

Student and Parent Handbook Butler Elementary School 2017-2018



DISTRICT PHONE NUMBERS:

	Long Distance	Local
Board Office	877-464-8355	419-886-3855
High School	877-650-2601	419-886-2601
Middle School	877-915-3111	419-886-3111
Butler Elementary	877-650-3451	419-883-3451
Bellville Elementary	877-883-3244	419-886-3244
Bus Garage	877-880-3491	419-886-3491
Butler Fax	419-883-3395	



Principal's Welcome

Dear Parents and Students,

It is an honor and privilege to serve the community of Butler. Our administrative team and staff are committed to providing a safe and enjoyable environment for student learning. Butler Elementary is a great place to learn and grow. Our goal is for ALL students to leave our care with the skills necessary to become good decision makers and productive citizens. We will emphasize cooperative learning, respecting our teachers and peers, and taking responsibility for our actions.

This handbook provides vital information about our school day and procedures. We encourage you to spend a few minutes reading this handbook, and then keeping it on hand to refer to throughout the year. The last page of the booklet you will find a sign-off sheet. Please sign and return this to school with your child to let us know that you and your child/children have reviewed the handbook together.

It is our hope that your child looks forward to coming to school and learning from an amazing staff. We value communication with our parents and community. Please feel free to call the school if you have any questions or concerns. We are looking forward to working with you this year.

"Educating the mind without educating the heart is no education at all"

-Aristotle

Respectfully,


Libby Nickoli, Butler Principal

CLEAR FORK VALLEY LOCAL SCHOOLS MISSION STATEMENT

We care for our students by modeling our communities' heritage and tradition of excellence to increase student achievement.

BUTLER ELEMENTARY MISSION STATEMENT

The mission of the Butler Elementary School is to be respectful and responsible while learning together.

All parents, volunteers, and other visitors are welcome. We ask that you sign in and out at the office.

STUDENT ATTENDANCE

Students begin to arrive on the first bus at 7:10 a.m. Walkers are asked to not arrive until after 7:30 a.m. ALL students are to report first to the cafeteria.. At 7:30 a.m. students are dismissed from the cafeteria to the playground or, in cases of inclement weather, to the gymnasium.

Students should be in their classrooms when the 7:55 a.m. bell rings. The tardy bell rings at 8:00 a.m. Students may arrive **NO EARLIER than 9:30 a.m. on 2 hour delay.**

Regular attendance is essential to maintain satisfactory progress. Tardies and early dismissals will count against their attendance. When your child is absent please notify the school by 9:00 a.m. Ohio law requires parent contact and the school must also have a written and signed note upon your child's return. Each note must include the date(s) of absence and the reason(s) for the absence in order to be accepted. If no note is sent, your child's absence will be counted as unexcused until the note is received. If you forget to call in the morning, the school will attempt to contact you. A note from a physician is the only thing that will excuse the absence.

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES:

1. Chronic truant is removed from the law;
2. Definition of 'habitual truant' changed from days to hours. The new definition is:
 - a. Absent 30 or more consecutive hours without a legitimate excuse.
 - b. Absent 42 or more hours in one month without a legitimate excuse.
 - c. Absent 72 or more hours in one year without a legitimate excuse.
3. Includes 'excessive absences':
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse.
 - b. Absent 65 or more hours in one school year without a legitimate excuse.

CHANGE: Students who are tardy to school in grades 3-5 will receive a noon detention.
This option will be left open for students in grades k-2 who are chronically tardy.

Cancellation of School

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure or public crisis. Go to the Clear Fork web page and follow the link to join our TEXT ALERTS to get closing information sent to your cell phone. The following radio stations will broadcast the school cancellation: WMAN, and WVNO. You may also go to www.clearfork.k12.oh.us and click on the cancellations link. Please do not call the school to check on cancellations.

Address Change

Please notify the school secretary immediately of any changes in residence, home or work telephone numbers.

Departures and Returns During School Hours

For safety reasons, a child may not leave the school premises without the permission of the principal. The school day begins when the student arrives at school in the morning and ends when the final bell rings in the afternoon. When given permission to leave the school premises, the student must be signed out by a parent, guardian, or designated person. On the day the student needs to leave for appointments, the student should bring a note that is written by his/her parent or guardian that specifies the reason for leaving. This note should be turned in to the child's teacher and sent to the office with the attendance in the morning.

Please sign your child out by using the sign-out sheet in the office and then sign your child in when you return. This procedure assists us with attendance and safety concerns for your child.

If at all possible, please make dental or medical appointments for times when school is not in session or before or after the school day. Regular attendance is very important.

Getting Messages to your children:

Please try to get messages communicated to your children before they come to school. If it is necessary to call, please get the message to the office before 2:00 PM. After this time, we will not guarantee that the message will be delivered.

Communication with your child's teacher:

Communication with your child's teacher is vital. Please plan to attend parent/teacher conferences. Meetings before or after school can also be arranged. Feel free to call your child's teacher if you have a concern. You are encouraged to talk to your child's teacher to resolve concerns before contacting the principal.

