Student Handbook



Center Avenue Community School

2026-2027

Butler Area School District

Telephone: 724-214-3960

Principal: Mr. Keenan McGaughey

OUR SCHOOL SEAL...

First Quarter...
<u>The Atomic Globe</u>
This represents the Atomic Age and the Space Age.

Second Quarter...
<u>Scales and Torch</u>
Denotes Justice and Education.



Third Quarter...
<u>A Greek Column</u>
Symbol for the Arts.

Fourth Quarter...
<u>Olympic Rings and Wreath</u>
The Rings are for Athletics and the Laurel Wreath is for Achievement.

<u>Chain in Center of Shield</u>...
The Nine chain Links symbolize the Strength of Unified Community Support of Our School and its Endeavors

SCHOOL COLORS: Gold and White

ALMA MATER

SING

'Mid these scenes in recollection
Thy name shall resound.
Youthful dreams and fond ambitions
With thy name are found.
Thee we honor, thee we cherish,
Thee we'll love always;
Hail to thee our Alma Mater,
Hail to Butler High.

HUM

Thee we honor, thee we cherish,
Thee we'll love always;
Hail to thee our Alma Mater.
Hail to Butler High

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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.

WELCOME

It is our privilege, on behalf of the administration and faculty, to welcome you to our school community. This student handbook has been prepared by the administration in an effort to acquaint students with the programs and resources available at Center Avenue Community School. In this handbook, you will also find pertinent information regarding many of the policies, and regulations, and procedures that govern and guide you as a Butler Area School District secondary student. Additional information regarding district policies can be found on the district website: www.basdk12.org

The major focus of our efforts at the secondary level is to provide the best possible academic program. At the same time, we will offer opportunities and experiences that foster the development of good citizenship. Here, each of us has a responsibility toward himself/herself and the school community. Each student is charged with certain responsibilities including regular attendance, conscientious effort in classroom work and homework, conformance to Board policies and school rules and regulations, respect for the rights of students, administrators, teachers, and others, and the expression of ideas and opinions in a respectful manner.

The good citizens of our school community recognize those responsibilities. Developing these skills, along with academic skills, provides a strong foundation as a student grows into adulthood. It is our hope that our students will learn to take those responsibilities and work together with the faculty and staff to achieve their best.

BELIEFS

We, in the Butler Area School District, believe that all people are life-long learners and therefore…

The school should…

- *Provide an environment that challenges students and enables them to achieve academic and personal success.*
- *Provide enrichment and support activities for students to optimize their learning potential. Provide recognition of student achievement.*
- *Link education and career opportunities through broad access to academic and co-curricular offerings.*
- *Teach students to respect civic duty and develop responsibility to and for their school, community, and the environment.*
- *Strengthen student awareness of the arts, sciences, and diverse aspects of cultures.*
- *Provide a safe and secure environment in which to learn.*

The Butler High School graduate should…

- *Build necessary life skills such as independence, responsibility, respect, cooperation, tolerance, and accountability.*
- *Value education and its link to the development of leadership skills, choice of role models, creativity in problem-solving, and independence in thinking.*
- *Be able to effectively communicate through reading, writing, listening, and speaking.*
- *Be able to recognize the importance of one's self through mental, social, and physical health.*
- *Become media literate through the utilization of a modern library and information technology.*
- *Understand basic mathematics and economic principles and possess the ability to make sound decisions.*

BUTLER AREA SCHOOL DISTRICT INFORMATION
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

ELEMENTARY PRINCIPALS

Ms. Vanessa Boyd, Principal	Broad Street Elementary
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

SECONDARY PRINCIPALS

Mr. Stephen Dobransky, Principal	Butler Intermediate High School
Mrs. Gretchen Crissman, Asst. Principal	Butler Intermediate High School
Mr. Harold Dunn, Asst. Principal	Butler Intermediate High School
Mr. Jason Huffman, Principal	Butler Senior High School
Mr. Doug Ford, Asst. Principal	Butler Senior High School
Ms. Hope Hull,. Asst. Principal	Butler Senior High School
Mr. Justin Tanaka, Dean of Students	Butler Senior High School
Mr. Daniel Buzzard, Dean of Students	Butler Senior High School
Mr. Keenan McGaughey, Principal	Center Avenue Community School

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

ELEMENTARY SCHOOL HOURS

Office Hours:	8:00 AM – 4:00 PM
School Day:	9:00 AM – 3:20 PM
* Teachers- Best Time to Call:	8:15 AM – 8:45 AM

Butler Intermediate High School
551 Fairground Hill Road
Butler, PA 16001
PHONE (724)-214-3400

Butler Senior High School
120 Campus Lane
Butler, PA 16001
PHONE (724)-214-3200

CENTER AVENUE INFORMATION

Arrival & Dismissal:

Arrival time at Center Avenue is between 8:40 - 9:05 AM. Students are required to enter through Door 2 (on Lincoln Avenue). Students arriving after 9:05 will need to enter the building at Door 1 (next to the playground) and are required to sign in at the office to receive a tardy pass. Dismissal time for Center Avenue students is 3:20 PM.

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.

Daily Student Life

Morning Procedures

The front entrance to Center Avenue (on Lincoln Avenue) will open each day at 8:40 A.M. Upon arrival at school, students will be directed by Center Avenue staff to get their breakfast from the cafeteria and then travel to their homerooms. Students are to comply with staff directives as to which area to report and they are to remain in their homeroom until first period. Students picking up morning breakfast will receive the following items:

- a juice or fruit item
- a milk
- two additional food items which could be considered a protein or a bread

Students receive one free breakfast. An additional breakfast may be purchased at cost. The breakfast will be served in the cafeteria and eaten in their homeroom.

Open Drink & Beverage Containers:

Center Avenue students are permitted to bring the following beverage containers to school:

- Empty refillable cups, water bottles, and/or hydroflasks (up to 30 ounces)
- Sealed cans or plastic bottles (must be kept in student backpack or classroom cubby)

Students arriving at school with open beverage containers must empty the liquid prior to entry. Refillable containers will be returned to the student for later use, while single-use or disposable containers must be discarded.

Homeroom

Homeroom is the home base for students while in school. Your homeroom teacher is ready and willing to answer any questions you may have regarding the school day. During the first days of school, your homeroom teacher will introduce students to the routines at Center Avenue.

During homeroom each day students will observe opening exercises. Opening exercises consist of 1) the Pledge of Allegiance to the flag, led by the homeroom teacher, 2) a moment of silence, and 3) important announcements of the day. **Students are expected to listen quietly to announcements during the homeroom period.**

Cafeteria Procedures

Breakfast

Every student attending Center Avenue is provided a free breakfast. All students are encouraged to eat breakfast. After arrival, students shall gather their breakfast in the cafeteria and immediately proceed to their assigned homeroom to eat. Students are permitted to take the designated amount of food unless they are on a specialized diet or pay for additional food. Additionally, stopping in the bathroom, another classroom, or any other area without the permission of their homeroom teacher is prohibited.

Lunch

Every student attending Center Avenue is provided a free lunch. All students are encouraged to eat lunch and may bring lunch from home.

If a student is receiving a school lunch he/she must take all parts of their meal when they travel through the lunch line. Students are only permitted to go through the line a second time if they have staff permission and intend on purchasing additional milk or other food items. Once a student has purchased food he/she must be seated and remain seated for the remainder of the lunch period. Students are not permitted to move from table to table. Students are expected to clean up after themselves and are to deposit all trash in the waste containers. Food or beverages are to remain in the cafeteria, unless the student has been given permission by a supervising staff member.

Students are dismissed from the cafeteria when their homeroom teachers, or designated staff member, come and pick them up and take them back to their designated class. Students must leave when their class is dismissed. If, for some reason, a student needs additional time to eat their lunch, then he/she will be provided an alternative supervised location, such as the office, or remain in the cafeteria as long as it does not disrupt the educational environment.

Cafeteria supervisors are in charge of the cafeteria. A student who misbehaves during lunchtime (leaving tray, throwing food, taking food from another student, etc.) may be assigned to a specific table/seat, or cleaning responsibilities by the cafeteria supervisor. Further misbehavior will be referred to a principal for appropriate disciplinary action.

Therapy Dogs

Purpose: The Board supports the use of therapy dogs for the direct benefit of district students, subject to the conditions of this policy. Benefits from working or visiting with a therapy dog may include reduced stress, improved physical and emotional well-being, lower blood pressure, decreased anxiety, improved self-esteem, and normalization of the environment, increasing the likelihood of successful academic achievement by the student. Examples of activities that students may engage in with a therapy dog include petting and/or hugging the dog, speaking to the dog, giving the dog simple commands that the dog is trained to respond to, and reading to the dog.

Definition: Therapy dog - a dog that has been individually trained and certified to work with its handler to provide emotional support, comfort, therapeutic benefits, emotional well-being or companionship to district students. Therapy dogs are not service animals as that term is used in the Americans with Disabilities Act (ADA), and therefore approval for the use of a therapy dog on district property is entirely within the discretion of the administration and not automatically considered a reasonable accommodation under the ADA. Therapy dogs are the personal property of the owner and are not owned by the district.

Authority

The Board may permit individuals to use therapy dogs on district property (including buildings) and on district-owned vehicles upon request, submission of required documentation, and approval by the designated administrator in accordance with this policy.

Therapy Dog Interaction Permission Form: To ensure a safe and paws-itive experience, parents and guardians must sign a permission form so that the therapy dog can interact with our students. Participation is entirely voluntary, and all sessions are closely supervised by trained staff.

ATTENDANCE

Attendance is of interest and importance to every student. Regular and punctual attendance at 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.

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 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 Attendance 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 the 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. All absences from school must be substantiated with a note signed by a parent/guardian. All absences from school must be substantiated with a note signed by a parent/guardian. You may submit excuses to the Center Avenue attendance office.

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:

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

Excuses may be mailed directly or faxed to the 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, having to go to the store, working, hunting, oversleeping, and babysitting.

Although the absence is noted as unexcused, the student will not receive detention for this infraction. When the student has an unexcused absence, she/he is not permitted to request the make-up of tests, quizzes, or activities. Chronic unexcused absences warrant parental notification and possible disciplinary and/or consequences if the problem is not resolved.

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. According to the District policy, students

who are charged with unexcused absences, unlawful absences, or truancy are not permitted to make up schoolwork missed for those days.

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 30 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 thirty-day limit. If the doctor's excuse is not received for any absences after the thirtieth day, the absence will be considered to be unlawful.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from the regular school program.

The Board may report to appropriate authority infractions of the law regarding the attendance of students below the age of eighteen (18). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.

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 an application for a waiver of compulsory attendance regulations when they desire their children to experience vacation opportunities that 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.

Partial–Day Absences

The Board will recognize justifiable absences for part of the school day. In the interest of health, children may be excused for dental or medical appointments on receipt of a written request from the parent/guardian. However, such excuses should be infrequent, and a sincere attempt should be made by the child's parents/guardians to make such appointments during after-school hours or on Saturdays.

Dismissal from school to attend church activities or religious holidays which do not coincide with vacation days on the school calendar can be permitted only upon presentation to the attendance office of a written request from the parent/guardian. Other justifiable absences for part of the school day include court appearances, family emergencies, or other urgent reasons.

