
Secondary Student Handbook



Butler Intermediate High School

Butler Senior High School

2020-2021

Butler Area School District

OUR SCHOOL SEAL...

First Quarter...
The Atomic Globe
This represents the
Atomic Age and the
Space Age.



Second Quarter...
Scales and Torch
Denotes Justice and
Education.

Third Quarter...
A Greek Column
Symbol for the Arts.

Fourth Quarter...
Olympic Rings and Wreath
The Rings are for Athletics
and the Laurel Wreath is for
Achievement.

Chain in Center of Shield...
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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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 in the Butler Area Secondary Schools. 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 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.

Butler Senior High School

Dr. John Wyllie, Principal

Ms. Alicia Beighley, Asst. Principal

Mr. Doug Ford, Asst. Principal

Butler Intermediate School

Mr. Stephen Dobransky, Principal

Mrs. Gretchen Crissman, Asst. Principal

Mr. Harold Dunn, Asst. Principal

Center Avenue and Butler Virtual Academy

Mr. Keenan McGaughey, Principal

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



BUTLER AREA SCHOOL DISTRICT STRATEGIC FRAMEWORK



BELIEFS

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



MISSION

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



OBJECTIVES

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



STRATEGIES

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

SCHOOL RESOURCES

Student Centered Programs

The following Student Centered Programs provide a means of identifying students who are having difficulty in school and refer 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 referral to the Child Study Team by completing the Child Study Referral Form and submitting it to the building liaison.

CORE Team

The Butler Area School District Core Team is a group of concerned and trained professional staff members whose purpose is to identify students with problems which inhibit educational growth. The Core Team, a component of the Butler Area School District's Student Assistance Program, seeks to support students in dealing with the wide variety of behaviors which interfere with their academic performance as well as their social, emotional, physical and mental development. The Core Team's primary function is to identify students whose behavior causes reason for concern and to initiate a positive plan for intervention. Through Core Team intervention, the school district, in cooperation with community and family, will assure that all young people are educated to the best of their ability to assume the responsibility of becoming contributing members of society. Referral to Butler Intermediate School or Butler Senior High School Core Teams can be initiated by professional staff members or parent/guardian by completing any Core Team Referral Form or personally contacting the building liaison.

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 Township Elementary and 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

IHS Statement:

The Safety, Ownership, Attitude, and Respect (SOAR) program is our School Wide Positive Behavior Intervention and Support (SWPBIS) Program. This program teaches, reinforces, and recognizes the positive behaviors we expect from all of our students. SOAR also provides interventions and support for students who are struggling to meet these expectations. Our students are expected to behave in a manner that is safe, responsible, and respectful throughout the school day. The SOAR program focuses on promoting positive behavior around the building, such as in the hallways, bathroom, cafeteria, classroom, at assemblies, and on the bus. SOAR stands for "safety, ownership, attitude, and respect." When students are observed following these expectations, they are awarded with SOAR tickets culminating in classroom rewards. When a student exceeds expectations and sets their actions apart from their peers, they are rewarded with a gold ticket. Gold tickets are placed on display on our "Principal's 200 Board." When a bingo is completed on the board, students have an opportunity to win prizes.

SHS Statement:

The STORM program at the senior high is the School Wide Positive Behavior Intervention and Support (SWPBIS) Program. Butler Senior High School encourages staff and students to create a culture of **respect** through a **safe** and supportive environment. By promoting a **tuff** mindset, we are encouraged to choose to do the right thing, stand up for others, and make positive choices. We take **ownership** of our learning, are **motivated** to lead by example, and are positive role models, becoming agents of change in community. We are taking the world by **STORM!** The goals of the senior high are to improve our school climate by making students feel like they are safe and supported, improve our school culture by having common values and beliefs, build stronger relationships between teachers and students and between school and home, and create an environment where teachers feel good about going to work.

Olweus Bullying Prevention Program

The Butler Area School District has adopted the Olweus Bullying Prevention Program in all schools. This program is composed of several school wide components which include classroom, individual and community roles and responsibilities. Together, those components support a comprehensive systems-change program that can reduce bullying in our schools. Bullying is defined as when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

The four anti-bullying rules established for our secondary schools are:

Rule #1: We will not Bully others.

Rule #2: We will help students who are bullied.

Rule #3: We will include students who are left out.

Rule #4: If we know that someone is being bullied, we will inform an adult at school and an adult at home.

Starfish Program

The Starfish program was established with the goal of creating an environment in which each child shall have the opportunity to learn and to be safe from ridicule within our school walls.

The focus of the Starfish program is to heighten the students' awareness of put-downs and bullying and their effects on others. It encourages an environment in which students make good decisions. Creating such an environment will: ease the difficult transition between elementary school and high school, help students learn to appreciate and respect others, help students learn to make better decisions concerning the treatment of others and themselves. The program shows the students their school cares about them and asserts that school is a comfortable safe place in which each student can learn. These attitudes will promote good decision-making regarding peers, bullying, drugs, and alcohol. The arms of the Starfish, the program logo, represent: diversity, acceptance, respect, kindness, and teamwork. This program is an integral part of the Butler Intermediate School.

Peer Mediation

The Peer Mediation Program offers students an avenue to resolve conflicts with other students in a private and non-confrontational manner. Students, parents and staff members may refer disputants by completing a mediation referral form in the guidance office. Specially trained students are available to conduct mediations between students who voluntarily agree to meet and help them arrive at mutually agreed upon solutions. Name-calling, broken friendships and rumors and the like are typical issues resolved in peer mediation. Mediations take place on an as needed basis. All mediations are confidential.

Advisory Program

The Advisory Program is a component of the Butler Intermediate School educational program. The Advisory Program promotes student adjustment and success in school, to develop a student's positive self-concept, to establish positive relationships, and to encourage student involvement. The program is designed to prepare students for future opportunities, as they become responsible members of society. The program hinges on all participants believing in the program and accepting the responsibilities of the program. Advisory activities will be scheduled during the advisory period.

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.