STUDENT DRESS CODE

Students should dress for school in a modest manner that displays respect for themselves, their peers, their school and community. It is the belief of the school that some dress or attire may cause a distraction to the school day and the learning process.

Furthermore, it is a belief that schools are a direct reflection of the standards and expectations of the community. To demonstrate that these standards and expectations are followed, the following guidelines will be enforced for the school day and school sponsored events. Students have the right to wear clothing and have an appearance that is comfortable and displays their personality as long as it fits within the following guidelines:

- 1. No clothing is to display any profanity, obscene or suggestive innuendos or sayings.**
- 2. Clothing must not be ripped or torn and cannot have deformities, loose straps, chains, or holes. All clothing should be worn as it is intended to be worn.**
- 3. There cannot be any drug, alcohol, drug reference or references to weapons and/or violence on any item of clothing.**
- 4. Tops are to have a modest neckline, no lower than three inches below the collarbone. Tops must cover the midriff when standing and sitting. Undergarments should never be visible. While sleeveless tops are acceptable, the shoulder seam area must be at least three inches wide.**
- 5. Bottoms should be school appropriate and be worn at the waist. Students may wear pants/skirts intended for everyday casual or dress up as long as they are school appropriate. Items that are NOT school appropriate include pajama pants, flannel pants, sweatpants, yoga/spandex pants, leggings, jeggings and shorts/skirts that are more than three inches above the knee. Once again, undergarments should never be visible.**
- 6. Leggings for girls are permitted. The top garment should be at finger tip length or longer.**
- 7. Students are also to wear appropriate footwear. Appropriate footwear includes tennis shoes, dress shoes and sandals that have a heel strap. Footwear that is not appropriate includes slippers, shower shoes, flip flops, shoes with wheels and other items that may hinder walking.**
- 8. Clothing and appearance may not be used to intimidate or create tension amongst the population.**
- 9. During the normal school day, students are not permitted to wear outside coats, backpacks, hats, gloves and sunglasses. Hats are to be removed immediately upon ENTERING the building.**
- 10. Students will be required to leave all backpacks, purses and other unnecessary items in their lockers. The principal or his designee has the final say of appropriateness of appearance and attire.**

Students who do not comply with the dress code regul. The decision regarding the appropriateness is at the discretion of the principal.

Butler Elementary School has a zero tolerance policy toward violence. Students who are involved in fights or who make verbal or written threats of a violent nature, or make comments or gestures of a sexual harassment nature will receive discipline.

DETENTION Staff members supervises a noon study session for students in grades 3-5 (sometimes younger) in response to teacher referrals for a variety of reasons most of which are related to academics and not behavior.

Elementary Playground Rules

1. Football is not permitted.
2. Soccer and basketball may be played as long as rough physical contact does not occur.
3. If dodge ball becomes excessively rough, students are to be asked to do something else.
4. Play in the designated recess areas.
5. Do not wrap the swings around the poles.
6. Use the playground equipment appropriately.
7. Stay on the black top during inclement weather.
8. Only softballs, basketballs, soccer, footballs, and rubber balls are to be used on the playground. Children are not allowed to bounce a ball close to the building.
9. Stay away from all fire escapes.
10. Children who stay inside for recess must have a supervising teacher.
11. Students are to exhibit good sportsmanship and treat each other with respect at all times.

Butler Elementary School Students are expected to

- 1. work hard to learn.**
- 2. respect others.**
- 3. take care of school property.**
- 4. behave appropriately.**
- 5. be polite and helpful.**

AUTHORITY OF ADULT SCHOOL EMPLOYEES All of the adult employees of Butler Elementary have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If an adult employee, whether the employee is faculty, clerical, cafeteria, custodial, or bus driver corrects any student, the student is expected to accept such correction.

CODE OF STUDENT CONDUCT

In accordance with O.R.C.3213.66

These rules and standards set forth apply to conduct on school premises, on school buses and involving school property, to conduct off school premises which directly affect other students or the school, and to conduct at school functions of any kind. Any conduct which causes, or

which creates a likelihood that it will cause disruption or interference with any school function, activity or purpose, or creates a likelihood that it will interfere with the health, safety, or well-being of the rights of other students is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all misconduct can be itemized. The following is an enumeration of some of the main areas, which may lead to suspension, expulsion, detention, and they are:

1. Stealing, causing damage to or destroying school or private property. Including damage to school personnel's property. Unauthorized computer access will be considered potential vandalism and will be treated accordingly.
2. Threatening or intimidating, hazing, coercion, causing or attempting to cause physical injury or harm to any student, teacher, or any other person.
3. Disruption of or interference with curricular, co-curricular or extra curricular activities.
4. Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or causing other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
5. A student shall not possess, handle or transmit any object that can reasonably be considered a weapon. Weapons include, but are not limited to, any type of knife, gun, chain or club. Other more common place devices, which are not normally considered weapons, may, under certain circumstances, be used as a dangerous weapon. If a student used such a device in this fashion, they will be considered in violation of the policy on weapons and will be treated accordingly.

This guideline applies:

- a. On school grounds during and before and after school hours.
- b. Off school grounds, on a school bus, or rented carrier, at any school activity, function or event.