Tardiness to School

Each day the bell rings to begin homeroom at 9:05 am. Students must be in this assigned location no later than 9:05 am to be considered "on time." Any student not in attendance by 9:05 am is considered tardy and must report to the Attendance Office before going to class. At the Attendance Office, the tardy student will be issued a "tardy slip" which must be shown to his/her teacher upon entering class.

A student is permitted five tardies to school per semester without disciplinary consequences. Excuses for tardiness should be submitted when the student arrives at school. Any student who accumulates six or more unexcused tardies will be issued detention or more severe disciplinary consequences. Only a doctor or dentist appointment, or an excuse for illness will be accepted as excused after the fifth tardy. These excuses must be presented upon arrival at school on the day of the tardiness. Chronic issues of tardiness to school may require a parent conference. Students may also be assigned to attend academic invention sessions, which are scheduled from 7:30 to 8:45 AM.

School time missed due to chronic tardiness to school without a written legal excuse may be accumulated and converted to an equivalent number of days of unexcused absence. Upon the approval of the building principal, a citation may be issued to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance through their children' chronic, unexcused tardiness to school.

Early Dismissal Information

If you need to get out of school early for some important reason:

1. Present an excuse written by your parent/guardian to the attendance office upon arrival on the day you need to be excused.
2. Students must report to the attendance office with their early dismissal permit before leaving the building for your early dismissal.

The policy of the school is to cooperate with the medical and dental professions as much as possible. However, you may not be excused from school to keep routine medical and dental appointments which can be made for out-of-school hours, Saturdays, or school holidays. Early dismissal will be granted in cases of emergency if you bring a request from your doctor or dentist and signed by your parents. Dismissal from school to attend church activities on religious holidays, which do not coincide with vacation days on the school calendar, can be permitted only upon presentation to the attendance office of a written request from the parent or guardian. These dismissal permits are obtained in the same manner as those above.

Truancy

Truancy is defined as when a student is absent from school without permission from a parent/guardian or school official. A student who is truant may be scheduled to before and/or after school detentions or academic intervention sessions for the first offense. The Center Avenue will examine and review ongoing truancy with parents/guardians to identify the appropriate supports to remove attendance barriers. **When a student is truant or cuts class, they are not permitted to make up any work missed or take any test administered during the period of truancy or class cuts**. (Exception: Final examination for subject).

In addition, Act 29 removes from truant juveniles the vehicle operating privileges for ninety days for a first offense and six months for a second. Truant juveniles who are unlicensed are prohibited from applying for a learner's permit for ninety days (first offense) and six months (second offense).

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 & Plan

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 (SAIP). 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.

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

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

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.

Attendance Procedures

IF ABSENT: On the day you return to school, bring a signed excuse to the attendance office from your parents or guardian indicating the date(s) and reason for your absence. A penalty shall not be attached to an absence for religious instructions. Eighteen-year-old students, living at home, must produce a note signed by a parent. **All excuses, including medical excuses, must be turned in within five days of the student's return to school.**
IF TARDY TO SCHOOL: You **must** register at the attendance office immediately upon arrival and pick up a late arrival slip.

FOR EARLY DISMISSALS: Students will not be dismissed without **written** permission from a parent or guardian. Bring a note signed by a parent to the attendance office upon arrival at school indicating the reason for the

need to leave school early. Justifiable absences for part of the school day include court appearances, family emergency, and other urgent reasons. Just prior to leaving the building, report to the attendance office where a green permission slip to leave campus will be issued. Only notes presented upon arrival will be honored. Each early dismissal will be subject to verification.

Early Dismissal -- Permanent

Approval is given by the principal to excuse students in ninth through twelfth grades for the last period of the day if the student is scheduled for a study assignment for this period, has parental approval, and has transportation home at this hour.

Eighth period early dismissals during the school day are a privilege that can be revoked if abused. Before any early dismissal will be considered, the following terms must be understood:

a. No student will be permitted an early dismissal who has failed any subject the previous term.
b. Students receiving an early dismissal must be gone from the campus within ten minutes.
c. Students must apply for an early dismissal each semester; they do not run for a school year.
d. All early dismissal applications are processed through the guidance office.
e. Early dismissals may be removed if the student receives detention more than two times or receives other disciplinary actions.

Leaving Building without Permission

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

Butler County Vo-Tech Program

Vocational training is offered at Butler County Vo-Tech for students in tenth through twelfth grades. Center Avenue students will attend the third session (12:45 pm - 2:45 pm).

Vo-Tech Excuses

Vo-Tech students must bring in two excuses for their days of absence. One excuse goes to the Vo-Tech school and one is for the high school attendance office.

Change of Address

We ask that you accept the responsibility of reporting any change of address or phone number to the office.

Hall Traffic

All students are to travel as a group with their classroom staff members. The rules for movement of hall traffic throughout the building are very simple and reflect common courtesy. When proceeding through the building, students shall keep to the right so that traffic moving in the opposite direction proceeds smoothly. Students shall halt at designated STOP Points and wait for a staff member to prompt them to continue transitioning. Students must not deviate from their group. Any undue noise or inappropriate behavior in the corridors will not be tolerated. Students should not loiter in the halls or visit students in other rooms.

Health Information

Health Issues

The Nurse's office is located in Room 2. If a student becomes ill after he/she has come to school, the child's teacher will call to check that the nurse is available before the student transitions to the Nurse's office. Students should not report to the Nurse's office without notifying a staff member who confirms the nurse is available. Students returning to class from the Nurse's office must wait until a staff member is available to transition them back to class. The Nurse will make all necessary calls home to a child's family.

Screenings

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. 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 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.

STUDENTS/PARENTS SHOULD REPORT ALL NEW HEALTH PROBLEMS TO THE NURSE.

Medication Policy

The nurse's office will assist students with the administering of medications when needed. However, before the school can comply with a request to administer medication, the parent/ guardian **MUST COMPLETE THE MEDICATION INFORMATION FORM FOR EITHER PRESCRIPTION OR NONPRESCRIPTION MEDICATION.** The forms are available in the nurse's office. All medications must be brought to the Nurse's office by the parent/guardian. For purposes of this policy, "medication" shall include all medicines prescribed by a physician and any over-the-counter medications. Students are permitted to take these medications only in the nurse's office. Should a student be found to have a non-prescription medicine in school without a proper permission/consent form signed by the physician and parent, the school nurse or principal will confiscate the medication from the student. The family will be notified by telephone of the need to file the form with the nurse's office.

Immunizations

The Department of Health requires the following for all students Grades K-12:

- 4 doses of Tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of Polio (4th dose on or after 4th birthday and at least 6 months after previous dose)**
- 2 doses of Measles, mumps, rubella***+
- 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 years or older and at least 6 months after the previous dose.
***Usually given as MMR
+1st dose given at 12 months or older

Children attending 7th Grade need all of the above, PLUS:

- 1 dose of Tetanus, Diphtheria, Acellular Pertussis (Tdap)
- 1 dose of Meningococcal conjugate vaccine (MCV)

Children attending 12th grade need all of the above, PLUS:

- 1 dose of MCV. (If one dose was given at 16 years of age or older, that shall count as the 12th grade dose.)

Students not within compliance of the appropriate immunizations may be excluded from school. Options for exemptions are granted under the following provisions:

- Medical exemption: Children need not be immunized if a physician provides a written statement that immunization may be detrimental to the health of the child.

- Religious exemption: Children need not be immunized if the parent objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.
- Philosophical/Strong Moral or ethical conviction exemption: Children need not be immunized if the parent objects in writing to the immunization on the basis of a strong moral or ethical conviction similar to a religious belief.

Students with medical, religious, or ethical exemptions may be excluded from school during an outbreak.

Lost Items

Items found in and around the buildings should be turned in to the receptionist at the principals' office. Any person who has lost an article may make inquiries to the receptionist. Lost library books should be turned into the library, while school books should be turned into the office.

Restroom Privileges

Restrooms are located in individual elementary emotional support classrooms. Students are to follow the teacher's classroom rules concerning restroom use during instruction time. If students are in a classroom that does not have a restroom, students shall wait until a Center Avenue staff member is able to transition them to the nearest restroom.

Substitute Teachers

Substitute teachers are to be recognized as having the same authority as a regular member of faculty and should be accorded the same respect given to a regular teacher. Substitute teachers are invested with the same power to make assignments and to award marks indicating their judgment of the success of students in completing the assignments. Students are expected to show good citizenship toward substitute teachers and use the same good manners with them as you would with a regular teacher. No leniency will be shown for students who show disrespect for substitute teachers or in any way misbehave while under the supervision of a substitute teacher.

Telephones, Use of

The telephone in the office is to be used only in case of **EMERGENCY**. **Students may use the phone only after receiving permission from the office. When granted permission to use the telephone, students must place the call in the main office under the supervision of Center Avenue staff, who will initiate the call. Students are permitted to contact only those individuals designated on their approved emergency contact list.** Calls should be brief. Students may not come to the office to use the phone in between classes. They must first report to class and secure permission from their teacher to come to the office. Anyone who abuses their phone privilege in any way will be restricted from using the telephone. Use of cell phones during the school day is strictly prohibited.

Telephone Messages and Gifts

Students will not be called from class or study hall to the telephone. An urgent message will be accepted from a parent or guardian only. The student will be called to the office to receive the message. Gifts, flowers, balloons, etc. will **not** be delivered to students during the school day. Any such items will be kept in the office until the end of the day. Any such deliveries are discouraged.

SCHOOL RESOURCES

Student-Centered Programs

The following Student-Centered Programs provide a means of identifying students who are having difficulty in school and referring them for help:

Child Study Team

The Child Study Team is a representative group of professional educators who meet on a regular basis in each of the District's schools under the direction of the Pupil Services. The main purpose of the team is to review the roster of students enrolled and determine to what extent individual needs are being met. Any aspect of a student's progress may be reviewed, including academic, social, emotional, and physical needs. The team can recommend specific diagnostic services such as psychological evaluations, guidance, and counseling, speech, and language, or change in educational programs or placement. Follow-up and on-going maintenance of services is continued through regularly held meetings during the school year. A professional staff member, the Core Team, or a parent/guardian can initiate

a referral to the Child Study Team by completing the Child Study Referral Form and submitting it to the building liaison.

Multi-Tiered System of Supports

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

School-Wide Positive Behavior Interventions and Supports (PBIS)

Positive Behavior Interventions and Support (PBIS) Core Teams
This year all schools in the district will implement Positive Behavior Interventions and Supports (PBIS). Both Center Avenue Community School have been recognized for their work in 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 behavior
- 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

Tier 1 Core Team

The Tier 1 Core Team is a group of Center Avenue staff who meet on a monthly basis to review behavioral student data. Using data collected in our School Wide Information System (SWIS) and our students' 3 B Tornado Point cards, the purpose of this team is to focus on the top 5% of students whose behaviors are impeding their learning and academic success. The goal is to establish target student-specific behaviors and develop interventions that will get the student back on track behaviorally and academically.

