint of Title IX sexual harassment is not filed, shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment: If a Formal Complaint is filed, the district shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

STUDENT EXPRESSION

While respecting the right of students to express themselves in words or symbols and distribute materials as a part of that expression, the Board of School Directors recognize that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community. The Board reserves the right to designate and prohibit manifestations of student expression that violates the rights of others. Students who wish to distribute materials must submit them for prior approval to the principal. Any violation of the Student Expression policy will result in appropriate disciplinary action. (Policy 220)

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 9:00 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/Infinite Campus 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.

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 Searches: The primary purpose and justification for a student search is the protection of the health, safety and welfare of the students, faculty, school property and the educational process.

1. School officials shall be permitted to conduct a search of a student and/or of items in the student's possession or within the student's control if the school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the laws of the United States of America or the Commonwealth of Pennsylvania or the rules and regulations of the School District or the school official has reasonable cause to believe that the search is necessary to maintain school discipline or to protect the health, safety, and welfare of the students, faculty, and staff and to protect school property or the educational process.

2. All searches of a student and/or of items in the student's possession or within the student's control shall be conducted in the presence of the building principal and/or his/her designee(s) and a witness. Based on the nature and severity of the incident, the student's parents/guardian(s) are permitted to be present during the search of a student and/or of items in the student's possession or within the student's control if it is possible to locate the student's parent(s)/guardian(s) and they report to the building principal's office within a reasonable period of time.

3. Prior to conducting a search of a student and/or of items in the student's possession or within the student's control, the school official conducting the search may provide the student with an opportunity to voluntarily produce any suspected evidence that the student has violated or is violating either the laws of the United States of America or the Commonwealth of Pennsylvania or the rules, policies, and regulations of the School District.

4. Illegal or prohibited material(s) seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

5. If the student refuses to voluntarily produce any suspected evidence that the student has violated or is violating either the laws of the United States of America or the Commonwealth of Pennsylvania or the rules, policies, and regulations of the School District, the school official may ask the student to consent to a search prior to conducting an involuntary search of the student and/or of items in the student's possession or within the student's control.

6. If the student refuses to voluntarily produce any suspected evidence that the student has violated or is violating either the laws of the United States of America or the Commonwealth of Pennsylvania or the rules, policies, and regulations of the School District and refuses to consent to a search, the building principal and /or his/her designee(s) in the presence of a witness and, if present, the student’s parent(s) / guardian(s), shall order the student to empty his/her pockets, remove his/her outer jacket, coat and/or vest, remove his/her shoes and socks, roll up his/her pant legs to the knee, and/or shirt sleeves to the elbows, remove his/her belt, and turn over to the person conducting the search any and all items in the student's possession or within the student's control.

7. The refusal of a student to submit to a search of himself/herself and/or of items in the student's possession or within the student's control shall be immediately reported to the appropriate law enforcement officers and/or juvenile probation officers for further investigation. The student shall

be detained by the principal until such time as a law enforcement officer or juvenile probation officer arrives to interview the student.

8. If the search produces weapons, drugs, or any other dangerous or illegal items or contraband, such items shall be turned over to the police as soon as possible. Such items shall be secured by the building principal and/or his/her designee until they are able to be turned over to the police.

Desk and Storage Space Inspection: All desks and student storage spaces are and shall remain the property of the Butler Area School District. As such, students shall have no expectation of privacy in them.

Desks and storage areas are provided to students for storing school-related items and clothing. The school has an obligation to insure that desks and storage areas are properly used and that no item or substance that is placed in the desk or storage area jeopardizes the protection of the health, safety, and welfare of students, faculty, school property, and the educational process. To fulfill this obligation, school officials have the right to conduct desk and/or storage space inspections at any time. (Policy 226.1)

METAL AND 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. Butler Area School District has the authority to create reasonable rules and regulations to maintain a safe climate. Therefore, the Board of School Directors may authorize the use of scanning devices when appropriate for the purpose of reducing and discouraging the presence of weapons in our schools. For this reason walk-through metal detectors are used on a daily basis at all of the schools within the District. Students and adults entering the elementary schools may be asked to submit to a metal detector search procedure to ensure that weapons, controlled substances, and other prohibited articles are not brought into the building. Metal detector searches will be conducted on a daily basis at each of the District's school buildings.