Penalty: Student is suspended, not to exceed 10 days, from school pending the processing of the recommendation for expulsion. The weapon will be confiscated.

6. Using profane, indecent, or obscene language either verbally or in writing toward any student, teacher, or any other person. Included in this prohibition is the use of obscene gestures, signs, pictures or publications.
7. Gambling on school premises or at school events.
8. Failure to comply with the directions of teachers, student teachers, school aides, principals, or other authorized school personnel. Teachers are authorized to make such rules to apply to their classrooms and study halls which will aid in efficiency. **Students must promptly comply with any request made by a teacher.**
9. No student shall possess, consume, or show evidence of having consumed or offer for sale, any alcoholic beverages, tobacco in any form, drugs or any substance represented as drugs while in school building, or on school premises, or at any school activity.
10. Failure to comply with attendance procedures.
11. Truancy from classes, study halls and/or lunch period. Not signing in or out on the sign out form in the office.
12. Persistent disobedience, gross misconduct or cheating.
13. A student shall not possess, handle, transmit, or conceal fireworks, explosives,

- or detonative devices.
14. Being out of an assigned area.
 15. Holding hands, kissing, hugging, or public display of affection.
 16. Any false or fraudulent alteration of any documents
 17. Any false or fraudulent alteration of any documents, passes, grade cards, parental notes, etc.
 18. Interference with members of the staff in the discharge of their duties.
 19. Habitual tardiness to school or class.
 20. Extortion.
 21. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination as determined by the school administration.

RICHLAND COUNTY JUVENILE COURT ATTENDANCE POLICY

The following outline is a truancy process guideline for Richland County Schools and the Juvenile Court. This guideline will further assist the court and schools to work together to deter or decrease the incidence of truancy. The process is intended to supplement rather than replace existing school procedures that relate to unexcused absences.

A. WARNING LETTER (2 Days Unexcused Absence)

1. *Parent(s)/Legal Guardian is sent a notice/ warning from designated school authority.*

B. PARENT EDUCATION PROGRAM (5 Days Unexcused Absence)

1. *Parent(s)/Legal Guardian will be strongly encouraged to attend a school/court sponsored educational program as specified in R.C. 3321.19.*

C. UNOFFICIAL HEARING (8 Days Unexcused Absence)

1. *Parent(s)/Legal Guardian and child will be required to attend an unofficial court hearing. A representative will send notice of the court hearing of the school.*
2. *The hearing will be conducted by a court official and a designated school official.*
3. *Parent(s)/Legal guardians who fail to show for the unofficial hearing or refuse to cooperate will be court ordered to attend a truancy hearing at the juvenile court.*

D. OFFICIAL HEARING (10 Days Unexcused Absence)

1. *School files a formal truancy complaint with the juvenile court by contacting court intake supervisor.*
2. *All parents/legal guardians responsible for the care of their child will be required to attend the hearing with the child or must present written documentation to the court regarding their inability to attend. The judge or court referee will preside over the hearing.*
3. *Failure by parent(s)/legal guardian to comply with orders of the court may result in contempt of court charges.*

SUSPENSION PROCEDURES (Board Policy JGD)

- A. The superintendent, principals, assistant principals and other administrators may suspend a student from school for not more than ten (10) school days.
- B. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year.
- C. Prior to the suspension, the superintendent or principal shall:
 - 1. Give the student written notice of the intention to suspend him/her and the reasons for the intended suspension. If the proposed suspension is based on a violation listed in Ohio Revised Code 3313.662(A) and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation. *NOTE: Section 3313.662(A) deals with offenses that would be criminal violations if committed by an adult, including the following types of offenses on school property or at a school event: illegal conveyance or possession of weapons or dangerous ordnance, carrying concealed weapons, selling or offering to sell, or possessing drugs or drug instruments (other than a minor drug possession offense), murder, manslaughter, aggravated assault, rape, sexual imposition, felonious sexual penetration, or complicity in any of these offenses.*
 - 2. Provides the student an opportunity to appear at an informal hearing before the Superintendent/designee, principal or assistant principal to challenge the reason(s) for the intended suspension or otherwise to explain his/her actions.
- D. The superintendent or principal, within one school day after the time of a student's suspension, shall notify in writing the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the suspension. The notice shall include:
 - 1. The reasons for the suspension.
 - 2. The right of the student or his/her parent, guardian, or custodian to appeal the suspension to the Board of Education/designee by filing a written appeal to the Treasurer within ten (10) calendar days after the notice of intent to suspended was provided.
 - 3. The right to be represented in all appeal proceedings.
 - 4. The right to be granted a hearing before the Board/designee in order to be heard against the suspension and to request that the hearing be held in executive session.
 - 5. Notification that the suspension may be subject to an extension pursuant to Ohio Revised Code Section 3313.66(F) if the student is sixteen years of age or older, and notification that the superintendent may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662 that was committed when the child was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.
 - 6. The manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of their intent to appeal the suspension.
- E. The student may be excluded from school during the appeal process.
- F. Under Ohio law, appeal of the Board's decision may be further appealed to the Court of Common Pleas within thirty (30) days from the Board's decision.

