

**Butler R-V  
School District  
300 South Delaware  
Butler, MO 64730**

(660) 679-0653

**Student/Parent Handbook**

**2025-2026**

**Adopted by the Board of Education: July 12, 2025**



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### **The Butler R-V Mission Statement C-110-S**

The mission of the Butler R-V School District is to prepare all young men and women to become productive, responsible citizens in a global society. In partnership with parents and the community, the school seeks to provide an educational environment that will maximize the intellectual, physical, social, and career development of each child.

### **THE BUTLER R-V VISION STATEMENT**

- While attending this school, the students will feel safe, empowered, respected, and proud.
- In the classroom, students will make the connection between their current efforts and future successes. Students will demonstrate responsible behavior, integrity, respect for others, and high academic achievement.
- In the classroom, teachers will provide a variety of learning structures so all students can achieve, and the entire school community will collaborate to help students learn to their full potential.
- Graduating students will have the skills, attitudes, and confidence they need to achieve their life goals and become contributing citizens.
- All graduates will successfully attend an institute of higher learning, join the military, or become gainfully employed –with a proactive plan for their futures that maximizes their potential as active citizens.
- The alumni will say they were well prepared and continue to be proud of something special.
- Students, staff, parents, businesses, and the entire community will recognize and embrace their school as the heart of the community by being a safe, inviting, progressive, innovative organization with a commitment to excellence in academics, athletics, and the arts.

### **EVERY CHILD, EVERY DAY, WHATEVER IT TAKES**

### **Butler R-V Board of Education G-100-S**

Mr. Brad Stephens, Board President  
Mr. Doug Lawrence, Board Vice President  
Mr. Ryan Hooper, Board Secretary  
Mr. Jerret Wheatley, Board Treasurer  
Ms. Debbie Goldammer, Board Member  
Mr. Cale Swarnes, Board Member  
Mr. Jim Woolace, Board Member

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

### **School Building and Contact Information**

**Butler R-V District website:** [www.butlerr5.org](http://www.butlerr5.org)

The Butler R-V District website includes information for each building such as calendar events, menus, online copies of the Student/Parent Handbook, and other important information. The District also utilizes an App which can be found in the Apple App Store or Google Play Store under the title "Butler R5."

#### **Butler Early Childhood Center**

300 South Delaware Street  
Butler, MO 64730  
Phone: (660) 679-3912  
Fax: (660) 679-6457  
Facebook: Butler Early Childhood

#### **Butler Elementary School**

4 North High  
Butler, MO 64703  
Phone: (660) 679-6591  
Fax: (660) 679-6593  
Facebook: Butler Elementary School

#### **Butler High School**

420 South Fulton  
Butler, MO 64703  
Phone: (660) 679-6121  
Fax: (660) 679-4378  
Facebook: Butler High School  
Twitter: @ButlerHSBears

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

### **Superintendent Information**

Mr. Darin Carter, Superintendent of Schools  
(660) 679-0653  
[Darin.carter@butler.k12.mo.us](mailto:Darin.carter@butler.k12.mo.us)  
District Compliance Officer and Student Records Contact



## Academic Calendar I-100-S

### Butler R-V School District | 2025-2026 CALENDAR

11 New Teacher In-Service 12-14 District In-Service 19 First Day of School  S = 8 T = 11	<table><tr><th colspan="7">AUGUST 2025</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	AUGUST 2025							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							1-2 No School 6 Back To School 12 Possible Snow Make Up Day  S = 16 T = 18	<table><tr><th colspan="7">JANUARY 2026</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	JANUARY 2026							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31													
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## Attendance and Absence Procedures S-115-S

### General Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances.

### *Early Childhood Center (ECC) Expectations for Attendance*

When it is necessary for a student to be absent, a parent or guardian must notify the school of the absence. When students are absent without notification by 8:30 a.m., the school may call to verify the absence. If a student is absent over 8 days without notice, they may be dropped from the program. Parent is responsible for payment when student is absent.

ECC parents are responsible for payment of fees when children are absent, but not on days the Center is closed.

### *Elementary Expectations for Attendance*

It is recognized at the elementary level that there are occasional family situations which take precedence over school attendance and that elementary students are subject to childhood and other illnesses. When it is necessary for a student to be absent, a parent or guardian must telephone the Elementary office no later than 8:30 a.m., to inform the school of the reasons for the absence and request the student's homework assignments. The homeroom teacher will be notified and will arrange to have all homework put in a folder from each teacher who has your child in a class. Appropriate books will be sent home when necessary. Homework assignments can be picked up at the end of the school day in the office or sent home with another child, if requested. When students are absent without notifying the school, the school may call to verify the reasons for the absence.