Advanced Tiers Core Team

The Advanced Tiers Core Team is designed to provide intensive or targeted interventions to support students who are not responding to Tier 1 support efforts. Staff at Center Avenue identify students that are at risk for engaging in more serious problem behavior and submit a written referral for children to receive more intensive, targeted interventions. Student plans at Advanced Tiers involve a simple assessment to identify the function a problem behavior serves (Functional Behavioral Assessment or FBA) and a support plan comprised of individualized, assessment-based intervention strategies such as teaching the student to use new skills as a replacement for problem behaviors, rearrange the environment so that problems can be prevented and desirable behaviors can be encouraged.

Check-In/ Check-Out

Check In/ Check Out (CICO) is a Tier 2 and 3 extension within the Center Avenue Community School PBIS program. Tier 2 and 3 interventions provide additional support for students to meet their goals socially, emotionally, and/or academically. This program is planned and implemented by our PBIS team, supported by classroom teachers, and delivered through faculty mentors. This program offers one on one support and intervention for students in need.

Check and Connect

Check and Connect is a program to strengthen the home/school relationship and school performance through mentoring and communication. When a student is referred to by school staff as being able to benefit from having a more personalized relationship with staff, the educational team will make contact with the student and family. The main components of the program include frequent check-ins with the student to monitor grades, attendance, and 3B points. This information will be communicated often (typically weekly) with the family/parents as well.

Glade Run School Based Therapy

The Butler Area School District and Glade Run Lutheran Services are collaborating to provide on-site behavioral health services that promote social and emotional growth. This partnership emphasizes a team approach, with educators, counselors, families, and communities working together to foster strong, confident, and contributing youth. Referrals can be made through the school guidance office.

Teen Parenting Program

The teen parenting program will be offered through a Midwestern Intermediate Unit IV liaison on a monthly basis. Students must enroll through the guidance office. The program is offered to any student of the Butler Area School District who is pregnant or is a parent, male or female.

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.

Guidance Services

Each student has a counselor who is available to assist in planning programs of study for high school and post high school needs. A plan for every student is our goal; we urge each one, together with his/her parents, to review carefully his/her individual plans with the counselor. Administrative personnel will assist with planning as opportunities arise.

Any student who has an educational, vocational, or personal concern is encouraged to visit the guidance office and to discuss it with a counselor. Parents are also encouraged to contact the Guidance Counselors with any concerns. Students will be assigned to Center Avenue Guidance Counselor, Mr. Tom Long.

G.E.D. Testing

General Education Development Tests are available to anyone who does not have a high school diploma, is 18 years of age or older, is a PA resident, and is withdrawn from high school. Those interested in G.E.D. testing should contact the Slippery Rock University G.E.D. Center at 877/392-6433.

College Fair

In aiding students with their preparation for their post-secondary plans, Senior High school counselors sponsor a college fair and financial aid night in the fall. Midwinter, the FAFSA (Free Application for Federal Student Aid) financial aid night presentation is a line-by-line overview on how to complete the FAFSA form. FAFSA is a single form for both Federal and State Aid reporting.

Withdrawals

When students withdraw from school, they should report first to the counselor and then to the attendance office. Verification of reason for withdrawal will be made as well as arrangements to turn in all school properties in the possession of the student. RECORDS OF STUDENTS WHO DO NOT FOLLOW THIS PROCEDURE WILL BE HELD UNTIL ALL OBLIGATIONS ARE MET.

ACADEMIC INFORMATION

Program of Studies and Curricula

Information about the subjects offered in the secondary schools is presented in the printed booklet entitled *Curriculum Guide*. A copy is given to every student at scheduling time and additional copies are available in each guidance office. Students should make frequent references to this publication.

Butler Area School District Graduation Requirements

A minimum of **24 credits** for students in ninth, tenth, and **23 Credits** for students in eleventh, and twelfth grade is required for graduation. Specific information regarding graduation requirements can be found in the *Butler Area*

School District Course Selection Guide and in District Policy #217. Please see your school counselor with any questions pertaining to planning and completion of credits.

Out-of-District Students

Any secondary student in grades 9-12 who is enrolled and attending the Emotional Support program at Center Avenue from another district will graduate based on their home school district's/LEA graduation requirements set forth by their Board of Directors.

Learning Pathways

Attendance Models:

- In-person, Traditional School with Technology Integration Model
  - This scenario will enable students to attend brick-and-mortar school Monday-Friday.
- Online/Cyber School Model
  - This scenario will enable students to learn fully online. Students will not be expected to attend school in person. All classes will take place remotely.
- Hybrid Model
  - This scenario will enable students to take classes both in person at school, as well as online. For example, a student decides to take chemistry in person at the Senior High School, but decides to take the rest of his/her courses online. Customized transportation will not be provided.

Instructional Models:

- Live Instruction at School
  - in-person, at school, five days a week
- Virtual Blended Program (VB)
  - Online with Edgenuity or Google Classroom platform. Scheduled office hours for assistance, weekly pacing expectations

1:1 Device Information & Protection

In the Butler Area School District, technology is an integral part of the education process. The Butler Area School District provides accident and loss protection for students in grades K-12. Students will have the opportunity to use a District-provided device. In accordance with District Policy 237, Responsible use of Technology Resources, students may use a personal laptop or tablet computer within the classroom for educational purposes in lieu of a District-provided device.

Google Classroom

Google Classroom is an online learning platform designed for teaching and learning, and streamlines the process of sharing materials between the teacher and student. Students can access their Google Classrooms through their district Google student email account. All students will utilize Google Classroom.

Edgenuity Online Learning Platform

Edgenuity is an online learning platform that the Butler Area School District is using to facilitate online courses and augment traditional classroom instruction. Edgenuity is designed to align online learning with courses and classroom learning within the district's brick and mortar schools. Students will access their Edgenuity Classrooms through their district Google student email account.

Maintaining enrollment in Cyber

Throughout the school year, student progress in cyber will be monitored at the 4 ½ week period within each quarter. A student's ability to remain enrolled in cyber will be determined at the end of each quarter. The following are criteria that will be used to determine a student's ability to be enrolled in the cyber program.

Criteria for maintaining enrollment in Cyber throughout the School Year
Students must demonstrate activity within their courses every week.

Students failing the majority of their courses will be removed from cyber and enrolled back into the Butler Senior High School. A team meeting will be required to review factors that resulted in the change of placement.
Students will be removed if grade projections indicate the failure of a course(s) that would result in a student not meeting grade promotion requirements.

Students placed in the cyber program due to the results of a behavioral stipulation or board hearing will remain in the cyber program according to the details of the waiver or hearing.

State Testing

PSSA Testing

In Grades 3-8, students will take the English Language Arts and the Mathematics PSSA's. In Grades 5 & 8, students will take the English Language Arts, Mathematics, and Science PSSAs. Additional information about these assessments will be provided prior to the assessment window in the spring.

Keystone Exams

The Pennsylvania Department of Education has mandated that end-of-course tests called Keystone Exams be part of a high school's graduation requirements. These exams will be administered in the areas of Literature, Biology, and Algebra. Students must be proficient on these exams in order to graduate. PSSA (Pennsylvania State System of Assessment)

Marking System

Elementary

Academic progress for students in kindergarten and first grade is evaluated using the rating of Beginning, Developing, and Secure. Beginning is to be interpreted as not being able to complete the task independently. The student shows little understanding of the concept or skill. Developing is recorded for students who show some understanding; however, errors or misunderstandings still occur. Reminders, hints, and suggestions are incorporated with understanding. Secure is recorded for students who can apply the skill or concept correctly and independently.

Secondary

Butler Area School District uses a five-letter grading system: A, B, C, D, and E. Students should know the basis on which marks are determined and continually strive to meet the requirements. All subjects will be graded according to this system. Any deviation in assigning letter grades based upon percentage equivalents must be approved by the building principal at the beginning of the grading period.

Infinite Campus 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.
The Infinite Campus student information system is a web-based platform that contains student contact information, student course and grade information, attendance information, transportation specifics and much more.
Infinite Campus can be accessed through the 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".

Report Cards

Report Cards will be posted on Infinite Campus at the end of each marking period. Only those parents who have notified the school that they do not have Internet access will receive report cards and midterm reports in the mail.

Grading Scale (K-5th grades)

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

Grading Scale (6th-12th grades)

The following is the grading scale for the Butler Area School District.:

A…..Superior…….100% to 90%

B…..Above Average……89% to 80%

C…..Average/Fair……...….79% to 70%

D…..Lowest passing mark……...69% to 60%

E…..Not accepted for credit…… 59% and below

GPA and Class Rank Calculations

GPA and Class Rank is calculated only for students in grades 9-12. Class rank will be based on a weighted cumulative GPA for which quality points are assigned to final course grades as follows:

A=4.0 B=3.0 C=2.0 D=1.0 E=0

Additional points for courses with honors or advanced placement designations will be added to the cumulative GPA to arrive at the weighted value used for class rank. The GPA formula is as follows:

$$\frac{\sum[(Grade)\times Credit\ Value]}{\sum Attempted\ Credits} + 0.0125(Honors\ Credits) + 0.05\ (AP\ Credits)$$

Dropping or Adding a Class

Students are urged to take a serious approach to the entire course selection process. **Course requests submitted in the spring are open to changes only through July 24, 2026.** Courses will be considered final after that date, with exceptions made for the following reasons only:

1. To correct entry or mechanical errors.
2. To ensure that graduation requirements are being met.
3. To replace a study hall with an elective within the first five days of a semester, provided the remaining classes are not disturbed.
4. To adjust the level of a course if placement appears inappropriate. Such changes will only be considered following the first quarter of the course. A.P. courses are exempt from level change consideration.
5. To allow for a change in Learning Pathway, which results in a course not being available in the new Pathway.

Withdrawing from a course will generally not be considered other than for extreme circumstances. Should a course withdrawal be granted, the final grade will be recorded as a failing grade and will be calculated into the student's QPA as such.

Grade Promotion and Retention Guidelines:

Policy 215: Promotion and Retention

Requirements for Promotion – 6th , 7th, and 8th grades

Promotion to the next grade level will be earned if the student receives a passing grade of "D" or higher in three academic classes. We urge all students to pass every class with the highest marks possible to lay a strong foundation for future success.

Requirements for Promotion — 9th, 10th, and 11 grades

Parents shall be informed well in advance of the possibility of retention of a student.
In grades nine (9) through twelve (12), one's class standing is determined by the number of satisfactorily completed courses, including courses required of all students, and the number of credits attained.

- At the end of grade nine (9), a student must have earned at least four (4) credits, with two (2) of the four (4) credits in core area courses, to be assigned to grade ten (10).
- By the conclusion of grade ten (10), each student must have earned at least ten (10) credits, with at least one (1) English credit and five (5) additional core credits, to be assigned to grade eleven (11).
- To be promoted to grade twelve (12), a student must have earned fifteen (15) credits, or fourteen (14) for students enrolled in Butler County Area Vocational Technical School, with nine (9) of the fifteen (15) credits earned in core area courses.

A credit is based on the satisfactory completion of a course which has been offered for the equivalent of five (5) classes of at least forty (40) minutes for thirty-six (36) weeks.

Grade Promotion into Cyber:
In order for cyber students to continue their enrollment in cyber from one year to the next, students must meet the minimum credits required for the grade promotion.