EXPULSION PROCEDURES (Board Policy JGE)

- A. The superintendent may expel a student from school for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to 3313.66(B)(2)-(5), 3313.66(F) and 3313.662(A) of the Ohio Revised Code.
- B. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident takes gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year.
- C. No student shall be expelled unless, prior to his/her expulsion, the superintendent does all of the following:
 - 1. Gives the student and his/her parent, guardian or custodian written notice of the intent to expel the student. If the proposed suspension is based on a violation listed in Ohio Revised Code 3313.662(A) and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation. *NOTE: Section 3313.662(A) deals with offenses that would be criminal violations if committed by an adult, including the following types of offenses on school property or at a school event: illegal*

conveyance or possession of weapons or dangerous ordnance, carrying concealed weapons, selling or offering to sell, or possessing drugs or drug instruments (other than a minor drug possession offense), murder, manslaughter, aggravated assault, rape, sexual imposition, felonious sexual penetration, or complicity in any of these offenses.

2. Provides the student and the student's parent, guardian, custodian or representative an opportunity to appear before the superintendent /designee to challenge the reasons for the intended expulsion or otherwise explain the student's actions.
- D. The notice shall include the reasons for the intended expulsion, notification of the opportunity of the student and the student's parent, guardian, custodian or representative to appear before the superintendent/designee to challenge the reasons for the intended expulsion or otherwise to explain the pupil's action, and notification of the time and place to appear.
- E. The time to appear before the superintendent/designee shall not be earlier than three (3) nor more than five (5) school days after the notice is given unless the superintendent grants an extension at the request of the student or his/her parent, custodian, guardian or representative. If an extension is granted after giving the original notice, the superintendent shall notify student and the student's parent, guardian, custodian, or representative of the new time and place to appear.
- F. The superintendent within one school day after the time of a student's expulsion, shall notify in writing the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the expulsion. The notice shall include:
1. The reasons for the expulsion.
 2. The right of the student or his/her parent, guardian, or custodian to appeal the expulsion to the Board of Education/designee by filing a written appeal to the Treasurer within fourteen (14) calendar days after the notice of intent to expel was provided.
 3. The right to be represented in all appeal proceedings.
 4. The right to be granted a hearing before the Board/designee in order to be heard against the expulsion and to request that the hearing be held in executive session
 5. Notification that the expulsion may be subject to an extension pursuant to Ohio Revised Code Section 3313.66(F) if the student is sixteen years of age or older, and notification that the superintendent may seek the student's permanent exclusion if the expulsion was based on a violation listed in Ohio Revised Code Section 3313.662 that was committed when the child was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.
 6. The manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of their intent to appeal the expulsion.
 7. Information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident or gave rise to the student's expulsion including the names, addresses and phone numbers of the appropriate public agency. (Note: This requirement applies only in the event the expulsion is more than twenty (20) school days, or if the expulsion will extend into the following semester or school year.)
- G. The superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the superintendent has held the hearings or made the decision to expel the student.
- H. A student may be excluded from school during the appeal process.
- I. Under Ohio law, the decision of the Board may be further appealed to the Court of Common Pleas within thirty (30) days from the date of the Board's decision.

EMERGENCY REMOVAL PROCEDURES (Board Policy JGDA)

- A. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student any curricular, or extracurricular activity or from the school premises. The notice and hearing ordinarily required for suspension and expulsion can be temporarily waived.
- B. A teacher may remove a student from any curricular or extracurricular activity under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reasons are submitted to the principal in writing as soon after the removal as is reasonable.

- C. If either suspension or expulsion is contemplated, a hearing must be held as soon as practicable after the removal, but in no case later than three (3) school days from the time removal was ordered.
- D. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the student as soon as practical prior to the hearing.
- E. The hearing must be held in accordance with either the suspension or expulsion procedure, depending on the probable action that will be taken.
- F. The person who ordered, caused, or requested the emergency removal must be present at the hearing.
- G. In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.
- H. In all cases of normal discipline procedures in which a student is removed from a curricular or extracurricular activity for less than twenty four (24) hours and is not subject to further suspension or expulsion, due process requirements do not apply.

CAFETERIA

Candy and other food items are not to be sold before or during school hours by any organization. Only packed or purchased lunches should be eaten during the school's "closed" lunch period.

Clear Fork Valley Local Schools Cafeteria Charge Policy

The food service department is pleased to offer breakfast and lunch to all students. Applications for free or reduced price meals are available at each school office and on line at the school web site at www.clearfork.k12.oh.us. Applications may be filled out ANY time during the school year!

We understand that occasionally a child may forget his/her lunch money therefore we allow charged meals, however, the charges have become excessive.

1. Students in grades K-5 may accumulate no more than 5 charged meals.
2. Students in grades 6-12 may only have one charged meal on his/her account.
3. Charges are not allowed on a la carte items with the exception of milk for packed lunches.
4. Parents will be called to bring the student lunch or money if charge amounts are exceeded. This can be very embarrassing for your child so PLEASE make sure lunch is taken care of each day!