Homeless Students

Parents who experience temporary living arrangements should notify the school for additional information regarding their child's rights. For more information, contact the Butler Area School District's Homeless Liaison, Mr. Chad Broman, Assistant Principal of Center Township Elementary School, at 724-214-3800. (See Policy 251)

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 have been assigned to counselors as follows:

<u>Butler Intermediate School (724/214-3411)</u>		<u>Butler Senior High School (724/214-3211)</u>	
Grade 7	Jennifer Misencik	CTP/339 Coordinator	Shannon McGraw
Grade 8	Mary Caton	A-G	Sarah Beneigh
Grade 9	Lisa Philipkosky	H-O	TBD
		P-Z	Mark Maloy

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 reference to this publication.

Butler Area School District Graduation Requirements

A minimum of **23 credits** in the ninth, tenth, eleventh, and twelfth grade is required for graduation.

Specific information regarding graduation requirements can be found in the *Butler Area School District Curriculum Guide* and in District Policy #217. Please see your school counselor with any questions pertaining to planning and completion of credits.

Learning Pathways

The Learning Pathways include:

- 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.

1:1 Device Information

In the Butler Area School District, technology is an integral part of the education process. The Butler Area School District offers a One-to-One (1:1) Technology Program for secondary level students, grades 7-12. Students will have the opportunity to use a District-provided device. In accordance with District Policy 237 Electronic Devices & Personal 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.

State Testing

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. For the 2018-2019 school year, those students who were not proficient on the Keystone exams by the end of grade 11 will be given a district assessment to satisfy district graduation requirements during their Senior year.

PSSA (Pennsylvania State System of Assessment)

In Grade 7, students will take the English Language Arts and the Mathematics PSSA's. In Grade 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.

Marking System

Butler Area School District uses a five-letter grading system: A, B, C, D, 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.

Tyler and BASDK12.ORG

These websites are a parent's and student's primary source for accessing information regarding their child's grades and assignments. If using a cell phone, the app entitled "Student360" will allow access to all of Tyler's functions. This app can be accessed through the App Store.

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

Report Cards

Report Cards will be posted on Tyler 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

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:

$$A=4.0 \quad B=3.0 \quad C=2.0 \quad D=1.0 \quad E=0$$

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

During the first ten school days of the fall and spring semesters, students may be able to drop and/or add courses with approval from the counselors and/or building administrators. A student should visit the guidance office for more information.

Beyond the first ten days, students may request and be granted permission by the building principal to convene a hearing to ascertain approval or denial of a request to drop a course. The hearing must consist of the following: The principal or his/her designee, the student's assigned counselor, teacher of the course under consideration, chairperson of the department, one other teacher outside the department (selected by the student), student, and parent/guardian. Requests for a hearing to drop a course must be submitted before the 30th day of a semester. If the request is approved, the student will be withdrawn and will receive a "W" on the transcript and no credit for the course.

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 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 are able to 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. 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 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.

Requirements for Promotion – 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.

NCAA

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

ATTENDANCE

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

Pennsylvania School Code-Attendance

1. Purpose The Board of Education requires that school-aged pupils enrolled in the schools of this District attend school regularly in accordance with the laws of the state. The educational program offered by this District is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

2. Authority Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when she/he receives satisfactory evidence of such mental, physical, or other urgent reasons which may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

Written Excuses

The parent/guardian of a school-aged child is responsible to provide an explanation in writing for the pupil's absence from school. The mere fact that a parent/guardian has sent a written explanation to the 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 thirty (30) days per year, the parent/guardian may be required to verify each additional illness/injury with a written excuse from a doctor. Doctor excuses should include type of medical condition and specific information on how the condition impacts attendance. Days excused by a certified doctor will not count toward the 15-day/30-day limit. The administration has the right to excuse other absences as urgent conditions arise. Any student who is absent, whatever the reason, is responsible to submit to the Attendance Office a written explanation for his/her absence. All absences from school must be substantiated with a note signed by a parent/guardian.

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 school, provided they are received within five days.

Unexcused Absence

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

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 School 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 thirty 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. In the event that 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.

Waiver of Compulsory Attendance

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

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 appearance, family emergency, or other urgent reasons.

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, Saturday, or school holiday. 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 will receive seven detentions for the first offense. A second occurrence of truancy will result in one day of in-school suspension. 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

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

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

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

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

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

Habitually Truancy

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

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.

2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

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.

Tardiness to School

Each day the bell rings to begin homeroom at 7:36 am. Students must be in this assigned location no later than 7:36 am to be considered “on time.” Any student not in attendance by 7:36 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 the day of the tardiness. Chronic issues of tardiness to school may require a parent conference or referral to the Home and School Visitor.

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.

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.

TO OBTAIN A WORK PERMIT:

Step 1: The student is to obtain an Application for Work Permit from the **attendance office**.

Step 2: A parent/guardian is to sign the application, 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 on designated days from 2:50 to 3:25 p.m. Monday through Thursday. Detention is also offered in the morning on Tuesdays and Thursdays from 6:51 to 7:26 a.m. 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 and to school for morning 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.

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

Look-Alike Substance

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

Health Endangering Substance

Any substance that may be harmful to the individual.

Medication

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

Drug Paraphernalia

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

Distribution

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

Possession

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

Complete Drug and Alcohol Screening

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

Delegation of Responsibility

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

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

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

Disciplinary Response

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

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

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

2. Expulsion – Subject to a formal hearing before the Board of School Directors, the student shall be expelled for a minimum of thirty (30) days (inclusive of any initial administratively imposed suspension) and for such further period as may be determined by the Board of School Directors.
3. The Superintendent or his/her designee is granted the discretionary authority, on a case-by-case basis, to supersede the minimum period of suspension in consideration of the nature of the offense, the age of the student and any other mitigating circumstances.

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

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:

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

Assault

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

- A. Attempts to cause or intentionally, knowingly, or recklessly cause bodily injury to another.
- B. Negligently causes bodily injury to another person with a deadly weapon.
- C. 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:

- A. 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.
- B. Attempts to cause or intentionally or knowingly causes bodily injury to another with a deadly weapon.
- C. 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.