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 may 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).

Metal detector searches may be conducted at the District's discretion during after-school events. **(Policy 218.3)**

<u>Metal Detector Search Procedure</u>: During a metal detector search, students will be directed to walk through the metal detector upon entering school:

Should the metal detector alarm sound:

1. The student will be directed to move to one of the adjacent tables.

2. Butler Area School District personnel will then search the individual's book bag, backpack, gym bag or other parcel that the individual has in his or her possession.
3. The student will be directed to remove any metal objects from his/ her possession and will walk through the metal detector for a second time.

Should the metal detector alarm sound a second time:

1. The student will be directed to move to an area as directed by District personnel.
2. The student will be scanned with a hand-held metal detector.
3. The student will be directed to remove any objects detected by the hand-held metal detector.
4. Following the removal of any items detected by the hand-held metal detector, the student will be directed to walk through the metal detector for a third time.

Should the metal detector alarm sound a third time:

1. The student will be directed to move to an area as directed by District personnel.
2. Again the student will be asked to check for any metal objects and to remove such objects.
3. If no objects are produced, the student will be escorted to the principal's office. At this point the **STUDENT SEARCHES (Policy 226.1)** policy procedures will be followed, which are listed above.

In all cases, the search process will cease when the metal detector scan is completed without activating the alarm. The Butler Area School District will not be responsible for any items damaged in the metal detecting or bag-checking process. It is the students' responsibility to remove any valuable items (cell phones, i-Pods, etc.) and place them in the container provided.

Discovery of Contraband: If the search produces weapons, drugs, or any other dangerous or illegal items or contraband, such items shall be turned over to the police as soon as possible. Such items shall be secured by the building principal and/or his/her designee until they are able to be turned over to the police.

TERRORISTIC THREATS/ACTS

The Butler Area School District prohibits District students from communicating Terroristic Threats or committing Terroristic Acts directed at any student, employee, Board member, community member, or school building.

Terroristic Threat: A threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience.

Terroristic Act: An offense against property or involving danger to another person.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

a. Suspension of the student
b. Reporting of the incident to the Assistant Superintendent or Superintendent
c. Possible reporting to law enforcement officials
d. Consultation with the Assistant Superintendent or Superintendent to determine if there is cause for recommendation for an expulsion hearing
e. If expelled, the student will not be readmitted without documentation that the student does not pose a risk of harm to others
f. Following the period of expulsion, the readmitted student shall be subject to possible searches under the provisions of Policy 226.1 (Policy 218.2)

THEFT

Students or parents will be required to return, replace or pay for the missing item(s). The penalty for this violation could range from a parental conference, to loss of a privilege, to detention, to suspension, depending upon the severity of the case. The theft may be reported to the police for further investigation. (Policy 225)

TOBACCO

Smoking or visible possession of tobacco products including smokeless tobacco, commonly called chewing tobacco, or a look-alike product including electronic cigarettes and nicotine products, by students on school property or during a school-sponsored activity, function, or event or on a school bus to or from school or a school-sponsored activity, function, or event is strictly prohibited. Violation of this regulation may result in a parent conference or the loss of a privilege, detention, or in-school or out-of-school suspension. In accordance with Act 145 of 1996, students will also be referred to the district magistrate for tobacco violations. (Policy 222)

VANDALISM

Vandalism is the malicious destruction of a school district or private property. Depending on the seriousness of the offense, vandalism will be punishable by the loss of a privilege, and/or the assignment to detention, and/or suspension. In some cases, the child will be expected to clean or remove the vandalism from the damaged surfaces. If the property is destroyed, the student(s) or parent(s) will be required to pay for the damage. The incident will be forwarded to the school solicitor's office should payment not be received. (Policy 218)

VAPING

The use or possession of vaping devices, vaping cartridges, and/ or items used for vaping, is prohibited on school district property, school-sponsored activities, events, or school buses. Depending on the nature of the infraction, the use of vaping devices may also fall under the provisions outlined in Policy 227: Alcohol/ Drugs.