Elementary students who are absent will be required to make up missed work and will be allowed one day per missed day to turn in missed work. It is imperative that parents contact the school regarding absences so arrangements can be made for makeup work.

The Elementary School will be locked during school hours. Any Elementary student arriving after 7:55 a.m. will be considered tardy and parents must check him/her in at the office. Disciplinary consequences may be administered after the 5<sup>th</sup> tardy. If you come to pick up your student during school hours, please enter through the main entrance and check in through the office. Upon reaching the Elementary School, a student is not authorized to leave the premises at any time unless the student has permission from the Principal's office and a parent or guardian is present at the office to sign the student out. Students will be dismissed early only through the office. Students are not allowed to wait in front of the building or to enter cars unless accompanied by a parent or guardian.

You must send a note each time there will be a change in your Elementary student's dismissal time or procedure. Notification of transportation changes must be made before 3:00 p.m. Without a note from the parent, we will follow the child's normal routine. We may ask to see identification of any person who is not listed on the child's enrollment records as an authorized adult. If there are any legal restrictions regarding custody, you must provide a copy of a signed court order.

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can

be averted with intensive family and student interventions in early grades. For this reason, principals and building staff will closely monitor Elementary student attendance and implement intervention strategies as follows:

- When a student has accumulated three (3) absences the administration may set up a conference with the parent to discuss the student's attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
- When a student has accumulated five (5) absences the administration will schedule a conference with the parents. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate District attendance expectations; to provide information about compulsory attendance laws and educational neglect.
- When a student has accumulated nine (9) absences the District will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the District will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.
- More than 12 absences will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion or further disciplinary action.

#### *High School Expectations for Attendance*

Student attendance is a top priority at Butler Jr./Sr. High School. The attendance percentage is figured by the minute, so being late, absent, or tardy to any hour within the day counts toward a student's attendance percentage. Butler High School Students are expected to take responsibility for their own attendance. Time during which a student is not in class is counted as time absent. All absences should be verified by a parent or guardian before 8:30 a.m. on the day of the absence. If a student's percentage falls below 90%, proper documentation could be useful when meeting with the Student Affairs team for attendance contract consideration.

Upon reaching the High School, a student is not to leave at any time except after reporting to the office and receiving permission to check out. In general, prior notification from a parent or guardian is required when a student is dismissed early. If a student contacts parents in any unauthorized manner in order to be checked out to go home, the student may receive a disciplinary action according to the District's Student Discipline Policy.

Students are expected to make up all assignments from missed classes. The accepted practice for missed classwork is to receive one day for each day missed to complete the assignment. Each teacher may extend limits in which missed work may be completed at his/her discretion. At times, teachers set long term due dates for projects, papers, exams, etc. Students know these deadlines well in advance and in these cases, the student will still be responsible for the work on the date of the deadline.

When a student falls below 90% attendance, the following procedure is followed:

- 85-89% - the administration will send home written notification of the status of attendance and a record showing the missed academic time.
- 80-84% - the administration will send home written notification of the status of attendance and a record showing the missed academic time and the student will be required to meet with the Student Affairs Committee.
- 79% or lower – the administration will send home written notification of the status of attendance and a record showing the missed academic time. The administrator, counselor, or Student Affairs Committee may also conference with the student if the missed days occur in a manner that merits intervention.
  - For students with an attendance percentage below 80%, credit may be denied.
  - A student may request a hearing with the Student Affairs Committee.
    - The student appears before the Student Affairs Committee for an Attendance Appeal Hearing.
    - After the hearing, the Student Affairs Committee recommends one of three options:
      1. Immediate credit reinstatement.
      2. An attendance contract for the rest of the semester, which may require the student to make up missed seat time.
      3. Denial of credit.
    - The Principal can waive the hearing and immediately reinstate credit if obvious reasons for the absences are present and proper and sufficient documentation is provided by the parent and/or student.

The District will contact the Children's Division (CD) of the Department of Social Services or the Juvenile Office in cases where the District has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law.

Students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the Superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the District's records show. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

High School students have three college visit days to use during grades 9-12 which will not count against their attendance. Once the college visit is scheduled, the students need to sign up in the High School office in the College Visit Notebook, kept by the High School secretaries. The student needs to inform his/her teachers of their college before the visit day. Confirmation or another form of documentation acceptable to the District must be returned to the Principal's office. The Principal may approve additional college days at his/her discretion.

The tardy policy places the responsibility for recording and administering a student's tardiness with the classroom teacher.