Cafeteria Behavior

- A. A student who misbehaves during lunch (i.e., leaving tray, throwing food, cutting in line) may be assigned to a specific table, detention, in-school or out-of-school suspension.
- B. Students in the lunch area must be seated.
- C. If a student needs to return to class before class time, the student should have a signed pass from the subject teacher.
- D. Visiting vehicles are not permitted during the lunch period.
- E. Students will be restricted to a single visit to the restroom in the cafeteria during lunch. Loitering in the restrooms will not be tolerated.
- F. 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.
- G. Students assigned to lunch must report directly to the cafeteria.
- H. 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

Students may possess cell phones for use before and after school, but their use during school is limited. Use is interpreted as using any cell phone function or feature, not just sending or receiving telephone calls.

- At the Intermediate, cell phones must be turned off upon entering the school building and may not be turned on again until the student leaves the building at the end of the school day. Cell phones must be kept out of sight, and the student bears total responsibility for safeguarding this and any other device in his/her possession.
- At the Senior High School, cell phones usage is permitted in some circumstances. Please refer to the specific building guidelines under the Senior High section of this handbook.
- 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 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. *The assignment to three detentions is the consequence for the first offense.*

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 authorize 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 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, 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 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

An individual's dress, personal appearance and cleanliness, like his/her behavior, should reflect a sensitivity to and a respect for others. The fact that the school will permit a wide variety in school clothes does not mean that all styles are equally appropriate. This is a decision that the student must make in conjunction with his/her parents/guardians, always keeping in mind that his/her appearance must not present a clear and present danger to the student's health and safety, cause an interference with work, or create classroom or school disorder.

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

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

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

Guidelines

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

1. Articles which are soiled with grease, oil, paint, and dirt.
2. Articles that could cause damage to other students or property.
3. If holes exist in bottoms, above the fingertips, they must be covered with a permanent patch.
4. Apparel that reveals or exposes the midriff, lower back, chest, sides of the upper body, and/or undergarments.
5. Gang-related attire, articles of clothing which are inappropriately designed, contain offensive and/or inappropriate logos, iron-ons, emblems, decorations and words.
6. Clothing, pins, patches, tattoos, or any other items that encourage violence.

Footwear

Shoes with a substantial sole must be worn throughout the building at all times, except in the locker room and pool areas. Students are expected to follow all school rules related to safety that may require proper foot protection; for example, in science labs, shops, physical education classes, etc.

Slippers are not permitted.

Clothing

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

1. Shirts and blouses must be properly buttoned.
2. Outerwear (coats) must be placed in lockers or on coat hooks during the school day. (Exception: Senior High School students during the winter.)
3. Loose-fitting clothing such as baggy pants must be secured with a belt and must be worn above the hips. The midriff, lower back, chest, sides of the upper body, and/or undergarments may not be exposed.
4. To avoid accidental tripping or falls, pant legs are not permitted to be worn below the student's footwear.
5. Leggings or other similar tight fitting clothing may be worn as long as a top is worn that falls below the buttocks.

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

Shorts

Shorts are permitted to be worn by students, provided that they meet the following guidelines. Shorts must:

1. Reach below the fingertips when the arms are fully extended at one's sides.
2. Be designed and sold as shorts.

Skirt/Dress Length Guidelines

Skirts and dresses should be long enough to reach below the fingertips when the arms are fully extended at one's sides.

Hats/Caps

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

Body Piercing

Body piercing shall be restricted as follows:

1. Any piercing items shall 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 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: Student will be assigned detention in addition to the first offense penalties.
- Third Offense: Student will be assigned in-school suspension in addition to the first offense penalties.
- Fourth Offense: Principal will determine appropriate consequence, 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 in the morning, these items must be turned off and put away.** Violation of this regulation will result in a three detentions 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 document, 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 a 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

No food or beverages are to be taken from the cafeteria. Students are not permitted to go to the cafeteria during class time to purchase food and beverages. Additionally, open containers are not permitted. Violation of this regulation will 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 principals' 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 sponsorship of the school or any recognized adult community or civic organization and which has no acceptable social goals.

Hall Passes

During the time that classes are in session, students are not permitted to be in the halls unless they have a hall pass issued by a teacher for use by the student. He/she is only permitted to report to the indicated destination. Students found to be "roaming" the halls will be assigned disciplinary action ranging from a warning to a suspension.

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 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.

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 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.

Leaving Campus without Permission

Students must clear all trips off campus through the principals' office. The student parking lot is considered off limits from 7:36 a.m. until 2:44 p.m. Period three and four Vo-Tech students are not permitted in the parking areas at any time. Students are not permitted to go to or return to the Vo-Tech school without permission from a building principal. Violation of this rule will result in: In-school suspension or out-of-school suspension and/or a loss of driving privileges. Vo-Tech students may also be removed from the Vo-Tech program.

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 A.M. and 2:44 P.M. 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, 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 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.

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.

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 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, i-Pods, 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 on to Butler Area School District premises. A search may be conducted without notice, without student consent, and without a search warrant.

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

The School Board is committed to assuring equal educational opportunities to all students and does not discriminate on the basis of sex. The district is committed to maintaining an educational environment for all its students that is free from any type of sexual harassment. The School Board will not tolerate any behavior by administrators, faculty, staff or students, which constitutes sexual harassment of a student.

A. Sexual Harassment Definitions

Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the School District conditioning the provision of an aid, benefit or service of the School District on an individual's participation in unwelcome sexual conduct;
- (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 the School District's education program or activity;
or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v) of the Clery Act, "dating violence" as defined in 34 U.S.C. 12291(a)(10) of the Violence Against Women Act (VAWA), or stalking as defined in 34 U.S.C. 12991(a)(30) of the VAWA.

B. Supportive Measures

Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available 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 are designed to restore or preserve equal access to the School District's programs or activities without unreasonably burdening the other party, including measures to protect the safety of all parties or the educational environment, or to deter sexual harassment. Examples include counseling, extensions of deadlines or other course-related adjustments, modifications to schedule, monitoring, mutual restrictions on contact, and other similar measures.

C. Penalties

Penalties will be determined based on facts of each case and will focus on the restoration or preservation of equal access to the School District's educational program and activities to the complainant. Possible penalties are set forth in the School District's Code of Conduct, including, but not limited to in-school suspension, out-of-school suspension, formal board discipline hearing, and/ or notification to police.