Please be aware that you may apply or reapply for free/reduced meals ANY time during the school year. Even if you do not currently qualify but your family income decreases or your family size increases you may fill out a new application at ANY time.

BUTLER SCHOOL LIBRARY

CHECK OUT PROCEDURE

All library materials must be checked out before a student leaves the library. **Students must use their own library card to check out a book. They should not let anyone borrow the books they check out. The student checking out the book is the one responsible for any damages.** Books are checked out for two weeks. Items may be renewed if there are no other requests. Renewals must be made in person with the item to be renewed. No more than 3 books may be checked out at a time.

OVERDUE LIBRARY MATERIALS

1. Students need to return books by the due date or renew the book.
2. If a library book is lost, it should be replaced by a book with the same title (hardback replaced by hardback and paperback by paperback). An accelerated reader book must be replaced with the same title. Other books must be replaced with another book (in good condition) of the same subject – baseball for baseball, dinosaur for dinosaur. Otherwise, the book must be paid for at the current replacement cost. The replacement book or payment needs to be made within a month of losing it.

STUDENT LIBRARY CARDS

Students must use their own library card to check out a book.

LIBRARY RULES

Your library is available for reading and research Monday through Friday, however, time must be approved by librarian first. A quiet atmosphere is expected. Do not bring food, drink, backpacks, or electronic devices to the library. School rules also apply when in the library.

STUDENT ASSEMBLIES

Student assemblies will be held at intervals during the school year. They are held to supplement the regular school program and educate as well as entertain the students. Students are expected to behave in a courteous manner. Misconduct will result in loss of future assembly privileges or other disciplinary action. Seating will follow the pattern set by the principal.

CLEAR FORK TRANSPORTATION (BUS) RULES

It is the intent of the Board of Education that students be transported as efficiently and safely as possible. The following rules will help accomplish the purpose:

1. While riding the school bus, the driver has complete authority on the bus.
2. Students shall meet the bus promptly at the assigned stop. Drivers will not wait when students are late arriving to the bus stop. Only delays due to weather or mechanical trouble shall cause deviation from the time schedule.
3. Drivers may assign seats to bus students. No student will take a seat other than the one assigned to him/her unless reassigned by the driver.
4. Normal conversation is permitted while riding the bus. Here is a list of other common sense bus rules:
 - Keep arms inside the bus
 - Use quiet, appropriate language
 - Do not throw articles
 - Do not take items that do not belong to you
 - Be respectful and in your seats at all times
5. Eating food is not permitted while riding the bus and students shall refrain from littering the floor with paper or other items or from causing damage to the bus by marking on or tearing seats or other surfaces.
6. No student shall be permitted to disembark from the bus at a place other than the normal stop for that person except when written permission is furnished from the parent to the office and a bus pass is issued to be given to the driver.
7. Students must follow bus pick up / drop off procedures (next page).

8. Continued disorderly conduct or persistent refusals to submit to the authority of the driver will result in the loss of the privilege to be transported by bus to and from school.

WAITING FOR THE BUS

1. Be careful going to your bus stop.
2. Be at your stop 5 minutes before the bus schedule time.
3. Wait for the bus ten feet back from the roadway in a place of safety on the residence side of the road.

IT IS OF THE UTMOST IMPORTANCE THAT ALL PARTIES INVOLVED IN ANY DISCIPLINARY ACTION BE AWARE THAT THE STUDENT IS ON SCHOOL PROPERTY WHEN RIDING THE BUS AND THE PARENTS ARE LIABLE FOR ANY AND ALL PHYSICAL DAMAGE CAUSED BY THE STUDENT. DEPENDING ON THE SEVERITY OF THE STUDENT'S ACTION(S), OTHER DISCIPLINE ACTION MAY BE TAKEN (I.E. school suspension, etc...).

BUS PICK-UP PROCEDURES

FOR STUDENTS WHO CROSS IN FRONT OF THE BUS:

1. Wait in designated place of safety. Make eye contact with the driver.
2. Watch for the bus driver's HAND in the window.
3. Students do not cross until driver's HAND is dropped.
4. Check traffic before crossing.
5. STAY FAR IN FRONT OF THE BUS SO THE DRIVER CAN SEE YOU AND YOU CAN SEE THE DRIVER!!! (At least 10 feet or steps).
6. If THE HORN HONKS, IT MEANS WARNING - DANGER. Check for traffic, then the driver.

FOR STUDENTS SAME SIDE PICK UP:

1. Stay away from the bus and at your designated place of safety until the red lights are on and you see the door is open.
2. Make eye contact with the driver and watch for the bus driver's HAND. When the driver signals with their hand, check for traffic, enter the bus, and be seated.

BUS DROP-OFF PROCEDURES

FOR STUDENTS CROSSING THE ROAD:

1. All students will remain seated until the bus is STOPPED.

2. Upon exiting the bus, walk 10 feet or steps in front of the bus along the roadside until you clearly see the driver and the driver sees you. Watch the drivers hand in the window.
3. When the driver drops their hand, go to the middle of the road – STOP.
4. Check for traffic both ways, IF CLEAR – CROSS to the designated place of safety.
5. IF THE HORN HONKS, IT MEANS WARNING – DANGER. CHECK FOR TRAFFIC AGAIN. If it is clear watch the driver for instructions, then cross and go to the designated place of safety.