1. The minimum standard in defining whether or not a student is tardy is whether or not he/she is in the classroom, on time, with the required classroom materials. If teachers choose, they may require additional standards (such as students being seated) for tardiness.
2. On a student's sixth tardy of the grading cycle, he/she will be assigned a detention for each additional tardy up to ten. At ten tardies, they may serve for each additional tardy during Monday school.
3. On the sixth tardy to 1<sup>st</sup> hour during a semester, the student will receive one after school detention per tardy. Once a student reaches their tenth tardy to first hour per semester, the student may be assigned an hour per tardy during Monday detention.
4. For students who wish to participate in extracurricular activities: The District acknowledges that extenuating circumstances may result in tardies and/or absences and reserves the right to interpret and determine eligibility status on a case by case basis.

Teachers will post their expectations for being on time and avoiding tardies in a visible place in the classroom. If a student is counted as tardy, the student will be notified orally by the teacher on that date. Students who are tardy will receive disciplinary consequences pursuant to the District's Student Discipline Policy.

#### *Checking Out of School During the School Day*

1. Upon reaching the school grounds before or during the school day, the student is not to leave at any time except after reporting to the office and receiving permission.
2. Permission to leave school will not be granted unless the student presents a written request from the parent/guardian stating that he/she be allowed to leave school; or if the parent/guardian contacts the school by phone before the absence.
3. Permission to leave campus will be considered on an individual basis by the principals.
4. Students wishing to go to their cars during the school day must report to the office for permission.
5. The student must check out even when the parent arrives to pick him/her up.
6. Students contacting parents via cell phone in order to be checked out to go home will receive a cell phone violation according to the discipline handbook. Students MAY be given permission through the nurse's office or high school office to contact parents.
7. If a student has an appointment or wishes to leave on that day, the student's parent must clear the absence with one of the administrators prior to the student checking out of school. If the student's parent does not have prior clearance from an administrator, the student will not be allowed to participate. Students not at school due to illness cannot practice or participate in extracurricular activities that day.

### *Truancy*

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Families are entitled to appeal assigned consequences to the Superintendent or designee.

### *Withdrawal from the District*

Students wishing to withdraw from the District are to use the following procedure:

1. Notification from the parent/guardian is required.
2. A check-out sheet shall be obtained from the office and completed by the student and/or parent/guardian during his/her last day of attendance. This sheet must be signed by each of the student's teachers and returned to the office at the end of the school day.
3. All books and materials must be returned, and all financial obligations must be met before the student can check out.

### *Withdrawal from the ECC Program*

A two-week written notice is requested. This allows us time to notify the next person on the waiting list. Payment will be required for the full week when a child's last day is mid-week.

### **Dress Code S-180-S**

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

#### *General Dress Code Expectations and Prohibitions*

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outerwear;
6. Clothing that does not reach to roughly six (6) inches above the top of the knee;
7. Holes in pants that are six (6) inches above the top of the knee, unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;

9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);
13. Do-rags;
14. Handkerchiefs;
15. Sunglasses;
16. Face paint;
17. Overly-dramatic make-up;
18. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
19. Blankets carried or worn as coats or wraps while in the building;
20. Heavy or loose chains, or straps that create a safety risk.

### *Additional Dress Code Information*

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences. Remedial actions may include requiring the student to change clothing and refrain from future wear of the subject attire.

### *ECC Expectations for Dress*

Your child should be fully dressed in street clothes when arriving at the Early Childhood Center. Clothing that is easily cleaned and appropriate for play is recommended. Dress your child ready to play. Children learn skills through actively exploring their environment. At school we encourage all children to use any of the materials we have available for them to help develop all areas (cognitive, fine motor, gross motor, etc.) Do not dress your child in clothes that should not get dirty or stained. We use paint, glue, clay, markers, etc. daily. The Early Childhood Center can't be responsible for paints, markers, etc. on clothing. Outdoor play is a daily occurrence when weather permits. Your child should dress in clothing appropriate for the weather. Everything you bring to the Early Childhood Center should be permanently labeled with your child's name.

### *Allergy Prevention and Response S-145-S*

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including non academic, school-sponsored

activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

#### *Building-Wide and Classroom Approaches*

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Elementary students may bring treats to classmates on their own birthday which will be passed out at the end of the day. Treats must be pre-packaged, not homemade.

ECC students will be provided with snacks. Parents are welcome to provide snacks for the classroom if they are pre-packaged. Fruit and vegetables must be provided in whole-form.

Nut-free classrooms are labeled at the door.

#### *Individual Approaches*

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.



A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

### **Food Service Program F-285-S**

#### *Breakfast Prices*

Student Breakfast - \$1.85

Adult Breakfast - \$2.45

#### *Lunch Prices*

Elementary Student Lunch - \$2.90

High School Lunch - \$2.95

Adult Lunch - \$4.25

All students should be prepared with a sack lunch or to eat school lunch. Students or parents should not bring in, or have delivered, restaurant or fast food lunches.