D. Emergency Removal

A respondent to a complaint of sexual harassment may not be removed from the School District's educational program or activity, unless the School District conducts an individualized safety and risk assessment and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

The respondent shall be given notice and an opportunity to be heard to challenge the decision consistent with the Pennsylvania School Code disciplinary procedures.

E. Anti-Retaliation Assurance

Retaliation is prohibited. No person may intimidate, threaten or coerce or discriminate against any individual for the purpose of interfering with any right of privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation under this policy. This policy seeks to encourage any individuals to express freely, responsibly, and in an orderly way any complaints or concerns with sexual harassment.

I. Procedures

A. Formal Complaints

Formal complaints regarding sexual harassment are filed by a complainant and signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting the School District to investigate the allegation of sexual harassment. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed below.

Title IX Coordinator: Dr. Brian Slamecka

110 Campus Lane, Butler, PA 16001

(724)287-8721

brian_slamecka@butler.k12.pa.us

B. Review of Formal Complaints/Dismissal

If the conduct alleged does not constitute sexual harassment as defined in this policy, did not occur in the School District's educational program or activity, or did not occur in the United States the School District must dismiss the complaint.

The School District may dismiss the formal complaint or any allegations therein, if at any time during the investigation a complainant notifies the Title IX Coordinator in writing of intent to withdraw the formal complaint or any allegations therein, the respondent is no longer enrolled or employed, or specific circumstances prevent the School District from gathering evidence sufficient to reach a determination.

Upon dismissal, the School District must promptly send written notice of the dismissal and reasons for the dismissal to both parties along with the procedures to appeal.

C. Notice of Allegations

Upon receipt of a formal complaint of sexual harassment, the Title IX Coordinator must provide to the complainant and respondent:

- (i) Notice of the investigation process including the availability of an informal resolution process.
- (ii) Notice of the allegations constituting sexual harassment, including sufficient details known at the time for a respondent to prepare a response prior to the initial interview. Sufficient details include the identity of the parties involved, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, if known.

- (iii) A statement that the respondent is presumed not responsible for the alleged conduct.
- (iv) Each party may have an advisor of their choice
- (v) Each party will have equal opportunity to present evidence and inspect and review evidence received.
- (vi) A statement referencing the School District's Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the investigation process.

D. Informal Resolution

Upon the filing of a Formal Complaint, the School District may facilitate an informal resolution process that does not involve a full investigation and adjudication, provided that both parties provide written consent. The School District must disclose to both parties the allegations and the requirements of the informal process to preclude a party from resuming a formal complaint arising from the same allegations, provided however any party may withdraw from the informal process and resume the investigation process.

Informal resolution is not a process available or used to resolve allegations that an employee sexually harassed a student.

E. Investigation and Adjudication

- (i) Burden of Proof

The burden of proof and burden of gathering evidence sufficient to reach a determination regarding responsibility is on the School District.

- (ii) Access to Evidence

Both parties will be given an equal opportunity to present witnesses, including fact and expert witnesses and other inculpatory and exculpatory evidence. Each party will have an opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint; including evidence the School District does not intend to rely in reaching a determination and inculpatory and exculpatory evidence so that each party may meaningfully respond to the evidence prior to the conclusion of the investigation.

- (iii) Notice of Meetings

Both parties will receive written notice of the date, time, location of investigative interviews; or other meetings with at least 10 calendar days prior notice for the party to prepare to participate.

- (iv) Written Response to Evidence

Following review of all evidence, each party will have 10 calendar days to submit a written response to the investigator. The investigator must consider the written responses prior to completion of the investigative report.

- (v) Investigative Report

The investigative report must summarize relevant evidence and must be provided to both parties at least 10 calendar days prior to submission to a decision-maker.

- (vi) Written-cross-examination

Each party may submit relevant written cross-examination questions to the decision-maker to distribute to the other party. Each party will have 10 calendar days to prepare and file a response to the written cross-examination with the decision-maker.

- (vii) Written Determination

The decision-maker (not the Title IX officer or investigator) will conduct an objective review of all relevant evidence. The standard of responsibility will be determined by clear and convincing evidence. The decision-maker shall issue a written determination regarding responsibility or dismissal within 30 calendar days of the parties' completion of responses to written cross-examination. The written determination shall include identification of the allegations; a description of the procedural steps, including notice to the parties, interviews and other methods used to gather evidence; findings of fact to support the determination; conclusions regarding the School District's code of conduct to the facts; rationale for determination and whether the remedy is designed to restore or preserve equal access to the School District's education program or activity.

The written determination shall be issued to both parties simultaneously and shall include the process to appeal.

The written determination becomes a final adjudication unless a timely appeal is filed.

D. Appeals

Upon receipt of a written determination either party may file notice of an appeal to the Board of School Directors within 15 calendar days of receipt of the written determination.

The Board of School Directors shall hear appeals:

- involving a procedural irregularity that affected the outcome of the matter;
- new evidence that was not reasonably available at the time of the determination, that could affect the outcome; and
- allegations the Title IX Coordinator, investigator or decision-maker had a conflict or interest or bias against the complainant or respondent that affected the outcome of the matter.

The Board of School Directors has discretion to hear an appeal on any additional bases.

A Notice of Appeal may be filed electronically, in person or by regular mail written to the attention of the Superintendent of Schools.

Upon notification of the filing of a Notice of Appeal and the Board of School Directors role as decision-maker on appeal, each party shall have 30 calendar days to submit a written statement in support of, or challenging, the outcome of the written determination.

The Board of School Directors shall issue a written decision simultaneously to both parties describing the result of the appeal and the rationale within 45 calendar days of the submission of both parties' written statements.

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 offense: 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 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. Morals 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

Students are required to be seated in their homeroom at the start of the school day at 7:36 AM. Students with excessive, unexcused tardiness will encounter the following.

- Fifth offense: Warning for a.m. 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 (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 – *Determined by Principal, based on student age and severity of infraction.*

First Offense: Suspension of riding privileges for a minimum of **one** day.

Second Offense: Suspension of riding privileges for a minimum of **three** days.

Subsequent Offenses: Suspension of riding privileges for **five** days.