RIGHT SIDE OF ROAD DROP OFF:

1. All students will remain seated until the bus is STOPPED.
2. Check for traffic, then walk to the designated place of safety and remain there until the bus leaves.

MEDICAL CONCERNS

In compliance with policy JCHD: Medication Administration to Students, the Board of Education urges parents to schedule a student’s medication outside of school hours. Parent-recommended, over-the-counter short-term medications such as pain relievers, anti-inflammatory medications, and antihistamines may give symptomatic relief to students, thereby enabling learning and reducing classroom disruptions. These medications may; be administered without written instructions from a licensed physician if administered in accordance with the following:

1. There shall be written instructions from the parent or guardian on the Medication Administration Authorization form specifying the medication, the amount of medication to be given, the time and frequency in which it may be taken, and the reason for its administration.
2. The medication shall be in its original container with its original label.
3. The medication shall be stored and secured in the office/clinic. Medication must be picked up at the end of the school year or it will be disposed of.
4. New forms must be submitted each school year and with each new medication. New forms must be submitted when any changes occur in the original medication.
5. The person designated to administer the medications shall maintain documentation on the medication log.
6. No employee who is authorized by the Board to administer medication is liable for the benefits consequences of the medication when it is parent-prescribed.

HEAD LICE

Pediculosis, head lice, is classified as a nuisance condition and is not known to transmit infectious disease person to person. The primary goal of identification and notification of lice infestation in the school setting is to ensure that the child receives safe and effective treatment. Current research on head lice does not support the conclusion that enforced exclusion policies result in reduced transmission of head lice. In fact, The American Academy of Pediatrics, The Centers for Disease Control and The National Association of School Nurses advise that schools abolish so-called “no nit” policies.

SCHOOL BASED HEAD LICE CONTROL PRACTICE

The following guidelines will be adopted for school attendance after a student has been identified with head lice.

1. Any student found to have nits will remain in the classroom and go home at the end of the school day. The parent or guardian will be notified by telephone and/or letter of the need for treatment before returning to school. Written instructions regarding the safe and effective lice control measures will be given to the parent/guardian or sent home with the child.

2. The parent/guardian will be notified to pick up a child found to have live lice. At the discretion of the school nurse, building secretary or building principal; a child may remain in class with live lice. Written instructions regarding the safe and effective lice control measures will be given to the parent/guardian or sent home with the child.

3. Treatment is expected the day of discovery of nits/lice. Treatment and nit removal can be accomplished overnight with the expectation the student will return to school the following day. A parent/guardian is expected to accompany the student to school the following morning. The school nurse or trained staff will examine the child's head and determine if treatment has been done to stop the active infestation. If it is identified there is NO active infestation and there IS progress in nit removal – the child may remain in school. If there is presence of live lice and NO progress in nit removal, the child will go home for further treatment and lice/nit removal.

4. If the child has missed more than 2 days in a row because of head lice issues and the parent/guardian is not complying with treatment recommendations; the following measures will be put into place;

a. Review of attendance policies and truancy guidelines.

b. Conference with the school nurse and building principal to develop a plan for treatment and return to school.

LIFE THREATENING ALLERGIES

Parents are responsible for informing the school of their child's allergies; especially allergies to BEE STINGS and PEANUTS or other foods.

In the case of allergies requiring an EPI-PEN or antihistamine, the parents are responsible for providing the school with the EPI-PEN or other medication.

EMERGENCY MEDICAL AUTHORIZATION FORM

These forms are sent home the first week of school. Parents are required by law to have this form on file at school. If any information changes, please keep us informed.

IMMUNIZATIONS

MMR's – 2 doses

DTP/DTaP injections –5 doses

Polio Vaccine –4 doses

Polio Vaccine – grades 2-5 need 3 doses

Hepatitis B – 3 doses

Varicella – 2 doses

STUDENT INSURANCE:

Each year, parents are given the opportunity to purchase a “Student Accident Insurance Policy” which has been selected by the Board of Education. Forms are sent home the first week of school.

If your family does not have medical insurance, you may want to contact The Center’s Financial Registration Office at 419-756-5993.

GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations of the School Nursing Services.

CHICKEN POX A skin rash consisting of small blisters that leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over. Usually 5-7 days after the appearance of the first crop of blisters.

COMMON COLD Irritated throat, watery discharge from the nose and e yes, sneezing, chilliness and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child’s ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

FEVER If your child’s temperature is 100 degrees or greater (or 1 or 2 degrees above the child’s normal temperature) he/she should remain home until he/she has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.

FLU Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours without fever-reducing medications.

IMPETIGO Blister-like lesions that later develop into crusted pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

PAIN If your child complains, or behavior indicates, that he/she is experiencing persistent pain, he/she should be evaluated by a physician before your child is sent to school.