Repeated Subjects

When a student passes a subject and chooses to repeat the course to increase his/her knowledge of that area, the following provisions apply when determining the quality point average:

- The grade given at the completion of the course the first time and the second time will be used.
- When a student fails a subject and repeats the course to obtain credit for it, the quality point for the "E", as well as the quality point for the passing grade, are included in the student's final average.

Honors Graduates

Students who earn a cumulative grade point average (GPA) between 4.0 and 4.299 will be designated as honor graduates and will be identified as such in the commencement program. These students will also receive honor cords to wear during the commencement ceremonies.

Those students who earn a cumulative GPA of 4.3 or higher will be designated as honor graduates with distinction. In addition to receiving honor cords, these students will receive a medallion and will lead the commencement procession. Honor graduates with distinction will also be individually announced at the commencement ceremony.

Project Requirements

The Butler Area School District has developed a plan that requires students to complete one in-depth project in each core academic subject over their four years in high school in the following areas:

Grade Nine: Mathematics	Grade Ten: Social Studies
Grade Eleven: Science	Grade Twelve: English

Project requirements will be explained to students at the beginning of the school year and they will receive specific instruction on project design, purpose, timelines for completion, and assessment criteria at the time the project is assigned. The project is intended to assure that students can apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding.

Requirements for Participation in Graduation Ceremonies

SENIORS MUST COMPLETE ALL GRADUATION REQUIREMENTS TO PARTICIPATE IN COMMENCEMENT. Seniors will be notified of their status relating to graduation throughout the school year.

- Seniors who are not able to schedule enough courses for the spring semester to fulfill graduation requirements will not be permitted to participate in the commencement program. Notifications of

nonparticipation in the commencement program will occur through a certified letter being sent to the student's residence.

- Seniors who have earned the correct number of credits at the conclusion of the fall semester and fail a course that is necessary to meet graduation requirements in the spring semester will not be permitted to participate in the commencement program. When progress reports are issued for the fourth quarter in the spring semester, efforts will be made to notify seniors who are in danger of failing a course that they may not be eligible to participate in the commencement program. The student may participate in the graduation exercise should the course be completed satisfactorily by the conclusion of the spring semester.
- Students may participate in the following year's graduation ceremony upon completion of graduation requirements.

Issuance of Diploma

Butler Area School District will only issue diplomas to students who have fulfilled graduation requirements adopted by the Board of School Directors of the Butler Area School District.

- Diplomas will be ordered for students completing graduation requirements following their senior year only after verification that all course requirements have been satisfied.
- Students must complete graduation requirements by the end of the summer following commencement to receive a diploma for that calendar year. Students who return the following school year to complete graduation requirements will receive a diploma at the end of that school year with that graduating class.

Senior Activities

Seniors will be permitted to participate in all senior activities, with the exception of commencement, whether or not they meet graduation requirements. The final determination of a student's participation in a senior activity rests with the building principal. Any exception to this policy must be addressed to the Board of School Directors by the Butler Senior High School principal, in writing, for action prior to commencement.

Transcripts

Each student must have a parent consent form on file in the guidance office before a transcript can be mailed. A student who wishes to apply for college entrance exams also needs to submit a copy of his/her school record in transcript form as a part of the admission procedure and should submit his/her request to his/her guidance counselor. Transcripts are prepared by the guidance staff and given to the guidance counselor for completion. A minimum of three days must be allowed for the preparation of transcripts. After graduation from high school, each graduate is permitted two free transcripts. After that, a fee of $2.00 is charged for each additional transcript. A written request is needed for each transcript to be issued. Official transcripts are mailed from the guidance office only.

Permanent Transcripts

Each student has a permanent transcript in the guidance office. When a student graduates, this transcript provides a record of a student's grades, attendance, extra-curricular activities, any awards or honors received, Keystone Assessment scores, and college entrance test scores. Requests for information from colleges, as well as from prospective employers, are completed according to the information on the permanent transcript. Copies may be obtained at any time during the junior and senior year for reference to future employers or colleges. After graduation, there will be a charge for each transcript beyond two. This record is required by law to be kept on file for ninety-nine years.

NCAA

For students planning to participate in athletics in college, additional curricular requirements may be necessary for you to be eligible to play in a Division I and Division II program. Please see your guidance counselor for more information.

Homebound Instruction

The Board shall provide, pursuant to rules of the State Board of Education, to students confined to home or hospital for physical disability, illness or injury, or urgent reasons; or when such confinement is recommended for psychological or psychiatric reasons. Homebound instruction may take the form of online instruction.

The period of homebound instruction for an individual shall not exceed three (3) months. The Superintendent or designee may request approval from the Department of Education to extend the period of homebound instruction for an individual which shall be reevaluated every three (3) months.

Parents may apply for homebound instruction by completing and submitting to the respective building principal the "Application for Approval of Homebound Instruction" form. It is the parents' responsibility to secure and complete the application, provide a consent to obtain/release confidential medical or mental health information (if needed), and provide a signed and dated release from the student's physician when the child is ready to return to school.

Participation in Athletics and Other Co-curricular School Activities

To be eligible to participate in interscholastic athletics or any other co-curricular school activity, a student must be regularly enrolled in the Butler Area School District and be in full-time attendance.

Students who represent the school in an after-school event must be in attendance for a minimum of four (4) classes on the day of the event unless, due to unusual circumstances, the students receive prior approval for an exception from a committee composed of the activity advisor and the building principal. It is the advisor's responsibility to monitor daily attendance.

In the event of an in-school or out-of-school suspension, a student shall 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 an out-of-school suspension without prior approval from a building administrator.

It is the belief of the Butler Area School District that participation on any interscholastic athletic team, extracurricular activity or driving/parking a personal vehicle is a privilege, not a right. Students who volunteer to participate in these programs are expected to accept the responsibilities granted to them by this privilege. These students, as well as their parents/guardians, must also recognize that because of their choice to participate in these activities, they have a lesser expectation of privacy than do other students. The District will require any student who is submitting to testing and the student's custodial parent/guardian to consent in writing to drug testing pursuant to the District's drug testing program using the form provided by the District. No student should be able to participate in any interscholastic sport, any extracurricular activity, or to obtain a parking permit without such consent (Policy 227.1).

Work Permits

The Child Labor Act provides for the health, safety, and welfare of minors by:

- prohibiting their employment or work in certain establishments and occupations;
- prohibiting employment of children under a certain age;
- regulating certain conditions of their employment; and
- requiring employment certificates for minors under the age of 18.

Any minor who has reached the age of fourteen may receive a work permit from the attendance office. All work permits shall be valid for the entire period the minor is eligible for work and is under the age of eighteen, provided they are in good academic standing

TO OBTAIN A WORK PERMIT:

Step 1: The student is to obtain an Application for Work Permit from the **guidance office at Center Avenue**.

Step 2: A parent/guardian is to sign the application, and complete portions requiring "Place of birth" and "Name and address…."

Step 3: The student is to return the application to the attendance office along with I.D. and proof of birth. Proof of birth may be a birth certificate, PA driver's license, baptismal certificate, or an affidavit of parent or guardian accompanied by the physician's state of opinion as to the age of the minor.

A student may be denied a work permit if, in the issuing officer's judgment, the applicant cannot maintain adequate academic achievement if permitted to work during the school year. Similarly, an issuing officer may revoke a work permit if in the issuing officer's judgment, the minor cannot maintain adequate academic achievement if permitted to work during the school year.

An employer must notify the issuing officer within five days of the normal duties and hours of a minor and within 5 days after terminating said minor. The following district personnel that have enforcement capabilities are: Chief School Administrator, home and school visitor, attendance officer, and issuing officer.

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.state.pa.us and click on "Labor Law Compliance."

STUDENT CONDUCT

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 that result in an individual's feeling that he/she does right because it is his/her habit to do right. The most effective positive behavior procedure is the development of self-discipline in each student. Therefore, discipline will always seek to foster self-discipline.

DEFINITIONS OF DISCIPLINE CONSEQUENCES

Detention: Held at the conclusion of a school day is from 3:30 pm to 4:30 pm on a day determined by the school principal. Detention is also offered in the mornings from 7:30 am to 8:30 am. The principal will work with families to schedule detentions to accommodate home and work schedules. Every student who is assigned detention should report to the assigned room the following day and for as many days as determined by the administrator. **The requirements for detention are promptness, silence, and constructive writing or studying. Transportation home from after-school detention is the responsibility of the student and parent/guardian.**

Suspension: The student will be told not to report to school for a period ranging from one to three days for a temporary suspension. Full suspension shall mean exclusion from school for an offense for a period of up to ten school days. Parents will be notified of all suspensions. The suspension will, in most cases, officially start the next day after the issuing of the suspension. The student will assume the responsibility of making up work missed because of time lost due to any disciplinary action. The student will be given one day for each day suspended, up to five days, in addition to his/her day of return to complete missed work.

In-School Suspension: shall mean that a student will be removed from the classroom and assigned to a special study area under the direct supervision of a staff member.

Temporary Suspension: shall mean exclusion from school for an offense for a period of up to three (3) school days by the administrator, without a hearing.

Full Suspension: shall mean exclusion from school for an offense for a period of up to ten (10) school days, after an informal hearing before the principal is offered to the student and the student's parents/guardians.

After School Activities: 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. This includes attendance at any school-sponsored events.

Expulsion: shall mean exclusion from school for an offense for a period exceeding ten (10) days and may be a permanent expulsion from the school rolls, by action of the Board of School Directors.

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 re-admission. Failure to comply with any of the requirements in the Behavior Stipulation Agreement may result in future and immediate disciplinary action.

Butler Area Vocational Technical School Expulsion Policy: Any student of the Butler Area School District who is expelled by action of the Board from the educational program will likewise be removed from the educational program at Butler Area Vocational-Technical School. The School District will not assume the responsibility of the cost of educating an expelled student at Butler Area Vocational-Technical School nor will any

credits accumulated during the time of expulsion at Butler Area Vocational-Technical School be included or counted towards meeting the expelled student's graduation requirements.

PRIVILEGE MATRIX

Privilege	Attendance	Academics	Behavior	Consequence
Student Parking	10 tardies and/or 2 class cuts and/or 3 unexcused illegal absences per semester		Any behavior that rises to the level of suspension or expulsion	1st offense- Loss of parking permit for 1 week 2nd offense- Loss of parking permit for 9 weeks. 3rd offense- Loss of parking permit for 1 year. No refund will be provided.
The severity of consequences may also be at the discretion of a principal				

Privilege	Attendance	Academics	Behavior	Consequence
Senior High Sponsored Events to include, but not limited to: sporting events, dances, clubs, performances. ***violations will be monitored 4 weeks prior to the event**	10 tardies and/or 2 class cuts and/or 3 unexcused illegal absences per semester		Any behavior that rises to the level of suspension or expulsion	Loss of privilege to attend events. This will be based on the level of the incident or frequency of incidents. A student may be removed from a single event or from all events for a period of time.
The severity of consequences may also be at the discretion of a principal				

Privilege	Attendance	Academics	Behavior	Consequence
Course Request	10 tardies and/or 2 class cuts and/or 3 unexcused illegal absences per semester	Failure of 3 or more courses.	Excessive levels of suspension or expulsion from school.	Students who fail 3 or more courses will be limited or lose their ability to request courses and study halls.
The severity of consequences may also be at the discretion of a principal				

Privilege	Attendance	Academics	Behavior	Consequence
Use of Personalized	10 tardies	Failure of 1 or more	Any behavior that rises	1st offense- Loss of

spaces in the building to include but not limited to the LGI, courtyards, Tornado Alley, Bistro.	and/or 2 class cuts and/or 3 unexcused illegal absences per semester	courses.	to the level of suspension or expulsion	personalized spaces for 1 week 2nd offense- Loss of personalized spaces for 9 weeks. 3rd offense- Loss of personalized spaces for 1 year.
The severity of consequences may also be at the discretion of a principal				

POLICIES AND PROCEDURES

Academic Integrity/Cheating

A lack of academic integrity is cheating. Cheating will be defined as the following and the attempt to do the following:

- Copying/sharing assignments.
- Plagiarism.
- Cheating on exams including building-wide standardized tests or on major projects.
- Forging/stealing.
- Falsifying records.