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

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: 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. *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.

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.

INTERMEDIATE HIGH SCHOOL INFORMATION

Cafeteria Procedures

Seventh and eighth grade students will eat during their 6th period class. Ninth grade students will eat during their 5th period class. All students must report to the cafeteria to which they are assigned. Seating is on a first come, first served basis and there are no reserved seating sections. The cost of a student lunch is \$2.50; reduced price cost of a student lunch is \$.40. Students may obtain applications for free or reduced lunches in the homeroom or principal's office.

All students are encouraged to eat lunch and may carry a lunch from home or purchase food from the cafeteria. All food must be eaten in the cafeteria.

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. No food or beverages are to be taken from the cafeteria.

Students are dismissed from the cafeteria by tables, after the area has been checked, and only with direct permission from a cafeteria supervisor.

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.

Students are not permitted to "pan handle" in the cafeteria, classrooms, or hallways. If a student has forgotten lunch money at home, he/she may charge a school lunch to his/her account. This rule does not allow the students to charge anything other than a school lunch. Charges must be repaid. Questions regarding re-payment should be directed to the Nutrition Group, our food service provider.

Cafeteria time should be a time of relaxation for students to eat and talk with friends. Conduct such as cheering and applauding is not permitted. Parties for individual students are not permitted during the cafeteria period.

Daily Student Life

Morning Procedures

Each day, upon arrival to school, students will be directed by Intermediate High faculty to designated holding areas. Students are to comply with teacher directives as to which area to report and they are to remain in that holding area until the bell rings at 7:28 am. Students may also report to the cafeteria for Breakfast. One cafeteria will be open for students to purchase a morning breakfast consisting of the following items:

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

The cost is \$1.25 for non-eligible students, \$.30 for students on reduced price lunches and free for those who are eligible. The breakfast will be served and eaten in the cafeteria. When the bell rings all students should report directly to their lockers and then to the homeroom. All students must be in the homeroom no later than 7:36 am to be considered on time.

Homeroom

Homeroom is 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 talk with you about getting a locker, reading your schedule, and several important School District policies. You will also receive your student agenda and a bus location sheet.

During homeroom each day students will observe opening exercises. These exercises are televised from the television studio on the second floor. 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.**

Dismissal

Students are dismissed after the 8th period. Students are not permitted to return to school property or to come inside the building after they have been dismissed.

Hall Passes

Students are issued a Student Agenda at the start of the year. This agenda is to be used as the student's hall pass. Your teacher will sign your agenda when giving permission to leave class. In an emergency situation, teachers may issue a regular hall pass if the student does not have his/her agenda.

Hall Traffic

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. 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 on the first floor, across from the Principal's Office. If a student becomes ill after he/she has come to school, he/she should request a pass from a teacher for permission to go to the Nurse's office. Students should not report to the Nurse's office without a pass except in cases of accident or sudden illness of an emergency nature. Students will be given the opportunity to call home upon request.

Screenings

The school nurse monitors each student's health status by setting up a school health program following mandated guidelines from The Pennsylvania Department of Health and Education. The school health program at BIHS consists of height and weight measurement, BMI analysis, vision screening, and health interview. The Body Mass Index, BMI, report will be mailed to each student's home. Hearing screenings on all 7th grade students, special education students, and new 8th grade students are also performed. Students with a history of hearing test failures are retested in 8th grade. Dental exams by local dentists are scheduled for 7th grade students who have not returned signed reports from their family dentists within the last year. During swimming class, scoliosis screening is performed on all 7th grade students. Also, when necessary, a re-screening for scoliosis may be performed by 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.

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

IHS Helpful Hints

1. **WRITE** your name and homeroom number in all books, notebooks, purses, gym bags, and other personal belongings.
2. We recommend that **CELL PHONES, IPODS, COMPUTER GAMES, SKATEBOARDS, GAME SYSTEMS** and other costly items **SHOULD NOT** be brought to school. The school district is not responsible for the loss of these items. Additionally, portable audio speakers are prohibited.
3. We recommend that students bring only enough money to buy lunch. If any time, it is necessary for a student to have a sum of money in his/her possession, we urge that student to bring it to the office and have it placed in the safe until dismissal time.

Library

The mission of the Butler Intermediate High School Library is to ensure that students and staff are lifelong learners who can access, evaluate, and use information in both print and non-print forms as well as engage in reading for discovery and personal enjoyment. Further, the Library strives to serve as a literary, multimedia, and technology learning commons for the students, staff, and community of Butler Area Intermediate High School.

Students should become familiar with the following procedures:

- A. The library is open from 7:00AM to 2:45PM.
- B. Admission to the library is by means of teacher permission. Students must arrive with their agenda/library pass signed by their classroom teacher, study hall teacher, and/or homeroom teacher. Immediately upon arrival at the library, students must sign the "Library Sign-In Sheet". Students are to remain in the library the entire period.
- C. All books may be checked out for a period of three weeks. Books may be renewed unless a book has been requested by another student or teacher. Books should be returned to the library on or before the due date.
- D. Library materials must be checked out at the library circulation desk. It is the student's responsibility to see that his/her materials are placed in the book drop/book return at the circulation desk.
- E. Books may be borrowed from other libraries through AccessPA. This process may take up to two weeks for delivery. See the teacher-librarian if you would like to request books through interlibrary loan.
- F. A copy machine is available for student use for class project purposes only. Request permission from the teacher-librarian or the library clerk before each use.
- G. No food or drinks are permitted in the library.
- H. Study Hall Use

The library operates on a light system for students visiting from a study hall:

- 1) Green Light
Study hall teachers may send students to the library to checkout/return/read a book, study, and/or work on a computer. Students must remain in the library the entire period.
 - 2) Yellow Light
Open for students who have a signed agenda from a classroom teacher to complete an assignment and/or project on a computer and for students who need to renew, return, and/or check out a book. Students must remain in the library the entire period.
 - 3) Red Light
Closed / Students should not be in the library unattended.
 - 4) Students may not come to the library if they hold an overdue book unless the obligation is taken care of when the student arrives at the library.
- I. Overdue Materials
 - 1) Students will receive notices of overdue materials.