WEAPONS (Act 26)

Act 26 of PA School Code provides for a one (1) year expulsion for possession of a weapon on school property. No student is to possess any form of a weapon on school property, including "look-a-like" or "toy" weapons. Special circumstances require administrative approval.

Definition: "Weapon," for purposes of this section, shall include, but not be limited to, any knife, cutting instrument, cutting tool, martial arts implement, firearm, explosive, fireworks, and any other tool, instrument, or implement capable of inflicting serious bodily injury.

Policy: Any student possessing a weapon in the building or on the grounds, or at any school-sponsored activity, function, or event, or on any school bus providing transportation to and from any school within

Butler Area School District or any school-sponsored activity, function, or event, depending on the facts of the case, may be subject to one or more of the following penalties. Consequences may range from:

- Loss of a privilege
- Detention
- Parental conference
- One to ten days out-of-school suspension
- Referral to the Board of School Directors for possible expulsion from school
- Reported to the appropriate law enforcement officials

Additionally, prior to readmission, at the elementary level the student may be asked to provide competent and credible evidence that s/he does not pose a risk of harm to others. (Policy 218.1)

ASSAULT

The Board acknowledges the need to protect its teaching staff members, staff members, other employees, students, and visitors from assault by others. The definitions of both simple and aggravated assault are the same as the Pa. Statutes are listed in the District's Assault Policy. The state provides for criminal penalties for assault. In general assault is when a person attempts to cause or intentionally, knowingly, or recklessly causes bodily injury to another. If a student is found guilty of either simple or aggravated assault he or she shall receive up to a ten (10) day out-of-school suspension and may be recommended to the Board for expulsion from school. In addition, said student may be reported to appropriate law enforcement officials. (Policy 218.4)

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 Infinite Campus 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.

WEBSITES/INTERNET - ACCEPTABLE USE

The use of the computer network must be in support of education and research consistent with the educational objectives of the Butler Area School District. The determination as to whether a use is appropriate lies solely with the discretion of the School District. The use of the computer network for illegal, inappropriate, or unethical purposes by students is prohibited.
(See Form On Page 66)

Consequences for Inappropriate Use

1. The network user shall be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.
2. Failure to follow procedures and prohibited uses previously mentioned may result in loss of network access. Other appropriate disciplinary actions ranging from loss of privilege to suspension or expulsion may also follow.
3. Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. (Policy 815)

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, hat, 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.

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 teachers;
- 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 Laura Miller at the Administration Office at (724) 214-3102.

Regardless of anything to the contrary contained in this document or any school policy, the school administration and school board retain their inherent power to discipline, suspend, or expel students for disobedience or misconduct and to institute proceedings in juvenile court against students for incorrigibility, truancy, insubordination, or other bad conduct or if the presence of any student attending school is detrimental to the welfare of the school on account of the foregoing, as contained in Article XII; Section 1318 and L338 of the Public School Code.

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

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

ACCEPTABLE USE OF COMPUTERS AND OTHER DIGITAL TECHNOLOGY AGREEMENT FORM

Please return this signed Acceptable Use of Computers and other Digital Technology Agreement Form as soon as possible. Students are not permitted to use computers, the computer network or other digital technology at the school until this form has been properly signed and returned to the Principal's Office.