Cheating is a very serious matter. The teacher, in consultation with the building principal, will determine the appropriate consequence based on the severity of the cheating incident. Any student who is caught cheating on a test or assignment will receive a failing grade for the test or assignment upon the first offense. Any further cheating in that course will result in the offender receiving a failing grade for the grading period in which the offense occurred. A grading period is nine weeks. The teacher will notify the parent, counselor, and principal of any cheating infractions. Any student caught stealing a test will fail the course and receive a failing grade. Students may be suspended from school, or be ordered to have a hearing before the Board of School Directors in certain instances.

Alcohol and Drugs

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 that 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 the 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.

Activities Conducted Off Campus

Butler Area School District policies shall also apply to student conduct that occurs off school property and would violate the Student Discipline Policy if:

1. There is a nexus between the proximity and timing of the conduct in relation to the student's attendance at school-sponsored activities.
2. 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.

3. 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.
4. 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.
5. The conduct involves the theft or vandalism of school property.

Assault

Simple Assault—a person is considered guilty of simple assault if he/she:

1. Attempts to cause or intentionally, knowingly, or recklessly cause bodily injury to another.
2. Negligently causes bodily injury to another person with a deadly weapon.
3. Attempts by physical menace to put another in fear of imminent serious bodily injury.

Aggravated Assault—a person is considered guilty of aggravated assault if he/she:

1. Attempts to cause serious bodily injury to another, or causes such injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life.
2. Attempts to cause or intentionally or knowingly causes bodily injury to another with a deadly weapon.
3. Attempts to cause or knowingly causes bodily injury to a teaching staff member, school board member, or other employee, including a student employee, of any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school while acting in the scope of his/her employment because of his/her employment relationship to the school.

A student found to have committed either simple assault or aggravated assault, as defined above, shall receive up to a ten-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.

Bullying and Harassment: (Policy 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.

Cafeteria Behavior

1. A student who misbehaves during lunch (i.e., leaving a tray, throwing food, cutting in line) may be assigned to a specific table, detention, in-school or out-of-school suspension.
2. Students in the lunch area must be seated.
3. If a student needs to return to class before class time, the student should have a signed pass from the subject teacher.
4. Visiting vehicles are not permitted during the lunch period.
5. Students will be restricted to a single visit to the restroom in the cafeteria during lunch. Loitering in the restrooms will not be tolerated.
6. Students caught roaming the halls or grounds during their lunch period will receive detention for the first offense. Progressive discipline will be issued for any subsequent violations.
7. Students assigned to lunch must report directly to the cafeteria.
8. If a student leaves campus during lunch, he/she will be assigned in-school suspension or out-of-school suspension and will have driving privileges suspended.

Cell Phones

At Center Avenue 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 will be turned in to security upon student arrival and will be returned when students are dismissed.**
- 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 on any district vehicle. 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.

Class Cut

Illness is the only acceptable excuse for not reporting to class. If a student becomes ill, he/she must report to the school nurse with a properly signed pass. Spending the class period in the restroom is inexcusable.

- First offense: Three hours of detention.
- Second offense: One day of in-school suspension.

- Third or more offenses: Increasing consequences up to a 10 OSS.

NOTE: Cutting more than one class in a given school day will result in one additional hour of detention for each class, up to a maximum of seven hours.

Computer Networks/Internet, Acceptable Use of

A. The use of the telecommunications network must be in support of education and research and consistent with the educational objectives of the Butler Area School District. Use of network and computer resources must comply with rules appropriate for that network.

Network accounts are to be used only by the authorized owner of the account for authorized purposes. Access to any network site that requires additional telephone charges shall not be made without written prior approval from a building administrator. Reimbursement to the district for charges resulting from inappropriate access shall be the responsibility of the use. The determination as to whether a use is appropriate lies solely within the discretion of the school district.

The use of the telecommunications network for illegal, inappropriate, or unethical purposes by students or employees is prohibited. More specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-work or non-school related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene, sexually explicit, or pornographic materials.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to obtain or modify files, passwords, and data belonging to other users.
11. Impersonation of another user, anonymity, and pseudonyms.
12. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or use of unauthorized games, screensavers, programs, files, or other electronic media.
14. Use of the network to disrupt the work of other users.
15. Destruction, modification or abuse of network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.

B. Privileges: Users of computer networks have certain privileges, rights and responsibilities. Specific guidelines for use are provided within the Acceptable Use of Computer Networks/Internet Board policy #815. In general, these require efficient, ethical and legal utilization of the network resources. **The use of network resources including the Internet is a privilege—not a right**, and inappropriate use shall result in a cancellation of those privileges. Other appropriate school disciplinary action and/or legal action may also follow.

C. Vandalism: Vandalism will result in the cancellation of privileges. In addition, appropriate disciplinary measures shall be taken for violations of board policy. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other networks that are connected to the National Science Foundation Internet (NSFNET) backbone. This includes, but is not limited to, the uploading or creations of computer viruses. The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

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.

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.

Destruction of School Property

A student, who damages property, or his/her parent/guardian, will be required to pay for damages. Also, the student, depending upon the severity of the case, may receive a penalty ranging from in-school/out-of-school suspension to expulsion. Students and others who damage or deface school property may be prosecuted and punished under the law.

Detention Hall—Failure to Attend

All students are expected to fulfill their detention or make-up obligations according to the assigned schedule. Violation of this regulation will result in the following:

A. First offense—an additional detention will be assigned.
B. Second offense—one day of in-school suspension.
C. Third offense—one day of in-school/out-of-school suspension will be assigned.
D. Fourth offense and all following offenses—three days of in-school/out-of-school suspension will be assigned.

Please note: Students who do not fulfill their detention obligations may lose their driving privileges in addition to assigned detention or ISS. Further, any senior who has not completed detention will not receive a diploma until detention is completed.

Disrespect

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

Dress Code

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 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 a 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 of 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 that 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. Attire or accessories that are disruptive, inappropriate, or may be interpreted as offensive or promoting unsafe behaviors are not permitted. (eg: logos, iron-ons, emblems, decorations, accessories, imagery, symbolism, words, etc).
5. 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.

No hats or headwear without function are permitted to be worn in the elementary school buildings, Intermediate High School except where otherwise approved by administration. Hats and headwear are permitted to be worn at Senior High School and Center Avenue community School during the school day, as long as they do not interfere with student learning or instruction. Teachers and staff may request that a student remove their hat or headwear at any time if it becomes a distraction or is deemed inappropriate.

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. Science lab classes in which protective eye glasses must fit securely around the eyes.
   c. Industrial arts classes where equipment is used and protective eye glasses must be worn.
   d. 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 are not permitted to be worn in the classroom or indoors during the school day unless medically prescribed.

Penalties:

Penalties for violation of the student dress code are as follows:

- First Offense: Students will be afforded the opportunity to change into school appropriate clothing. If a student refuses to change, the student will be sent home or retained in the office or in-school suspension room until a parent/guardian provides a proper change of clothing.
- Second Offense: Students will be assigned detention in addition to the first offense penalties.
- Third Offense: Students will be assigned in-school suspension in addition to the first offense penalties.
- Fourth Offense: Principal will determine appropriate consequences, ranging from suspension to a hearing before the Board of School Directors in addition to the first offense penalties.

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.

Electronic Devices
The Board has determined that the possession of most electronic devices by students is not a vital part of the education process. Such items, under most circumstances, serve as a distraction to the educational process and some can be used in the furtherance of inappropriate and unsafe activities. 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.

Students are **not permitted** to use music devices during school hours without written approval from the principals' office. **Upon entering the building, these items must be turned off and turned in to security**. Violation of this regulation will result in three detentions at the first offense. Progressive discipline will be assigned for any other similar violations. ****Wireless speakers are prohibited and should not be brought on district buses or into the school buildings.**

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

Students are not to use audio listening devices, 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, emailing, 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 other school-related activities is prohibited.

The Butler Area School District reserves the right to define the educational value and place restrictions or prohibitions on the possession or use of any electronic device currently available, or that may become available in the future, whether or not it is addressed in this policy.

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

Failure to Report
Any student who fails to report to the principals' office, nurse's office, guidance, or attendance in the following circumstances will be subject to an in-school or out-of-school suspension.

A. Requested to report to the office by a teacher or other staff member, and fails to report.
B. Student does not report to the office at the time indicated on the pass.
C. Students must report to the principals' office when they receive a pass.
D. Students told to leave class by a teacher are to report directly to the principals' office.

Falsifying Any School Form
Any alteration or forgery of a pass, report card, or other school documents, is considered a distortion of the intent of the person whose signature appears on the pass. This includes but is not limited to, forging of any type of absences or early dismissal forms and tardies. Students may receive loss of privileges, detention, or temporary suspension for falsification on any school form.

Fighting
Students are not permitted to fight. Depending on the severity of the incident, violation of this policy will result in the following:

A. Suspension

B. The suspension shall range from either a temporary suspension to a full suspension, up to ten days.
C. All students involved in a fight are subject to suspension.
D. If proof can be obtained concerning the blame or cause for the fight, the student who provoked the fight may receive a longer suspension.
E. Students who instigate fights between others, but do not actually participate may also receive a suspension. This includes students who push one student into another or verbally incite other students into fighting.
F. The local police, or school police, may be contacted for certain types of fights. If contacted, the local police, or school police will determine if, and what charges are appropriate for those individuals involved in the incident. The local magistrate may levy a fine if disorderly conduct charges are filed.
G. The student may also be referred to The Board of School Directors for a hearing and a possible expulsion from school.

Explosive Material or Incendiary Device **(FIRECRACKERS, SMOKE BOMBS, ANY OTHER TYPE OF)**

Police will be notified that the student will be suspended pending police and school investigation. A recommendation for a hearing before the board of school directors may be made.

Food and Drinks

All beverages brought to school must be completely sealed and unopened upon arrival. Any open containers must be discarded prior to entering the building. Classroom staff may permit students to bring sealed drinks and/or snacks for home; however, your child's teacher will review a list of acceptable food and drink items at the beginning of the school year.