- 2) Students may not come to the library if they hold an overdue book unless the obligation is taken care of when the student arrives at the library.
 - 3) An obligation will be sent to the principal's office for any books that remain overdue.
 - 4) Failure to clear obligations may result in suspension of library privileges until obligations are cleared.
 - 5) Obligations will be sent to the Senior High School when you enter 10th grade.
- J. Students must remember that use of the library is a privilege. Talking to students on the upper balcony is not permitted. A student who misbehaves in the library will be disciplined, which may lead to a suspension from the library for a designated amount of time. If the inappropriate behavior continues, a disciplinary referral will be sent to the principal's office and normal disciplinary steps will be taken by a principal.

Lockers

Each student attending the Intermediate High School will be assigned a locker to share with a fellow student. Lockers are assigned by homeroom teachers at the beginning of the school year. Students are responsible for the condition and maintenance of the locker to which they are assigned. The lockers are property of the School District. Students should have a limited expectation of privacy in their lockers.

Students are to follow these regulations regarding the use of their locker:

1. Use **only** the locker assigned to you by your homeroom teacher. Do not use another student's locker and do not permit any student to use your locker.
2. Keep your locker combination confidential.
3. Students may access their locker during homeroom period, before lunch, after lunch, and at dismissal. Only students leaving on an early dismissal, arriving late, or with permission of a principal may enter a locker at other times during the day.
4. Do not keep valuable items in your locker.

Lost and Found

The Lost and Found is located across from the Principal's Office. Additionally, smaller items of value may be in the principal's office. If you lose something, check first in the room where you think the item may have been lost, second check your locker and third check in the two lost and found areas, allowing sufficient time for the article to be found and delivered to this place. If you find anything that a student may have lost, in school or outside of the various school buildings, turn it into the Lost and Found.

Restroom Privileges

There are no recess periods in the Intermediate as there are in the elementary schools. Students who need to use the restroom during class must ask permission of the teacher. Between classes, students should first report to the class you are going to, and then ask the permission of that teacher to use the restroom. Be sure to have your agenda signed by that teacher with the time and destination.

Student Agenda Use and Maintenance

Each student is issued a Student Agenda. Students should use their agenda to organize schoolwork, record assignments and keep track of grades. **Your agenda is your hall pass. You must have it in your possession at all times. A student will not be permitted hall privileges without his/her agenda.** Any student who loses his/her agenda shall be required to purchase a new one or go without privileges for the remainder of the school year. Replacement agendas, if available, cost \$3 and can be purchased in the Principal's Office. Agendas must be kept intact. Students should write their names in ink in the front cover. Pages should not be removed. Students are not to share agendas. Students who use another student's agenda will be reported to the office.

Student Aides

A number of students are selected each year to help in the various offices of the school. Any interested student with available time in their schedule should sign up in the office of choice early in the semester. Office aides will be selected on the basis of academic and discipline records.

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. Intermediate High School 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 Intermediate High School 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.** 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.

Visitors

Butler Intermediate High School maintains a no visitor policy.

SENIOR HIGH SCHOOL INFORMATION

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 blue 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 to the principal to excuse students in tenth 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.

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 guidance office.

Library

The purpose of the school library service is to widen, open and intensify learning. In the library is a collection of instructional materials including audiovisual and reference materials, selected to meet curricular and recreational needs of students and teachers. Student should become familiar with the following procedures:

- A. The library is open from 7:36 a.m. to 2:44 p.m.
- B. Books circulate for a period of two weeks, one week, and overnight. Books should be returned to the library on or before the due date. A fine of ten cents for each school day is charged for overdue two-week books; twenty cents each school day for one-week books; and five cents per period or thirty-five cents each school day for overnight books. **Students who owe money to the library for overdue or lost materials will not receive their diplomas until all fines are paid, and/or all overdue books are returned.**
- C. Library materials must be checked out at the library circulation desk. It is the student's responsibility to see that the materials are checked back at the circulation desk.
- D. Audio-visual materials and equipment may be used in the library.
- E. Due care is to be given to the furnishings and equipment. No food or drinks, including water bottles, are permitted in the library. All visible beverage bottles, whether opened or sealed, will be confiscated. The library must be kept quiet, talking kept to a minimum. Disruptive students will be asked to leave and disciplinary action will be taken.
- F. Library Computer Lab: The computer lab in the library is available to all students. The use of the computer equipment must be for research or typing required reports or papers. The following procedures must be followed:
 1. Students must sign the computer lab sign-out sheet on the circulation desk.
 2. To use the Internet, students must have a signed *Acceptable Use Policy* on file. Violations of this policy, or the six Internet rules below, will result in the disciplinary action and a loss of Internet privileges.

Students are not permitted to use the Internet for:

 - a. Checking personal e-mail accounts.
 - b. Visiting in or participating in forums or chat room discussion groups.
 - c. Playing games online.
 - d. Web logging for any reason outside of classroom assignments or activities.
 - e. Visiting websites unrelated to classroom assignments, research projects, vocational research, or college investigation.
 - f. Visiting inappropriate websites.
 3. Any misuse of the computer equipment may result in suspension of computer privileges for one semester. Deliberate tampering with programs or equipment may result in permanent suspension of computer privileges.
- G. Overdue Materials and Fines
 1. Students will receive monthly notices of overdue materials and fines owed.
 2. Failure to clear obligations within one week may result in suspension of library privileges until obligations are cleared.
- H. Students are permitted to go to the library from study hall a total of **two visits per week** on a *study hall library pass*. Students may not go to the library on a study hall pass if they owe a fine to the library unless the obligation is taken care of when the student arrives at the library. If a student needs to go to the library for research purposes and the student has used his/her two study hall library passes, the student **must get a reference pass from the subject teacher** who assigned the research project. Study hall and references passes are for the ENTIRE period, and students are not permitted to return to study hall once they check in at the library circulation desk.

Lockers

Each student is assigned a locker at the beginning of each school year by his/her homeroom teacher. This will be his/her locker for the remainder of the year, and he/she is responsible for its maintenance and condition. No permanent or objectionable decals or pictures are permitted on any part of the locker. Every student is cautioned against having anything of value in his/her locker and also giving the combination to another person. Remember, a friend today may not be a friend tomorrow. Any student who is having any mechanical problems with his/her locker should consult the receptionist in the principals' office immediately.