Student Name: _____

School Name:

Homeroom: _____

Parent Agreement
By signing this form, I acknowledge that I have read the Butler Area School District's Policies 815 and 815.1 and have reviewed the content of those policies and guidelines with my student. I understand that a violation of the policies and guidelines by my student may result in disciplinary action and/or revocation of the student's permission to use the Butler Area School District computers, the computer network, or other digital technology.

_____ _____
Parent Signature **Date**

Student Agreement
By signing this form, I acknowledge that I have read and understand the Butler Area School District's Policy 815, Acceptable Use of Computer Networks/Digital Technology/Internet and Internet Safety, and Policy 815.1 Computers/Computer Software/Other Digital Technology. I understand that a violation of the policies and guidelines by me may result in disciplinary action and/or revocation of my permission to use the Butler Area School District computers, the computer network, or other digital technology.

_____ _____
Student Signature **Date**

BUTLER AREA SCHOOL DISTRICT

District-Issued Student Device Guidelines

Student Responsibilities:

- Bring the device to school every day
- Make sure the device is fully charged
- Care for the device properly
- Keep the device in good repair
- Keep the device secure
- Never leave the device unattended
- If storing the device at school, students should secure the device in a locked space, such as a student locker.
- Report a missing or damaged device IMMEDIATELY to the school office
- Student is responsible for password security
- No one other than student to whom the device is issued is permitted to use the device
- Student is responsible for backing up data
- Adhere to Policy 237 - Responsible Use of Technology Resources
- Follow device guidelines or be subjected to Policy 218-Student Discipline
- Return the device in good condition upon withdrawal from school, at the end of the school year, or prior to graduation, as directed

Care of Device:

- Carry and/or handle the device with care
- The device should be used on a flat, solid surface
- Never apply stickers, marker, or anything to any part of the device
- Do not put the device in a position where there is any pressure on the device or anything on top; in a backpack or case of any kind where the device is squeezed (any situation where the device is under any pressure)
- Keep the device away from food and liquids (e.g., water, beverages, ink, paint, etc.) as to avoid spills that may damage the device

Chargers:

- Chargers will be repaired only if defective. If the wire is torn or frayed, or if the device has visible damage that is considered accidental damage. Any damage that is intentional or misuse will not be covered by the District. The student must pay for a replacement adapter that will be provided by the District.

Educational Use:

- Students are NOT permitted to load software or modify configuration of the device
- Common example of Prohibited Software:
    - File Sharing (Limewire, BitTorrent)
    - Utilities/OS (OSX or other upgrades)
    - Games (Halo, Emulators)
    - Proxy Servers
- Devices are subject to spot checks for compliance by Administration. Personal information stored on District-owned devices will be deleted.

Privacy Rights:

- Teachers/staff members and/or building administrators have the right to read or view anything on a District-issued device

Safety:

- Student should not post any identifiable information about him/herself on the Internet
- Student is not permitted to share their passwords with anyone
- Student should notify a Building Principal immediately of any online harassment or security concerns

Parent & Student Responsibilities

- Parent(s)/student is responsible for the proper use and care of the device.
    - Theft or loss, intentional damage and/or misuse of the device is the sole financial responsibility of the parent(s)/student
    - Intentional damage to the computer will be determined by the BASD IT Department, working in conjunction with the manufacturer (Dell/Apple/Microsoft/etc.
    - The actual cost to repair or replace the device will be the responsibility of the parent(s)/student

****Parents will have the opportunity to enroll in One2One technology insurance coverage on an annual basis.***

The District provides filtering for inappropriate materials and websites on the Internet. Parents are responsible for monitoring their student's use of the device when at home to ensure that the student does not alter the device settings or bypass the Internet filters.

- Under no circumstances should the parent(s)/student attempt to repair a District- issued device

By my signature, I acknowledge that I have read and understand the guidelines and procedures outlined in this policy and agree to all of its terms and conditions.

Student Name: _____

Signatures:

Student: _____ Date: _____

Parent: _____ Date: _____

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 2026-2027 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 2026-2027 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 <u>not</u> 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 <u>not</u> 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	