For lunch, all food or beverages are expected to remain in the cafeteria for health and safety reasons. Students must obtain permission from their classroom staff to take food from the cafeteria. Violation of this regulation could result in disciplinary action. Students requiring an exception for medical reasons should see the school nurse or the principal.

Foot Traffic

When proceeding through the building, keep to your right so that traffic moving in the opposite direction proceeds smoothly. Remember, each school has a large student enrollment, so any undue noise or rowdiness in the corridors or on the outside walks cannot be justified and, therefore, will not be tolerated. All students are to be discouraged from loitering in the corridors or visiting students in other rooms.

Gambling

Games of chance are prohibited in the schools. Students who violate this policy will receive appropriate disciplinary action and may be reported to law enforcement officials.

Game Playing

No game playing is permitted in the building, on the patios, or on the grounds without the principal's permission. This does not include classroom related activities. Violation of this regulation will result in disciplinary action.

Gangs

The Butler Area School District prohibits all gangs and gang activities from buses, school buildings, and school property at all times. Gangs are defined as any identifiable group or club which exists without the sponsorship of the school or any recognized adult community or civic organization and which has no acceptable social goals.

Harassment and Bullying

The Board prohibits all forms of harassment and bullying of students by all district students. Bullying is an intentional electronic, written, verbal, or physical act directed at another student or students.
Any student who believes he/she has been subject to harassment shall report all incidents to the principal of the building or one of the assistant principals. The Board directs that complaints of harassment or bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained consistent with the District's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment or bullying.

Harassment or bullying is defined as 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 that demonstrates:

- An attempt to place the person in reasonable fear or bodily injury.
- Intent to cause substantial emotional distress to the person.
- Hostile, offensive, or derogatory remarks.
- Physical interference with another student's movements.
- Offensive or abusive behavior having the purpose or effect of interfering with an individual's academic pursuits or going to and from school.
- Substantially disrupting the orderly operation of the school, and the "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.

The term "harassment" or "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.

Consequences for harassment and/or bullying may range from a warning or loss of privilege(s) to out-of-school suspension and/or referral to the Board of School Directors for an expulsion hearing.

Hazing

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For the purpose of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, forced sexual activity, exposure to the elements, forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical or psychological health or safety of the individual.

Endanger the mental health shall include any activity that would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No administrator, student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, condone or tolerate, assist, or engage in any hazing activity.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal. District administrators shall promptly investigate all complaints of hazing and administer appropriate discipline to any individual who violates this policy. Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

Hazing Complaint Procedure:

A. When a student believes that he/she has been subjected to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
B. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

C. The principal shall prepare a written report summarizing the investigation and recommending the disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved as appropriate.

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the discipline policy. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

Identification

Any student who gives a false name or refuses to identify himself/herself to any staff member is subject to in-school or out-of-school suspension.

Medication Policy

The Board of School Directors of the Butler Area School District has adopted a policy dealing with the use of medication during school hours.

A. School personnel will cooperate with parents and medical doctors in giving medication to students when the medication must be taken during school hours. However, before the school can comply with a request to administer medication, the parent or guardian MUST complete the medication information form. The forms are available in the nurse's office. For purposes of this policy, "medication" shall include all medicines prescribed by a physician and any over-the-counter drug or medication. (Board Policy #210)

B. For extended overnight travel, the "Field Trip Authorization for Over-the-Counter Medication" form may be used in place of the "Authorization for Over-the-Counter Medication During School Hours" form. This form may be used for only those over-the-counter medications listed. All other medications must be dispensed with the authorization of a physician.

C. Should a student be found to have a non-prescription medicine in school without a proper permission/consent form signed by the physician and parent, the school nurse or principal will confiscate the medication from the student and will notify the family by telephone and in writing of the need to file the form with the nurse's office.

D. Possession/use of asthma inhalers—The Board recognizes that students can better manage their asthma when they are permitted to carry inhalers and to self-administer the prescribed medication used to treat asthma. The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is authorized by a physician, a certified registered nurse practitioner, or physician assistant, and by the parent/guardian. Possession and use of asthma inhalers by students shall be in accordance with state law and board policy. The school nurse must be notified of any possession of asthma inhalers as she does with all medications. He/she will review Board Policy #210.1 Possession/Use of Asthma Inhalers with affected students and the students' parent/guardian.

Metal/Weapon Detection System/Devices

Students and adults entering any building on school property will be asked to submit to a metal detector search procedure to ensure that weapons and other dangerous objects are not brought into the building. (See Policy 218.3 – Metal/ Weapon Detection System/ Devices for more information.)

Off-Limit Areas

Students in off limit areas will receive one day of in-school suspension on the initial offense. Any further incidences will result in further disciplinary action. Students are not permitted on the other campus unless scheduled for a class or extra-curricular activity.

Parking/Driving on Campus

DRIVING RULES AND REGULATIONS (Board Policy #223 – Student Drivers)

1. Vehicles driven on the campus are not to exceed fifteen (15) miles per hour.
2. Drivers must be aware of pedestrian and bus traffic at all times.
3. Upon entering school property, student drivers should proceed immediately to the nearest student parking lot. "Cruising" around campus will not be permitted.

4. Student lots are located in the upper administration building area (except that designated for the administration building usage), the drive leading toward the SHS gymnasium, the rear drive leading to the Butler Intermediate High School, and the lower parking lot below the stadium.
5. All student vehicles must have a student parking permit clearly displayed on the rear view mirror.
6. No student may drive or park on campus during school hours without having on file in the principal's office an approved student parking/driving application.
7. No student may park in any area other than those designated for student drivers and within the lines indicated in those areas.
8. Students are not permitted to visit the parking lots between 7:36 am. and 2:44 pm. without permission from the principal's office.
9. No student may drive or park a vehicle in the Butler County Vocational-Technical School parking area unless a written permit is obtained from the vocational director/principal.
10. Reckless driving, speeding, and other traffic moving violations will result in the loss of driving privileges, possibly for the remainder of the year.
11. All student vehicles are subject to search under Butler Area School Board policy 226.3.
12. It is the belief of the Butler Area School District that participation on any interscholastic athletic team, extracurricular activity, or driving/parking a personal vehicle is a privilege, not a right. Students who volunteer to participate in these programs are expected to accept the responsibilities granted to them by this privilege. These students, as well as their parents/guardians, must also recognize that because of their choice to participate in these activities, they have a lesser expectation of privacy than do other students. The District will require any student who is submitting to testing and the student's custodial parent/guardian to consent in writing to drug testing pursuant to the District's drug testing program using the form provided by the District. No student should be able to participate in any interscholastic sport, any extracurricular activity, or to obtain a parking permit without such consent (Policy 227.1).

Minor offenses include but are not limited to: Not displaying a permit, not parking between the parking lines, blocking others in, driving someone else's registered vehicle, and driving an unregistered vehicle.

- **1st offense**: Students will lose their permit for one week (five days).
- **2nd offense**: Permit must be turned in; driving privileges suspended for two weeks. ($5 charge to return permit.)
- **3rd offense**: Permit must be turned in; driving privileges suspended for 30 days. ($5 charge to return permit.)
- **4th offense**: Permit must be turned in; driving privileges suspended for the remainder of the school year.

Major offenses include but are not limited to: Speeding, driving or behaving irresponsibly, failure to stop at stop signs, pulling in front of buses, leaving school grounds without permission, changing or selling permits to other students, parking in administration, faculty, staff, handicapped, visitor spaces, or other permitted spaces.

- **1st offense**: Permit must be turned in; driving privileges suspended for 60 days. ($5 charge to return permit.)
- **2nd offense**: Permit must be turned in; driving privileges suspended for the remainder of the school year.

Other offenses include but are not limited to: Students who park on campus without a permit.

- **1st offense**: 1 day of in-school suspension and warning issued that their vehicle will be towed.
- **2nd offense**: 3 days of in-school suspension and the vehicle towed from campus at student expense.
- **3rd offense and subsequent offenses**: 3 days out-of-school suspension and the vehicle towed at student expense.

Forging student parking permit:

- 1st offense: 5 days out-of-school suspension with the loss of driving privileges for the remainder of the year.

Note: If a student drives during a suspension, he/she will be subject to three days of in-school suspension, loss of driving/parking privileges for the remainder of the year, and possible towing.

- The Butler Area School District strongly recommends that students use the district-provided bus transportation.

- The administration expects that all parents and students read and comply with all rules and regulations if they choose to apply for a student parking permit.
- Permission to drive and park at school is a privilege given to you by the Butler Area School District with the understanding that you will drive responsibly and obey all driving rules and regulations.
- Driving a motor vehicle is a serious responsibility. The Butler Area School District will not hesitate to revoke a student's driving privilege for any irresponsible behavior.
- The Butler Area School District will not be held responsible for any damage, vandalism or theft that may occur to student vehicles while on school property.
- Students are to exit their vehicles after parking and enter the building.
- Students with medical needs may inquire in the principal's office about special parking.
- Students may lose driving privileges as part of any disciplinary action at the discretion of the building principals.

Parking Lots

Students are not permitted in the parking lots without a Principal issued pass while school is in session. Violation of this regulation will require a temporary in-school or out-of-school suspension and/or loss of driving privileges. Students, upon arriving at school with their vehicles, must report immediately to the school building. There is to be no loitering in or around the vehicles.

Profanity

Profanity or abusive language will not be tolerated. Students using unacceptable language or making unacceptable gestures will receive detention and/or in-school or out-of-school suspension.

Racial and Ethnic Intimidation

Butler Area School district policy strictly prohibits all forms of racial and ethnic intimidation in any work area, learning area, activity area, or any other place under the control of the Butler Area School 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 comments or conduct that unreasonably interferes with an individual's personal or academic performance or creates an offensive, hostile or intimidating academic environment is considered to be racial or ethnic intimidation. Any student who believes he/she has been a victim of racial or ethnic intimidation shall bring the matter to the immediate attention of any teacher, principal or counselor. If it is determined that a student has engaged in racial or ethnic intimidation in violation of these policies, rules and regulations, he/she shall be subject to appropriate disciplinary action, up to and including suspension or expulsion.

Search Policies

Locker Search

The Board acknowledged the need for safe in-school storage of books, clothing, school materials, and other personal property and may provide lockers for such storage. All lockers are and shall remain the property of the School District. As such, students shall have no expectation of privacy in their lockers (pursuant to BASD Policy 226, Locker Search).

The locker is provided for the sole purpose of storing school-related items and appropriate clothing. The school has an obligation to ensure that the locker is properly used and that no item or substance that is placed in the locker jeopardizes the health, safety, or welfare of students, faculty, school property, or the educational process. To fulfill this obligation, school officials have the right to conduct locker searches for the reasons hereinafter set forth or any reason allowed pursuant to law.

Should any prohibited items be found in a locker, appropriate disciplinary action may be taken and criminal proceedings may be instituted against the student in accordance with the School District's discipline policy and state and federal law.

Illegal or prohibited materials seized during a locker search may be used as evidence against the student in a school disciplinary proceeding.

No decals or pictures shall be permitted on any part of the locker. Students shall not give their locker combinations to other students and shall use only the locker assigned to them. Any student who is having any mechanical

problems with his/her locker should notify the office. The District shall maintain the combinations or keys necessary to open locks or lockers. No outside or private lock is permitted, and such locks may be cut off and/or removed by school personnel.