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 in to the library, while school books should be turned in to the office.

Warning: Do not leave money or other valuables in lockers or classrooms. For safekeeping, take valuables to the office. They may be called for at the close of the school day. Students taking physical education classes are advised to leave valuables at home. All personal items must be locked during physical education classes.

Senior Class Committees

The senior class activities are conducted through a group of student committees with at least one faculty advisor. Obviously it is to the advantage of the senior class that competent people serve on the committees. Students are chosen to serve on these committees on a voluntary basis. A senior student makes it known that he/she is interested in serving on a particular committee by completing a form and returning it to his/her homeroom teacher. Committee members are selected on the basis of this information by a selection committee made up of the senior officers and senior advisors.

Substitute Teachers

Substitute teachers are to be recognized as having the same authority as regular members of the faculty and should be accorded the same respect given to a teacher. They are invested with the same powers to make assignments and to award marks indicating their judgment of the success of students in completing the assignments. It is readily understood that substitutes face out-of-the-ordinary situations in taking up the threads of class work on relatively short notice and in teaching students with whom they have not had the opportunity to become acquainted. No leniency will be shown for Butler Senior High School students who show disrespect for substitute teachers or in any way misbehave while under the supervision of a substitute teacher.

Telephone Messages and Gifts

Students are not to be called from class or study hall to the telephone. If the message is urgent, it may be phoned into the principal's office and an office aide will deliver the message. Students are urged to make their parents and friends acquainted with this regulation.

No gifts, flowers, balloons, etc. will be delivered to students during the school day. Any such items will be kept in the office until the end of the school day. Any such deliveries are discouraged.

Telephone

A telephone in the attendance office is designated for student use. Parents who need to contact their student may do so by calling the principals' office and a message will be delivered to the student.

Valuables

It is most IMPORTANT that students be constantly reminded about the danger of bringing valuables to school. Students should recognize that they must accept sole responsibility for their personal belongings. Often valuables are left lying around and are picked up by someone but the owner complains that his/her valuables are stolen. Most often it was his/her own fault. **Students should NOT bring large sums of money to school. If it is absolutely necessary for them to carry a sum of money, they may take the money to the office and it will be placed in an envelope and kept in the vault until after school.**

All valuables must be placed in the valuable boxes during physical education classes; and keys for these boxes are provided.

Visitors

Students who wish to bring a visitor to school must request permission in advance from a principal. All visitors and guests are required to register at the principal's office and obtain a visitor's pass upon entering the building. No visitors are permitted the last two weeks of the semester. **Visitors are only permitted during a teacher's plan period.**

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

Volleyball-Girls (Gr. 7-12)
Cheerleaders (Gr. 7-12)
Cross Country-Girls (Gr. 7-12)
Cross Country-Boys (Gr. 7-12)
Football (Gr. 7-12)
Golf-Boys (Gr. 9-12)
Golf-Girls (Gr. 9-12)
Soccer-Boys (Gr. 7-12)
Soccer-Girls (Gr. 7-12)
Tennis-Girls (Gr. 9-12)

WINTER SPORTS

Basketball-Boys (Gr. 7-12)
Basketball-Girls (Gr. 7-12)
Bowling-Boys/Girls (Gr. 9-12)
Rifle-Boys/Girls (Gr. 9-12)
Swimming/Diving-Boys/Girls (Gr. 9-12)
Track-Indoor-Boys/Girls (Gr. 9-12)
Wrestling-Boys (Gr. 7-12)

SPRING SPORTS

Baseball (Gr. 9-12)
Lacrosse-Boys (Gr. 9-12)
Lacrosse-Girls (Gr. 9-12)
Softball-Girls (Gr. 7-12)
Tennis-Boys (Gr. 9-12)
Track-Boys (Gr. 7-12)
Track-Girls (Gr. 7-12)
Volleyball-Boys (Gr. 7-12)

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 IX/Section 504 Statement

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

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

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 54 and submit to the building principal.

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 2019-2020 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 2020-2021 school year.

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

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

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

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 device, lock 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 - Electronic Devices and Personal Technology Resources
- Follow device guidelines or be subjected to Policy 218-Student Discipline
- Return the device in good condition upon withdrawal from school, at the end of the school year, or prior to graduation, as directed

Care of Device:

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

Chargers:

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

Educational Use:

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

Privacy Rights:

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

Safety:

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

Parent & Student Responsibilities

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

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

District-Issued Student Device (Grades 7-12) Technology Fee Payments &
Distribution/Collection Information

*** The Butler Area School District is waiving the Technology Fee for the 2020-2021 school year ***

Butler Area School District provides each student with a District-issued computer that may include a keyboard. Butler Area High School parent(s)/student(s) have the option of bringing their own device or to pay an annual fee for a District-issued device.

Annual Payment Any Butler Area High School Parent(s)/Student who is not providing their own device is required to make an annual payment of One Hundred Dollars (\$100.00) in order for the student to be permitted to take a District-issued device home. Payment is required by September 16 of the corresponding school year. Payment will be accepted online or checks may be made payable to "Butler Area School District" and may be turned into the school's main office. Students who qualify for free or reduced lunch programs are exempt from paying the annual fee.

The District will return any damaged District-issued devices to Microsoft on a weekly basis. The Student may be without a District-issued device during the repair period. (The cost to replace a stylus pen and/or keyboard will be determined by the actual retail price of comparable replacement items.)

Device Distribution/Collection Prior to the beginning and end of each school year, Butler Area High School will notify all Parent(s)/Student(s) in writing of all dates and procedures for the distribution/collection of District- issued devices.

Summer Retainment Program The Parent(s)/Student may opt to retain possession of a District-issued device throughout the summer months.

The option may be selected by completing the appropriate information on the End-of-School-Year Student 1:1 Device Collection Form (an attachment to Policy 237), which must be submitted during the designated device collection period at the end of the corresponding school year. By signing the form, the student agrees that by taking the District-issued device home, he/she is beholden to all District policies and guidelines regarding device usage. Any violations may result in disciplinary action and/or confiscation of the device.