#### *Elementary Cafeteria and Meal Periods*

The Elementary kitchen serves breakfast from 7:30 to 7:50 a.m. Your student should be in the cafeteria prior to 7:50 a.m., as serving will end to allow students time to get to classrooms before the tardy bell. Each class is scheduled for a 20- minute lunch period. Students who bring their lunch will eat in the cafeteria with their class. If students bring drinks other than water they should be non-carbonated and non-caffeinated. No restaurant food is to be brought into the school by parents without prior office approval. We expect students to conduct themselves properly during lunch periods, practice good table manners, and abide by the school rules.

#### *High School Cafeteria and Meal Periods*

The High School cafeteria is open for breakfast at 7:20 a.m. Breakfast is not served on late start days. High School Students will be served lunch during one of five shifts starting at 11:10 a.m. and ending at 12:53 p.m.. Students bringing their lunches from home are required to eat in the cafeteria or patio during the lunch period. Money may be placed in student accounts before 10:30 a.m. in the High School office in order to ensure proper credit. To purchase a lunch, students should strive to maintain a positive balance in their lunch account. Student Lunch Balance can be checked and paid on the Parent Portal. Notifications are sent out weekly for those students in a negative balance unless you have opted out of notifications. The District reserves the right to serve an alternative meal for those with outstanding balances. Students are not allowed to leave campus during the lunch period. During the lunch period, students are to stay in the cafeteria or on the patio except to use the restrooms. No restaurant food is to be brought into the school for students.

Students are to display appropriate conduct. This includes proper disposing of trash, putting trays and silverware away, talking quietly, and remaining seated except when in the lunch line or leaving. Food and drinks are to be consumed in the cafeteria/patio. Open containers of food or drinks in the halls will be confiscated. Capped plastic bottles and wrapped food may be taken and stored in lockers if the privilege is not abused. Food in the classroom will be at the teacher's discretion and must be approved by administration.

#### *Free and Reduced Lunch Application*

Applications for free and reduced breakfast and lunch are available through the school office. A la carte prices vary and are not applied at free and reduced prices.

#### **Health Services S-215-S**

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may not be physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Specific information regarding the student health for ECC students is listed [here](#) on page 74 of this Handbook.

#### *Administration of Medication S-135-S*

All medication is kept in the nurse's office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

*Non-Prescription Medication* – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others. No over-the-counter medication will be given before 11:30 a.m.

*Prescription Medication* – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

If a student is assigned a paraprofessional to accompany the student to the nurse's office at the time the medication is ordered, the nurse will have the paraprofessional verify the student's name, the name of the medication, correct dose of medication, and the time the medication is to be dispensed prior to the student receiving the medication. If a student is not assigned a

paraprofessional to accompany the student to the nurse's office to take the student's medication, the student will be responsible for verifying their name, the name of the medication, correct dose of medication, and the time the medication is to be dispensed prior to the medication being dispensed. In the event a student needs to receive medication during a field trip, the classroom teacher or paraprofessional, as applicable, is responsible for keeping the medication in a safe place until the time it is to be dispensed. Prior to the student receiving their medication, the student or paraprofessional will verify the student's name, the name of the medication, correct dose of medication, and the time the medication is to be dispensed prior to the student receiving the medication.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the school nurse or school office to provide information.

CBD Oil is not permitted without a prescription from a doctor.

### *Immunizations and Vaccinations*

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

### *Communicable Diseases F-245-S*

Parents/guardians must notify the District if their student has a communicable disease or condition. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease or condition who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

### *Illnesses/Injuries*

The school nurse will attend to minor injuries and illnesses which occur at school. In the event of a serious injury or illness, every effort will be made to contact the parent or legal guardian before referring a child to a doctor's care. If a parent or guardian cannot be reached, the student will be taken to the Bates County Memorial Hospital Emergency Room.

Students who have contagious illnesses or condition are excluded from attending school. If a student has a temperature that is 100 degrees or above that student must be temperature free and have not vomited for 24 hours before returning to school.

Individual head lice screens will be conducted as needed by the school nurse. If nits and/or live lice are found, the parents/guardians of the child will be notified verbally and/or in writing and receive a copy of this policy. If live lice are found the child will be sent home, if only nits are found the child will be allowed to complete the school day. If multiple cases (more than 2) are found in one classroom, the entire classroom may be screened. Re-admittance occurs after the child has been treated with lice shampoo or another approved product and no live lice are present. A parent/guardian must accompany the child to school the following morning and treatment will be verified by the school nurse before the child can return to school.

If head lice cases are not resolved and/or parents have not made considerable effort to get their child free of head lice, a hotline call may be an option for the administration based on possible educational neglect.

### *Health Screenings*

During the school year the nurse will may conduct various screenings and notify parents if a student appears to have any problems.