PINK EYE Redness and swelling of the membranes of the eye with burning or itching, discharge coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. The spread of infection can be minimized by keeping the hands away from the face, good hand washing practices, using individual washcloths and towels and NOT touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

SKIN RASHES Skin rashes of unknown origin accompanied by fever should be evaluated by a physician before your child goes to school.

STAPH INFECTIONS May return after 24 hours of treatment and all open sores covered with a bandage.

STREP THROAT AND SCARLET FEVER Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until they are without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection. Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS) Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until they are without vomiting, diarrhea or fever for a full 24 hours without medication. If your child has had any of these symptoms during the night he/she should **NOT** be sent to school the following day.

RINGWORM Must be under treatment and the area covered to participate at school.

UPPER RESPIRATORY TRACT INFECTION Children with mild cases may remain in school even if it is associated with green or yellow nasal discharge, as long as the child does not have a fever. If the child has a persistent cough lasting more than 5 days or with a fever, a more serious illness may be present and requires a physician evaluation before returning to school.

CONSULT YOUR PHYSICIAN FOR THE MOST ACCURATE DIAGNOSIS AND TREATMENT

SCHOOL AND PERSONAL PROPERTY

The school property is here for your convenience and benefit. Considerable effort has been made by the citizens of this school district to provide you with good furniture and equipment. Do not detach, destroy, or lessen its use or utility by your actions. Students will be asked to replace or repair property or furniture that has been needlessly marked, lost or destroyed. Take your share of responsibility for the attractive appearance of the school building and grounds.

ELECTRONICS AND TOYS

Electronic games, telephones, pagers, and cell phones are **NOT** to be brought to school unless needed as a part of class assignment. Items of value should be stored in the office. This rule also applies to all toys such as cars, trucks, dolls and trading cards.

TELEPHONE CALLS/USAGE

The office telephone is a business phone and should not be used by students except for emergencies. Forgotten items do not constitute an emergency. Permission from a teacher and the office are required before students may use the phone.

TEXTBOOKS

You are assigned certain textbooks for your use. These same books must be used by others next year and in the years to follow. Treat these books accordingly. If any text is lost or shows unnecessary abuse and wear, you will be charged.

FEES

Parents are asked to pay school fees in August. Elementary fees for the school year have been set at \$50.00 for each student. **This is reduced to \$40.00 if paid by September 30.** A payment schedule can be arranged for families who may experience difficulties in paying all of the fees for their children at one time. Please see the building principal if you need to arrange a payment schedule. **Fee waivers** may be obtained for families who qualify for free lunches or who have children on Medicaid cards. Students will be denied participation in school activities such as assemblies if fees have not been paid before **SEPTEMBER 30.** Participation will resume once fees are paid. All other financial obligations such as those involving the library or cafeteria are to be satisfied by **May 1st** or student participation in spring activities will be curtailed until these obligations are completed.

Board Policy addresses Student Fees, Fines and Charges. The change being presented is when a student drops a class, or is otherwise due a refund, that refund will be **“rolled forward”** to satisfy other charges that student or another family member may have, or would be applied to the fees for the next school year. A refund check will **only** be issued when there are no other siblings attending the school and all other charges and dues/fees have been satisfied.

VACATIONS

Vacation forms must be submitted to the classroom teacher and building principal at least two weeks prior to a leave of school for vacation. The forms can be found at our office and submitted to your child’s classroom teacher.

LOCKERS

Students in certain grades will be assigned a locker and will be responsible for the locker during the school year. Students must use only lockers assigned to them. The lockers are the property of the Clear Fork School System and are subject to inspection by authorized personnel. You are cautioned against having anything of VALUE in your locker. The school is not responsible for items stolen from lockers.

STUDENT WITHDRAWAL

Students who are withdrawing from Clear Fork must obtain a withdrawal form from the office at the beginning of the day, on the last day of attendance. This form will be used to document that all school materials have been returned.

LOST AND FOUND

Lost and found articles are kept on a table in the cafeteria. The office will dispose of any articles that have not been claimed within a reasonable time period; twice a year, clothing not claimed will be washed and donated. You can help to reduce lost articles by putting your child’s name in them – especially shirts, purses, lunch boxes, and jackets. Parents, the children are not good at reclaiming lost items. Come in from time to time if you suspect that certain clothing has not come home for a while.

TITLE VI, TITLE IX, SECTION 504

Pursuant to the requirement of Title VI, Title IX and Section 504, the Clear Fork Valley Local School District has a policy of non-discrimination that extends to students, staff, the general public, and individuals with whom it does business. The policy of non-discrimination applies to race, national background, religion, sex, economic status, age and handicap. The district has formal procedures for reviewing any concerns in these areas. If you have any questions concerning this matter please contact the board office at 419-886-3855.

TEACHER QUALIFICATIONS AVAILABLE

In accordance with federal law (No Child Left Behind) parents may request information about the certification/licensure and qualifications of the teachers of their children. Parents interested in seeking this information should contact the Board of Education.