If the Parent(s)/Student opts to take the device home during summer break, the parent(s)/student are still obligated to make the annual payment of One Hundred Dollars (\$100.00) by September 16 for the next school year. Failure to do so will result in the disabling of the student's access to the device. Once the payment is received, the account will be re-enabled.

No Payment If the Parent(s)/Student does not pay the One Hundred Dollar (\$100.00) fee, the Student will receive a District-issued device for use during the school day ONLY. The student will not be permitted to take the device home and must check his/her device in/out each day at a designated area within the High School. Students who do not pay the One Hundred Dollar (\$100.00) annual fee and accidentally and/or intentionally damage the District-issued device will be held financially responsible for the full repair and/or replacement cost.

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

Bring Your Own Technology Student Guidelines

As part of its goal to integrate technology, the Butler Area School District will allow students to bring personally-owned mobile technology devices to school for educational purposes. These conditions apply:

1. Students may use personally-owned mobile technology devices at school for educational purposes only when permission is granted by the applicable teacher.
2. Refer to Board Policy 815-Acceptable Use of Internet, Computers and Network Resources for a list of acceptable devices.
3. Before bringing a personally-owned mobile technology device to school, students should record its serial number and maintain that information at home. Students should clearly label the device and its peripherals, such as cables or headphones, with the student's first and last names.
4. Any mobile technology device that is brought to school should have a fully charged battery at the beginning of the day. Students should take the device home on a daily basis to recharge the battery.
5. Students are responsible at all times for complying with the District's Technology policies and guidelines, and the conditions outlined in this document.
6. Students may not disable or attempt to disable the Butler Area School District's technology settings or filters.
7. Students must use Butler Area School District's wireless network connection when on campus/or in District buildings. The District is not responsible for charges that may occur from accessing other connections.
8. Students must keep electronic comments and posts relevant to the course content and consistent with educational purposes.
9. Students must obtain permission from a teacher or administrator before recording, taking pictures, or publishing images, information, or works of individuals or groups. Recordings and pictures may be taken for teacher-approved projects only, and permission must be obtained for each instance.
10. Personal technology devices must be silent during class except when used for educational purposes with teacher permission.
11. No student will be required to bring a personally-owned technology device to school.
12. The District, its schools, and/or employees are not responsible for lost, damaged, or stolen items.
13. District employees are not responsible for troubleshooting, repairing/replacing student- owned devices during the school day. Students should check the owner's manual of the device for information about network

connectivity or specific features.

14. A District teacher/staff member or building administrator may confiscate any technology device that is used for non-educational purposes during class or any device that is a disruption at any time.
15. Any technology device used to bully, threaten, or endanger the physical safety or emotional well-being of others will be confiscated, held for disciplinary action, and if necessary, provided to law enforcement authorities.
16. Personally-owned technology devices not retrieved by students or parents by the end of the school year will be disposed of, and when feasible, recycled.
17. Use of student-owned technology devices for personal purposes will be determined by District administration.
18. It is the owner's responsibility to install District-provided management software(s) so that the device can operate and access any District network. Failure to comply will result in immediate removal from the District network.

By my signature, I acknowledge that I have read the guidelines and procedures outlined in this policy and agree to all of its terms and conditions. I understand that I may face legal and/or disciplinary action in accordance with applicable law or written District policies for any violation of the above guidelines and/or procedures.

Student Name: _____

Signatures:

Student: _____ Date: _____

Parent: _____ Date: _____

BUTLER AREA SCHOOL DISTRICT

End-of-School Year Student 1:1 Device Collection Form (Grades 7-12)

SECTION 1 – STUDENT INFORMATION

Student Name:

Student Homeroom Number: Grade:

SECTION 2 – DEVICE RETENTION OPTION

Are you taking your District-issued device home for the summer (circle one): Yes No

If you circled "YES", you are agreeing to be responsible for any damages that may occur while the device is in your possession during summer break. **Proceed directly to SECTION 4.** (Note: By signing this form, the student agrees that by taking the District-issued device home, he/she is beholden to this and all other District policies and guidelines regarding device usage. Any violations may result in disciplinary action and/or confiscation of the device.)

If you circled "NO" and you want your device to be repaired over the summer break, please complete all of the information in SECTION 3 and SECTION 4.

SECTION 3 – DEVICE COLLECTION

Please identify any damage(s) or any technical issue(s) that your laptop may be experiencing, so that those issues may be addressed during summer break. Include HOW and WHEN any damage(s) occurred:

Identify any missing or damaged devices/accessories:

Device: Missing _____ Damaged _____ \$ _____

Charger with Cord: Missing _____ Damaged _____ \$ _____

Pen & Tip Kit: Missing _____ Damaged _____ \$ _____

Type Cover: Missing _____ Damaged _____ \$ _____

Number of Repairs Remaining at the end of the _____ School Year: _____

SECTION 4 – SIGNATURE

Student Signature: _____ Date: _____

Staff Member Signature: _____ Date: _____

Butler Area School District – Attendance Improvement Plan

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

STUDENT NAME: _____

SCHOOL: _____ **HOMEROOM #:** _____

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

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

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

Parent name

Parent signature

Date

STUDENT ABSENTEE EXCUSE

(To be completed By Parent or Guardian)

Date _____

Grade _____ Homeroom _____

Name of Student

was absent _____

Date(s) of absence

Reason _____

(Sign Above)

Father Mother Guardian

STUDENT ABSENTEE EXCUSE

(To be completed By Parent or Guardian)

Date _____

Grade _____ Homeroom _____

Name of Student

was absent _____

Date(s) of absence

Reason _____

(Sign Above)

Father Mother Guardian

STUDENT ABSENTEE EXCUSE

(To be completed By Parent or Guardian)

Date _____

Grade _____ Homeroom _____

Name of Student

was absent _____

Date(s) of absence

Reason _____

(Sign Above)

Father Mother Guardian

STUDENT ABSENTEE EXCUSE

(To be completed By Parent or Guardian)

Date _____

Grade _____ Homeroom _____

Name of Student

was absent _____

Date(s) of absence

Reason _____

(Sign Above)

Father Mother Guardian