K-5

Dental: All grades

Vision: 1,3,5

HS

Dental screenings: Voluntary with parental consent

Vision: 7,9,11

### *Student Insurance S-140-S*

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The

student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: <https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

### *Health Office*

If you have any questions, please contact:

- Mrs. Lynette Clover, High School Nurse (660) 670-6121 Ext. 260; or
- Mrs. Sarah Raybourn, Elementary Nurse (660) 679-6591 Ext. 170.

## **Student Records S-125-S**

### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the Superintendent. Requests to amend education records may be directed to the Superintendent to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email

addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1<sup>st</sup> of each school year.

The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information:* In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

#### *School Officials with a Legitimate Educational Interest*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student

volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

#### *Release of Records to Other Agencies or Institutions*

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

#### *Military and Higher Education Access*

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

#### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the District's Superintendent.

#### *Notice*

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

#### **Personnel Records E-190-S**

The District is required to inform you that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, the District is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.

- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by paraprofessionals and if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

### **Parent and Family Involvement and Engagement (Title I, Part A) I-135-S**

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan and the School Parent and Family Engagement Plan may be found here: <https://www.butlerr5.org/page/federal-programs>.

### **Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S**

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Name:	Dr. Stacey Lawson, Director of Special Education
Phone #:	(660) 679-3912
Email Address:	<a href="mailto:stacey.lawson@butler.k12.mo.us">stacey.lawson@butler.k12.mo.us</a>



### **English Language Learners I-150-S**

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into more than 100 languages.

For more information about the programs for students with LEP or assistance for families, please contact:

Name: Vickie Spencer  
Address: 4 North High, Butler, MO 64730  
Phone #: (660) 679-6591  
Email: [Vickie.spencer@butler.k12.mo.us](mailto:Vickie.spencer@butler.k12.mo.us)

### **Extra-curricular Activities and Clubs I-210-S**

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Additional information regarding extracurricular activities specific to each building may be found on the District's website.

### **School Cancellations and/or Early Dismissal**

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the automatic calling system to notify students and parents/guardians. This system will call home phones, mobile phones or any phone number that is designated unless you have chosen to opt out. It will also leave a message on answering

machines and voicemail. Announcements will also be made on the Butler R5 mobile app, District's website and social media, Kansas City television stations, and the local radio station KMAM/KMOE – FM -92. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

If you choose to opt out via the text notification system, it opts you out of all forms of communication through that platform including school cancellations, attendance and lunch balance reminders, and possible emergency notifications.

In the event of early dismissal, the afternoon session at the ECC will be canceled in entirety.

### **Visitor Procedures C-155-S**

For student purposes, all visitors, including parents, MUST receive permission through the Principal's office, use the main entrance, report to the office, wear a visitor's badge, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's badge. If you need to pick up your child before the end of the school day, come to the office, and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit 24 hours in advance.

### **Transportation Services F-260-S**

Students who ride buses are required to follow the policies, rules, and regulations established by the District, the bus company, and the bus driver. In order for buses to remain on schedule, students are to be visible to the driver as the bus approaches the pick-up stop. Students who ride buses will be placed on the bus in the afternoon unless the teacher has a note from parents instructing them that other transportation arrangements have been made for that particular day. Parents must notify the District of changes to transportation no later than 2 p.m.

In order to be eligible to ride a bus, a student must live at least 1 mile from their residence to the school by the most direct route. Distance will be determined by the bus supervisor. However, students living west of the railroad crossing and north of Highway 52 will be offered bus service.

Butler R-V will provide transportation to High School activities/athletics. All students are to ride school provided transportation to the activity. In cases where a parent/guardian wishes to take his/her child after an activity, he/she must sign the student out. Students will not be

signed out to ride home with other students. In certain circumstances, parents may allow their child to ride home with another responsible adult, but a written request to one of the administrators below, prior to the activity but no later than 3p.m. on the day of the activity, is required:

- High School Activities Director, ~~Mr. Dale Long~~ Mr. Colter Schacher at (660) 679-6121 or richard.schacher@butler.k12.mo.us
- High School Principal, Gregg Webb at (660) 679-6121 Ext. 217

### *School Bus Rules and Regulations*

Students will observe rules for good discipline and safety while riding District transportation. The District's Student Code of Conduct governs student conduct while riding District transportation. Students may be suspended or banned from riding District transportation for violations of the Student Code of Conduct.