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 (pursuant to BASD Policy 226.1, Student Searches)..

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 school property or the educational process.

The superintendent directs the administrative staff to conduct student searches according to the following procedures:

1. 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 parent(s)/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 principals' office within a reasonable period of time. Such searches shall be conducted in private.
2. 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.
3. Illegal or prohibited material(s) seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
4. 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 school official may ask the student to consent to a search prior to conducting an involuntary search of the student and/or items in the student's possession or within the student's control.
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 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 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.
6. 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 principal shall detain the student until such time as a law enforcement officer or juvenile probation officer arrives to interview the student.
7. 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. The building principal and/or his/her designee shall secure such items until they can be turned over to the police.

Metal/Weapon Detection System/Devices (Metal Detectors)

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.

The Butler Area School District maintains Policy 218.3 Metal/Weapon Detection System/Devices. Upon entering the building, students and visitors are to pass through a metal detector. If the detector is activated while scanning a

bag or parcel, the school police/principal/designee will examine the contents for detectable "Prohibited Articles." If the metal detector activates on a person and the course of the alarm is not apparent (e.g., jewelry), the school police/principal/designee conducting the scan will direct the individual to remove any remaining metal objects from his/her person and will conduct a second scan. If the detector activates again, the school police/principal/designee shall escort the individual to the principal's office and proceed to conduct a search in accordance with the student search procedures.

Students and adults entering the secondary schools will 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.

Metal detector searches may be conducted at the district's discretion during after-school events such as dances, the prom, or any athletic event. Additional information about the screening process can be found in the district policies 218.3 and 226.1.

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, iPods, etc.).

Motor Vehicle Searches

The District's obligation to maintain a safe and secure educational environment may at times require the search of motor vehicles driven by students onto Butler Area School District premises. A search may be conducted without notice, without student consent, and without a search warrant (pursuant to BASD Policy 226.2, Motot Vehicle Searches)..

A **plain view inspection** will mean a visual inspection of the exterior and/or interior of a motor vehicle, effectuated without the opening of any doors, windows, hoods, or trunk lids.

A **physical inspection** will mean a thorough search of the interior compartments, truck, and/or engine of a motor vehicle, effectuated by the opening of windows, doors, hood, or trunk lid, and may involve a physical entry into the vehicle.

A **student vehicle** will mean any vehicle driven by a Butler Area School District student on to school premises, regardless of the actual legal ownership of the vehicle.

Relationships

Zealous public displays of affection are not considered appropriate behavior. Any student referred to the office may receive detention for the first offense. Progressive discipline will be assigned for any future referrals.

Sexual Harassment (Policy 103)

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.

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.

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in

accordance with the normal procedures for suspensions, expulsions, or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this District for sexual assault against another student enrolled in this District, the District shall comply with the disciplinary or placement requirements established by state law and Board policy.

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.

Sexual Harassment 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 like aspects of the school programs and activities receive like 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.

Smoking/Tobacco

The use or possession of tobacco products including cigar, cigarette, pipe, smokeless tobacco (chewing tobacco), electronic cigarette, nicotine product or a look-alike product is prohibited on any part of school property during the school day. In addition, students are not to be in possession of a cigarette lighter on school property

First offense: One day of in-school suspension.
Second office: Two days of in-school suspension
Third offense: Three days of in-school suspension/out-of-school suspension
Fourth offense: Three days out-of-school suspension
Fifth offense and any thereafter: Ten days out-of-school suspension

Use or possession of tobacco products in ANY FORM on school property is a violation of state law. Violators are subject to pay a fine and court costs.

A “look-out” for smokers will receive one day of in-school suspension for the first violation. Subsequent violations will result in out-of-school suspension.

Snowballing

Students are not permitted to throw snowballs. Depending upon the severity of the incident, violations of this policy will result in detention to a suspension with the possibility of a hearing before the Board of School Directors.

Stealing

Students who are caught stealing will be assigned progressive discipline and may be reported to the local police department.

Student Expression

While respecting the right of students to express themselves in word or symbol 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 by the principal. If approval is denied, an appeal process is available upon request.

Students handing non-school materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing non-school materials via the use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by the policy.

Any violation of the student expression policy will result in appropriate disciplinary action.

Student Obligations

Each student is charged with responsibility for the proper care of school property, school supplies and equipment entrusted to his/her use. Parents and guardians of students shall be held accountable for student actions.

Textbooks, supplemental instructional materials, industrial art supplies, athletic equipment etc., are distributed for use to the students by the faculty throughout the school year. Once they are placed in the hands of a student, the student assumes complete responsibility for proper care and return to the issuing teacher. If they are lost, stolen or damaged, the student will be required to make financial reimbursement. If this obligation is not fulfilled, notice will be sent to the office and it may result in the withholding of the diploma.

In short,

A. Students must pay all library fines.
B. Students must pay for all damaged property.
C. Students must pay for lost or damaged books.
D. Students must do all discipline time.
E. Potential graduates will not receive a diploma until they have removed obligations.

Students and the Police

In the best interest of those responsible for the protection of the student body, teaching and administrative staff, and community, the following types of offenses occurring during school hours on school properties shall be reported to the police or appropriate agencies for further investigation. The following list contains examples of offenses and is not necessarily exhaustive:

A. Serious assaults when a victim is injured by use of a weapon or continued patterns of recurring simple assaults.
B. Reports of knives, firearms, ammunition, blasting caps or any other explosive being brought into school.
C. Drinking and narcotic offenses.
D. Indecent assault on pupils.
E. Rape or assault with intent to ravish.
F. Moral offenses (pornography, exhibitionism, etc.)
G. Organized gambling (numbers and pools)
H. Criminal neglect or abuse of children.
I. Adults loitering on or near school property, particularly before and after school.
J. Unknown persons parked near schools at times pupils are going to and from school.
K. Telephone threats made to school personnel.
L. Arson or suspicion of arson.
M. Observation of reckless driving and traffic hazards endangering lives of school children.
N. Rumors or observation of any gang rivalries or activities
O. Thefts of personal property.
P. Thefts of school equipment or property.
Q. Conduct, which endangers persons or property.
R. Terroristic threats.

Tardy to Class

Every student should be in his/her classroom before the class tardy bell rings. Tardiness between classes is handled by the individual teacher. If the problem becomes chronic (three or more recorded tardies), the student will be referred to the office for disciplinary action, which can be detention, or temporary suspension.

Tardy to School

The building doors at Center Avenue open at 8:40 am each day. First period begins promptly at 9:05 am. Students that arrive after 9:05 am will be considered tardy to school. Students with excessive, unexcused tardiness will encounter the following:

- Fifth offense: Warning for am tardiness
- Six through nine offenses: One hour of detention
- Seventh morning tardy: Loss of parking permit for two weeks (for student drivers)
- Ten offenses: One day of in-school suspension
- Eleven offenses: One day of in-school suspension
- Twelve offenses: One day of in-school suspension with parent conference
- Thirteen or more offenses: Consequences at the discretion of the building principal.

*Unexcused tardy time can be converted to unlawful absences, which may be referred to the local District Magistrate for a violation of compulsory attendance requirements.

Terroristic Threats

Terroristic Threat means a threat to commit violence with the intent to terrorize another, cause a building evacuation, and cause a serious public inconvenience in reckless disregard of the risk.

Terroristic Act is an offense against property or involving danger to another person.

Any information or knowledge relevant to a possible or actual threat or act must be reported by staff members and students to the building principal. This should be done immediately upon hearing about any terroristic threats/acts. The principal will immediately inform the superintendent or an assistant superintendent. When the principal has evidence that a student has made a terroristic threat, or committed a terroristic act, he/she will be suspended, reported to law enforcement officials, and be recommended to the Board for an expulsion hearing.

Transportation

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.

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 the 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 the 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.

Bus Pass Request (Temporary)

Parents may request to have their child ride another bus in case of extreme need, not as a convenience. A note must be presented to the principal's office at the beginning of the school day. It should include: the student's first and last name, parent name, bus number and stop requested, and a telephone number at which a parent can be reached. All requests must be verified and approved by the principal's office. *Students with disciplinary issues may be denied permission to ride another bus.*

Bus Pass for Custodial Arrangements

In the event a student resides in two district locations due to custodial arrangements, written notification must be provided to the transportation office in order that the student's regular bussing can be arranged. Contact the transportation office at 724/287-8721 for further information.

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.

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.

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 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)/guardian(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.

Weapons

Carrying weapons is prohibited. A student violating this rule will have the knife or weapon confiscated and receive a ten day out-of-school suspension, and will be reported to police for further action. The student will be referred to the Board of School Directors for an expulsion hearing.

State law provides criminal penalties for carrying weapons on school property and defines aggravated assault as it relates to a teaching staff member, school board members, other employee, or student of any elementary or secondary public school. No student is to bring any type of weapon to school.

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

ATHLETICS

Director of Athletics

The Director of Athletics is Mr. William Mylan. He can be contacted at 724/214-3231.

Teams and Leagues

Butler Area School District is regularly represented by athletic teams in a large variety of sports and is a member of the Western Pennsylvania Interscholastic Athletic Association (WPIAL) and the Pennsylvania Interscholastic Athletic Association (PIAA).All students interested in interscholastic sports are urged to report for practice in the various sports at the beginning of each of their respective seasons. Announcements are made over the Public Address System when practice season begins. Specific information may also be obtained through the athletic office.

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Volleyball-Girls (Gr. 7-12)	Basketball-Boys (Gr. 7-12)	Baseball (Gr. 9-12)
Cheerleaders (Gr. 7-12)	Basketball-Girls (Gr. 7-12)	Lacrosse-Boys (Gr. 9-12)
Cross Country-Girls (Gr. 7-12)	Bowling-Boys/Girls (Gr. 9-12)	Lacrosse-Girls (Gr. 9-12)
Cross Country-Boys (Gr. 7-12)	Rifle-Boys/Girls (Gr. 9-12)	Softball-Girls (Gr. 7-12)
Football (Gr. 7-12)	Swimming/Diving-Boys/Girls (Gr. 9-12)	Tennis-Boys (Gr. 9-12)
Golf-Boys (Gr. 9-12)	Track-Indoor-Boys/Girls (Gr. 9-12)	Track-Boys (Gr. 7-12)
Golf-Girls (Gr. 9-12)	Unified Bocce (Gr. 9-12)	Track-Girls (Gr. 7-12)
Soccer-Boys (Gr. 7-12)	Wrestling-Boys (Gr. 7-12)	Volleyball-Boys (Gr. 7-12)
Soccer-Girls (Gr. 7-12)	Wrestling-Girls (Gr. 9-12)	Unified Track (Gr. 7-12)
Tennis-Girls (Gr. 9-12)		Flag Football - Girls (Gr 9-12)

Athletic Eligibility

To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. The pupil must be passing at least four full-credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this section, he/she shall be ineligible from the immediately following Sunday through the next following Saturday.

In cases where a student's work in any preceding grading period does not meet the standard listed above, said student shall be ineligible to participate in interscholastic athletics for the first twenty (20) school days of the next grading period, except as provided in Section 5.