DIRECTORY INFORMATION

Ohio Revised Code Section 3319.321 (B) provides that “No person shall release, or permit access to, personally identifiable information other than directory information concerning any student attending public school... without the written consent of the parent, guardian, or custodian of each student who is less than eighteen years of age, or without the written consent of each such student who is eighteen years of age or older.”

Ohio law working within the confines of the Federal Family Educational Rights and Privacy Act, prohibits release of student records of any kind if the student’s parent, or 18-year-old student, informs the district that they do not consent to release of any or all of the information. Student directory information may be released unless the parent/legal guardian requests otherwise.

ANTI-HAZING POLICY

It is the policy of the Clear Fork Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

FIRE AND TORNADO DRILLS

A signal will be given via the P.A. system when teachers are to take students to the designated area. An alternate signal will be an announcement over the P.A.

Proceed QUIETLY AND QUICKLY to designated area when the signal is given. Directions for exiting the area are posted near the doorway in each room. If time does not permit anyone to move, go immediately to any inside wall and cover the back of your neck and your face. Stay away from outside doorways and all glass.

LOCKDOWN DRILLS

At different times throughout the school year we will be conducting lockdown drills in coordination with the Clear Fork School District and the Butler Police Department.

THE BUTLER PARENTS CLUB

The parents club is looking for more parents to participate this year. Notices will be sent home notifying you of meetings and activities.

SALES PROJECTS

The Butler Parents Club and The Butler Student Council each sponsor sales events during the year. Money raised helps to enrich the educational programs for our students.

If your child participates, we ask that you meet the deadlines for returning the money collected from your child's sales. We must fill out our paperwork and this helps us. It also allows us to utilize the profits more quickly to benefit the students.

Parent-Teacher Requests for the Following Year

Please do **not** request a specific teacher for your child. Much thought goes into the make-up of the classes based on the learning needs and social interactions of the children. If a specialized situation exists, please notify the building principal in writing by **April 1**. No written requests will be guaranteed. Requests made for the same children year after year will be given a lower priority.

COMPUTER/ON-LINE SERVICES (Acceptable Use and Internet Safety)

The purpose of the Acceptable Use Policy is to promote the responsible and ethical use of computer resources by students and staff (users) in the Clear Fork Valley Local School District. It includes all computers and resources owned, leased, operated, or contracted by the school district as well as personally owned computers or other web-enabled devices.

All computers and electronic devices are to be used in a responsible, efficient, ethical and legal manner. This includes, but is not limited to the network and Internet usage, electronic mail, and software programs.

Failure to adhere to the District Acceptable Use policy will result in the revocation of the user's access privilege.

Staff and students may use the district's network for educational-related purposes consistent with the mission of the Clear Fork Valley Local School District. All computer resources and communications transmitted by, received from, or stored in computer systems are property of the school district, and shall not be considered confidential and /or the property of the user.

Acceptable Use Policy Criteria:

- A. Guidelines for using school owned and personally-owned electronic devices
- B. Network Access for school owned and personally-owned electronic devices
- C. Internet and Electronic Mail
- D. Security
- E. Software
- F. Discipline
- G. Internet Safety
- H. Failure to Follow Policy

To view this policy in its entirety please visit the following website:

<https://www.clearfork.k12.oh.us> Navigate to: District Tab, Board of Education Policies, Section E Support Services, Policy EDE.

Reference: Clear Fork Valley Local Schools Board Policy 9.094

ATTITUDE

“THE LONGER I LIVE, THE MORE I REALIZE THE IMPACT OF ATTITUDE ON LIFE. ATTITUDE, TO ME, IS MORE IMPORTANT THAN FACTS. IT IS MORE IMPORTANT THAN THE PAST, THAN EDUCATION, THAN MONEY, THAN CIRCUMSTANCES, THAN FAILURES, THAN SUCCESSES, THAN WHAT OTHER PEOPLE THINK OR SAY OR DO. IT IS MORE IMPORTANT THAN APPEARANCE, GIFTEDNESS, OR SKILL. IT WILL MAKE OR BREAK A COMPANY...A CHURCH...A HOME. THE REMARKABLE THING IS WE HAVE FOR THAT DAY. WE CANNOT CHANGE OUR PAST...WE CANNOT CHANGE THE FACT THAT PEOPLE WILL ACT IN A CERTAIN WAY. WE CANNOT CHANGE THE INEVITABLE. THE ONLY THING WE CAN DO IS PLAY ON THE ONE THING WE HAVE, AND THAT IS OUR ATTITUDE...I AM CONVINCED THAT LIFE IS 10% WHAT HAPPENS TO ME AND 90% HOW I REACT TO IT. AND SO IT IS WITH YOU...WE ARE IN CHARGE OF OUR ATTITUDES.”

Notes

Please complete this form if you **DO NOT** wish your child’s name to be submitted to the news media for such events such as honor roll or receiving special awards or other recognition.

I do **NOT** want my child, _____, to have their name submitted to any news media for the 2017 – 2018 school year.

Parents’ signature: _____

Date: _____

MY CHILD AND I HAVE READ AND UNDERSTAND THE PROVISIONS OF THIS HANDBOOK.

Students signature: _____ Date: _____

Parents signature: _____ **Date:** _____