## **Student Discipline S-170-S**

### *Student Code of Conduct*

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, Monday School, verbal or written warning; community service; character education program; confiscation of property; principal/student conference; parent contact; loss of credit; grade reduction; course failure; removal from extracurricular activities; revocation of privileges including athletic eligibility, cafeteria, transportation, parking and technology privileges; restitution; after school detention (ASD); in- or out-of-school suspension, including Monday in-school suspension; expulsion; and report to law enforcement. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

- (1) Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (2) Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;

- (3) Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
- (4) Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

#### *Standards of Conduct and Consequences*

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

## *District Policy for Discipline*

### *Definitions*

*Act of violence or violent behavior* - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

*Corporal Punishment* – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

*Detention* – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

*Expulsion* – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

*In-school suspension* – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

*Need to know* – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*Out-of-school suspension* – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights. Students will be allowed to make up any school work missed due to O.S.S. This work must be turned in on the day of return from suspension at a re-entry conference with a school administrator unless other arrangements have been made ahead of time with an administrator. Any test/exam or class presentation will also be allowed to be made up on a date scheduled by the teacher.

*Physical Restraint* – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

*Restitution* – The requirement of a student to return or pay for stolen goods or damaged property.

*Seclusion* – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building

code in effect in the school District. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

*Serious violation of the District's Student Discipline Policy* — Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Defiance/Insubordination	Displaying a lack of cooperation, willful dishonesty, disobedience or defiance of the authority of the principal, assistant principal, teacher, bus driver or other school employee. This may also include any gestures, actions or speech interpreted as degrading or demeaning.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.

Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Electronic Device Misconduct	Using, displaying, or turning on cell phones, music devices, game systems, or any other unauthorized electronic devices on campus during the academic school day is prohibited without the permission of a teacher or staff member.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Firearms and Weapons	<p>A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in <a href="#">§ 571.010, RSMo</a>, or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>



Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Food	Eating during class is normally a prohibited activity, unless authorized by the teacher. Making/leaving a mess in the halls, lockers, cafeterias and other school facilities is always prohibited.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Inappropriate Physical Action	Any physical act by a student that is not appropriate for the classroom, lunch, or hallways but does not rise to the level of bullying, extortion, fighting, or assault.  Examples: horseplay, throwing things, making a mess at lunch, etc.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Profanity	Abusive, vulgar, or irreverent language inappropriate to an educational setting.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

### *BIST Program*

The District's Student Discipline Policy applies to all students in all grades. Butler Jr. /Sr. High School and Elementary School implement BIST (Behavior Intervention Support Team) as the discipline program. BIST's mission is to help teachers, administrators, parents, and students learn techniques to effect positive change and create a healthy learning environment for all. We accomplish this through grace and accountability.

According to BIST, it is never okay to:

- Be disruptive
- Be hurtful: physically, emotionally, or to property

Here are some BIST terms that you may see or hear:

- *Safe Seat* – A place in the classroom where students can remain for instruction while restricting their environment so that inappropriate behavior will stop.
- *Buddy Room* – If a safe seat is unsuccessful, a student may be sent to a different classroom's safe seat.
- *Think Sheet* – Allows students the opportunity to examine their behavior and develop a plan on how to replace the negative behavior with more positive behavior.
- *Processing* – The time an adult spends with a child discussing the actions that led to the student completing a think sheet.

### What does BIST look like?

When a student is disruptive (hurtful to and/or about another student or adult; and/or interferes with the learning of other students), the teacher will confront the student in a caring manner without the use of anger.

### What does BIST sound like?

When students are having a problem with their behavior, they may hear some of the following questions and statements from their teacher.

- Are you okay?
- Can you do this even though you don't want to?
- What was the problem?
- Why was it a problem?
- Who did it hurt?
- What can you do to take care of yourself and not be in trouble?
- What can you do next time this happens?
- It's OK to have a problem, but it isn't OK to stay stuck with it.
- Can you be OK even when others are not?

### *In School Suspension (ISS) Guidelines*

If a student misbehaves in ISS, he/she may be dismissed from ISS or assigned additional days of ISS. These rules include but, are not limited to, the following:

- Students must bring textbooks and necessary study materials when reporting to ISS. Work only on schoolwork or supplemental learning materials assigned by the ISS instructor.

- Students are ineligible to return to regular classes until all ISS is completed; if absent on assigned ISS day, students will report to ISS on the day he/she returns.
- Students are to report to ISS no later than the tardy bell for 1<sup>st</sup> period. The tardy policy will be enforced.
- Students must remain in ISS until the end of the school day or make up a full day of ISS.

### **Bullying, Hazing, and Cyberbullying S-185-S**

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

#### *Definitions*

*Bullying* – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinators are:

- Elementary: Mr. Colby Sisson (660) 679-6591
- High School: Mrs. Gwen Ford (660) 679-6121

*School Day* – A day on the District calendar when students are required to attend school.

#### *Reporting Bullying or Cyberbullying*

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In

addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing. When ~~an~~ the anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

### *Investigation*

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

### *Retaliation*

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

### *Consequences of Bullying, Cyberbullying, or Retaliation*

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

### *Public Notice*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

### *Report Form*

The District has a Bullying Incident Report Form that may be used to report an incident of possible bullying, cyberbullying, or retaliation. A copy of the Bullying Incident Report Form may be accessed by contacting the building anti-bullying coordinator and reports of bullying may also be made using the District App.