Pupils who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing requirements for the preceding weeks, the preceding period, or the preceding year shall be obtained from the records of the last school which the pupil has attended.

At the end of the school year, the student's final credits in his/her subjects rather than his/her grades and credits for the last grading period shall be used to determine his/her eligibility for the next grading period. The administration may at any time withdraw from competition a student whose citizenship is such as to make him/her unworthy to represent the school. If an athlete is suspended from school, he/she loses all of his/her privileges to practice or compete during the suspension period.

Any student assigned In-School or Out-of -School Suspension is not eligible to participate in practice or competition that evening.

Hazing for School Sponsored Activities/Athletics

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For the purpose of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endangering the Physical Health shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, forced sexual activity, exposure to the elements, forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical or psychological health or safety of the individual.

Endangering the Mental Health shall include any activity that would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No administrator, student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, condone or tolerate, assist, or engage in any hazing activity.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal. District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

COMPLAINT PROCEDURE

A. When a student believes that he/she has been subjected to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
B. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
C. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved as appropriate.
D. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Student Discipline Policy. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

Random Drug Screening

It is the belief of the Butler Area School District that participation on any interscholastic athletic team, extracurricular activity or driving/parking a personal vehicle is a privilege, not a right. Students who volunteer to participate in these programs are expected to accept the responsibilities granted to them by this privilege. These students, as well as their parents/guardians, must also recognize that because of their choice to participate in these

activities, they have a lesser expectation of privacy than do other students. The District will require any student who is submitting to testing and the student's custodial parent/guardian to consent in writing to drug testing pursuant to the District's drug testing program using the form provided by the District. No student should be able to participate in any interscholastic sport, any extracurricular activity, or to obtain a parking permit without such consent (Policy 227.1).

Student Managers/Student Trainers

Student managers are chosen for each sport from a list of students who have applied through the coaches. In most sports, letters are awarded to those who have served satisfactorily for two seasons. Student trainers assist the head athletic trainer physical therapists and orthopedic surgeons in carrying out a comprehensive prevention, care and treatment program for athletes representing Butler High School. All student athletic trainers will be required to follow all rules, regulations and policies regarding student-athletes, as set forth by the school board and athletic director.

NCAA Eligibility

If a student plans to pursue collegiate athletics, he/she is encouraged to seek additional information from the guidance office regarding NCAA requirements as early in their high school career as possible to ensure their eligibility for freshman year of college.

LEGAL STATEMENTS

Title 22, Chapter 15 Protected Handicapped Students

Under the provisions of Title 22, Chapter 15, Protected Handicapped Students, the Butler Area School District will provide each protected handicapped student enrolled in the district, without cost to the student or family, those related aids, services or accommodations which are needed to afford the student equal opportunity to participate in and obtain the benefits of the school program extracurricular activities without discrimination and to the maximum extent appropriate to the student's abilities.

Statement of Principles Regarding Educational Equity

COMMONWEALTH OF PENNSYLVANIA

STATE BOARD OF EDUCATION

A goal of the state's educational system is to provide equal opportunities for all students. Educational excellence cannot be attained without educational equity. Each student is entitled to an educational experience that is free from bias and discrimination and that reflects and supports the racial and cultural diversity present in the Commonwealth. Critical components of this experience are:

- A climate which is supportive, nurturing and conducive to learning,
- Instruction that is systematic, relevant, and responsive to the diverse needs of students,
- Broad-based bias-free assessment, and
- Developmentally appropriate curriculum and instructional resources which are gender-fair and reflect racial, cultural and ethnic diversity.

Goals and Scope

While this Statement of Principles is pertinent to all state-supported elementary and secondary, vocational, post-secondary and higher educational institutions, it is most directly applicable to K-12 educational institutions. The State Board has developed regulations for equal educational opportunity in post-secondary institutions (22 Pa. Code Chapter 32) and for access to elementary and secondary education programs (22 Pa. Code Section 5.4). This Statement of Principles expands upon that previous rulemaking.

Multiracial, multicultural, nonsexist education teaches students about the cultural diversity of our society. The program and instruction help students understand the historical and contemporary contributions of men and women from a diversity of cultural and racial groups, including those with disabilities, and a variety of roles open to them. It takes place at all educational levels and helps students develop skills they need for life-long learning, advanced thinking and effective interpersonal and intergroup relations.

The goal is to maximize the potential of all students regardless of race, cultural heritage, religion, gender, sexual orientation or disability. The educational program, materials and instruction provide equal opportunity to all and result in maximum outcomes for all. Differences in levels of outcome attainment, which are systematically related to racial, cultural, or gender group membership, suggest that the educational program is not bias-free. Especially in schools where the population is predominantly African-American, courses in the history and culture of African-Americans are a part of the regular curriculum in grades K-12. The same policy applies where there are majority populations of Hispanic-Americans, Native Americans, and any other minority group.

All students (regardless of the degree of diversity in their own educational institutions) respect and appreciate diversity in order to be successful in a culturally diverse world and transcend racial, ethnic, and cultural boundaries in order to participate effectively in our democratic way of life.

Characteristics of Educational Equity

Educational institutions displaying educational equity adhere to the following principles:

- There is equitable access to the resources needed to achieve the state's educational outcomes.
- All students are enabled to achieve their academic potential, and differences in achievement are not systematically related to racial, cultural, or gender groups.
- Curricula and educational materials are acquired, developed, and utilized which emphasize knowledge of and respect and appreciation for racial, cultural and gender diversity of the population and the contributions to society made by each group, including the groups to which students belong. Teachers and faculty are provided adequate staff development to support this policy.
- Teachers maintain high and challenging expectations for all students and use varied instructional strategies to address individual learning styles.
- Developmentally appropriate instruction provides all students opportunities to acquire and develop advanced thinking skills.
- Students learn a second language.
- Comprehensive support services that are gender-fair and culturally sensitive are provided to all students to assist in their academic and social development.
- Students exhibit positive attitudes toward self and others.
- Abusive treatment is not tolerated.
- Students participate equally in all school activities.
- Considered partners in the education of their children, parents participate equally in school-community activities.
- Discipline policies support educational purposes and are applied in a non-discriminatory manner that does not result in disparate treatment of or impact on minorities or any group of students.
- Faculty, administrators and other staff members are employed at all levels in the system on a bias-free basis.
- Boards and communities reflect equitable representation of all groups in the educational institution. Training is provided to boards and committees to support this policy.
- In order to provide equal educational opportunity to all students, educational institutions initiate, maintain and monitor a continuing cycle of self-query, assessment and adjustment.

Conclusion: Those who embrace the will to achieve excellence, and who are willing to risk change, can make a difference for the children of the Commonwealth.

ADOPTED BY THE STATE BOARD OF EDUCATION: January 14, 1993

Family Educational Rights and Privacy Act (FERPA) Notification

The following information is provided to notify you of your rights and privileges under the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parents and "eligible" students (students eighteen years of age or older) certain rights, which are described below:

A. ACCESS TO RECORDS: Parents or eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested. To inspect your child's or your records, contact the building principal of the school

your child attends. For the purpose of records access a parent includes natural parents, a guardian, and an individual acting as a parent of the student in the absence of a parent or guardian. The school presumes that either parent of the student has authority to inspect or review the education records of the student unless the school has been provided with evidence that there is a legally binding instrument or a state law or court order governing the divorce, separation, or custody, providing to the contrary.

B. CHALLENGE TO RECORDS: Parents or eligible students have the right to request that their Educational records be changed if they are inaccurate, misleading, or violate student's rights, and to have a hearing if that request is refused.
C. DISCLOSURE: FERPA provides that educational records cannot be released without the written consent of the parent or eligible student, except in certain specified instances.
D. POLICY: A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them, and the limitation on the release of records is presented in the school district's FERPA policy statement. You may obtain a copy of this policy by contacting the assistant superintendent of secondary education.
E. COMPLAINTS: If you believe that the school district is not complying with FERPA or not guaranteeing you your rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the Act at: Department of Education, FERPA Office, 4511 Switzer Building, Washington, D.C. 20202.

Use of Student Photographs, Videotape, or Other Images

The district recognizes that the use of student photographs, videotape, or other images can be used to promote students and school district activities in a positive manner and can be part of an effective public relations program with the community. Parents who do not want their child's image used in any district publication, display, or broadcast must provide a written request to that effect to the building principal at the beginning of each school year. The District cannot guarantee that a student's image will not inadvertently appear as part of a school-related activity.

If a parent would like their student to opt out, please complete the form on **Page 57** and submit to the building principal.

Website/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 58)

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)

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	

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

BUTLER AREA SCHOOL DISTRICT

District-Issued Student Device Guidelines (continued)

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

Butler Area School District provides accident and loss protection for our district's one-to-one device program. Registering with the BASD Technology Device Protection Program and purchasing a damage waiver will protect you from the full cost to repair or replace your district-issued device (Chromebook, laptop or iPad) and limit your responsibility to per-occurrence deductible, should loss occur.

BASD students may enroll in our Technology Device Protection Program. The program is year to year, so students must enroll each school year that they would like protection for their district issued device.

Program Cost:

The cost to purchase a damage waiver from the Technology Device Protection Program is $20 per student. If you have multiple children using multiple devices, you should purchase a damage waiver for each device that you would like to protect.

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 – Student Attendance Improvement Plan (SAIP)

(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 Absence Excuse Forms

STUDENT ABSENTEE EXCUSE
(To Be Filled Out By Parent or Guardian)

Date_____
_____was absent_____
Name of Student **Date(s) of Absence**
Total number of days absent_____
Reason_____
_____
_____

Grade_____

_____ ⏮ Father ⏮ Guardian

Signature ⏮ Mother

STUDENT ABSENTEE EXCUSE
(To Be Filled Out By Parent or Guardian)

Date_____
_____was absent_____
Name of Student **Date(s) of Absence**
Total number of days absent_____
Reason_____
_____
_____

Grade_____

_____ ⏮ Father ⏮ Guardian

Signature ⏮ Mother

STUDENT ABSENTEE EXCUSE
(To Be Filled Out By Parent or Guardian)

Date_____
_____was absent_____
Name of Student **Date(s) of Absence**
Total number of days absent_____
Reason_____
_____
_____

Grade_____

_____ ⏮ Father ⏮ Guardian

Signature ⏮ Mother

STUDENT ABSENTEE EXCUSE
(To Be Filled Out By Parent or Guardian)

Date_____
_____was absent_____
Name of Student **Date(s) of Absence**
Total number of days absent_____
Reason_____
_____
_____

Grade_____

_____ ⏮ Father ⏮
Guardian

Signature ⏮ Mother

STUDENT ABSENTEE EXCUSE
(To Be Filled Out By Parent or Guardian)

Date_____
_____was absent_____
Name of Student **Date(s) of Absence**
Total number of days absent_____
Reason_____
_____
_____

Grade _____

_____ ⏮ Father ⏮ Guardian

Signature ⏮ Mother

STUDENT ABSENTEE EXCUSE
(To Be Filled Out By Parent or Guardian)

Date_____
_____was absent_____
Name of Student **Date(s) of Absence**
Total number of days absent_____
Reason_____
_____
_____

Grade _____

_____ ⏮ Father ⏮
Guardian

	Signature ⏮ Mother

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.