### **Complaints or Concerns C-120-S**

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated,

including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Darin Carter, Superintendent  
 Phone #: (660) 679-0653  
 Email Address: [darin.carter@butler.k12.mo.us](mailto:darin.carter@butler.k12.mo.us)

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Dr. Stacey Lawson, Director of Special Services  
 Phone #: (660) 679-0653  
 Email Address: [stacey.lawson@butler.k12.mo.us](mailto:stacey.lawson@butler.k12.mo.us)

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

### **Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures**

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education          Complaint Procedures for ESSA Programs          Table of Contents</b>	
<b>General Information</b> <ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> </ol>

	8. How are complaints related to equitable services to nonpublic school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

### **1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

### **2. Who may file a complaint?**

Any individual or organization may file a complaint.

### **3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

### **4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

### **5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

### **6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements allegedly violated.



## 7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

## 8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

## 9. How will appeals to the Department be investigated?

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

## 10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

### **Prohibition against Harassment, Discrimination, and Retaliation C-130-S**

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated against, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Darin Carter, Superintendent  
Phone #: (660) 679-0653  
Email Address: [darin.carter@butler.k12.mo.us](mailto:darin.carter@butler.k12.mo.us)

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Dr. Stacey Lawson, Director of Special Services  
Phone #: (660) 679-0653  
Email Address: [stacey.lawson@butler.k12.mo.us](mailto:stacey.lawson@butler.k12.mo.us)

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

### **Title IX C-131-P**

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name: Dr. Stacey Lawson  
Address: 300 S. Delaware, Butler, MO 64730

Email Address: [stacey.lawson@butler.k12.mo.us](mailto:stacey.lawson@butler.k12.mo.us)  
Phone #: (660) 679-6121 ext. 272

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

### **Public Notice**

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

### **Student Searches S-175-S**

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student in grades 5-12 is assigned a hallway locker. High School students are also permitted to use gym lockers. Students in grades 5 and 6 are not permitted to lock lockers. High School students may bring a lock from home for their hallway locker. The student must provide a copy of the combination or key to the lock to the administration prior to installation. The District provides locks for high school gym lockers.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

The District may use drug dogs on campus. Drug dogs will not come into direct contact with students.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

### **Student Alcohol/Drug Abuse S-195-S**

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, paraphernalia, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (*See the Handbook's section on Administration of Medication for more information.*)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (*See the Handbook's section on Student Discipline for more information.*)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact District Administration.

### **Student Alcohol and Drug Testing S-196-S**

The use of illegal drugs by students is a major problem facing the nation and the District. The administration has noted and documented, both formally and informally, an increase in the use of drugs by students, including those students participating in extracurricular and co-curricular activities.

Students who represent the District in extracurricular and co-curricular activities and/or performances are leaders in the school environment. Participation in these extracurricular and co-curricular activities/performances is a privilege, not a right, and it is essential that these student leaders uphold the highest possible standards of conduct as role models for the rest of the student body and as representatives of their school and community. It is also paramount that students participating in these activities are able to do so safely and in a manner that will not endanger themselves or others. A properly administered random drug testing program for

all students who represent the District in extracurricular and co-curricular activities and/or performances will promote these goals and objectives.

To this end, it is the District's policy to have a random drug testing program as part of an overall physical conditioning and educational program. The goal of the program is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. The specific procedures associated with the program, the applicability of the program, and the requirements of the program are as follows.

Students in grades 6-12 electing to participate in activities/athletics representing the Butler R-V School District or utilize the privilege to park in the school parking lot are subject to the guidelines of the Student Alcohol and Drug Testing Policy. Students choosing to participate in any sports/activities (as well as any other manner in which students physically represent Butler Schools) or parking on school property are subject to random drug testing.

### *Definitions*

*Alcohol* - Ethyl alcohol or any beverage containing ethyl alcohol.

*Illegal Drugs* - The synthetic or generic equivalent or derivative drugs which are illegal under federal, state, or local laws, including but not limited to marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs, alcohol, or illegal usage of a prescription medication include steroids and steroid derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include but shall not be limited to all drugs listed in the Narcotic Drug Act, Section 195.101, RSMo, and Section 202 of the Controlled Substances Act, 21 U.S.C. 812.

*Random Testing* - Students covered by this policy will be subject to random selection for testing. In implementing the procedure, each student participating in extracurricular activities or using the school parking lots will be assigned a number. On each testing day, a predetermined number of said students will be selected using a table of random numbers (done by an outside firm). If a student selected in this manner is absent, the next proceeding number will be selected.

*Co-curricular activities* - Activities that students participate in outside of the classroom as a result of being enrolled in a school-offered class.

*Extracurricular activities* - Activities that take place outside the regular course of study in school and are sponsored by the school.

*Non-Negative Test* - Any test that once initially tested shows a non-negative result. A lab has not yet verified this test.

*Positive Drug Test* - A drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or prescribed

medication used in an illicit fashion or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. This term may alternatively be referenced as a “positive,” a “positive test,” or a “positive result.”

#### *Random Drug-Testing Program Procedure*

Each student will be required to complete a consent form as part of online registration. Students will have the first ten school days to reconsider consent beginning with the first day of the new school year. Any newly enrolling student will have ten days from the date of enrollment to sign and return a consent form. Any student not completing the consent form and returning it within the prescribed time will be ineligible to participate in extracurricular and/or co-curricular activities and/or park on school grounds for the entire school year. Students who did not initially sign up may request in writing to be added to the drug testing pool during the school year in order to participate. The request must be submitted in writing and will then be reviewed by a committee of school personnel. Students electing to follow the request process are not guaranteed participation in activities. **Parents of students who do not participate in covered activities and who do not receive a parking pass have the opportunity to enroll their student into the drug testing program on a voluntary basis by submitting a consent form.**

The District will test at the frequency and volume it deems appropriate for the effectiveness of the program. Students will be chosen from a list of all students participating in extracurricular and/or co-curricular activities; and utilizing the school's parking lots.

Any drug test required by the District under the terms of the policy will be administered by a certified third party administrator using a federally approved toxicology laboratory using scientifically recognized toxicological methods. The certified laboratory shall be required to have written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the Random Drug Testing Program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students and staff to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize the intrusiveness of the procedure. After collection of an oral specimen by the testing technician, the technician will then test the specimen. If at any time during the testing the technician has reason to believe or suspect that a student is tampering with or has tampered with the specimen, the technician may stop the procedure and inform the principal who will then determine if a new sample should be obtained.

If, during the oral drug testing procedure, a student delays the collection beyond 45 minutes an alternative means of collecting a sample may be obtained. If the monitor witnesses anything indicating an attempt to tamper with the specimen or otherwise interfere with monitor's ability to detect illegal drugs, or if there is a reasonable suspicion of use of a test altering substance, the District may send the sample to the drug lab for more specific and accurate tests regardless of whether the first test is negative. If the initial test is non-negative, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the District may choose a certain number of

samples for a confirmation test. The second test will use gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof.

A medical review officer will confirm the positive result.

The random selection process will primarily follow standard practices for federal random test selection. Student testing will most often identify a student by number rather than a name. Normally, the District will tally the number of participants in the random program(s) and provide that number(s) to Employee Screening Services (ESS). The District's Designated School Official (DSO) would also assign a name to each number and create a Student Random ID list to indicate which student is assigned what number. The DSO would keep that list on file in a confidential manner.

For illustrative purposes, if the District has 250 participants, ESS would enter the numbers 1 through 250 into a computer-generated random selection program. We would then generate a random list of numbers and provide that list to the DSO. The DSO would use the Student Random ID list to match names with the numbers on the random selection list.

On the day of random testing, the DSO would notify each student on the random selection list that he/she has been selected for a random drug test. The student will go to the collection site where the DSO will provide the student with the Student's Random ID number. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing.

Upon entering the testing site, the student will be asked to provide the identification number given to him/her by the DSO. The collection technician will explain that the student is to provide an oral specimen then open the collection device in the presence of the student and use the collection device to collect an oral specimen from the student.

Once the collection technician has completed the oral specimen collection, the collection technician will check the specimen for sufficient amount, appropriate temperature, no foreign color and no foreign odor. If the specimen does not show signs of tampering, the collection technician then initiates a preliminary drug screen of the specimen. The student will remain in the collection area and in sight of the collector until dismissed by the collection technician. All procedures will be conducted in accordance with accepted industry practices.

All results will be recorded by the technician on a form acceptable to the District. A Custody and Control Form (CCF) will be used: 1) If the initial screening test indicates a non-negative result; 2) if the collection technician is conducting an internal self-audit of a testing device; or, 3) the District requires a CCF for all tests completed. If a CCF is used, the specimen collected will be poured into the specimen vials that came in the collection cup. This will be performed in the presence of the student. The collection technician will complete a CCF with the appropriate copy being sent (along with the specimen) to an HHS-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in-depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis.

In some cases, the second screening test may be eliminated, and the specimen sent directly for GC/MS.

If the GC/MS test is non-negative, the results will be forwarded to the Medical Review Officer (MRO). The MRO will contact the DSO to inform the DSO of the non-negative result and request that the student's parent/legal guardian contact the MRO if they feel there is a medical explanation for the non-negative results.

The DSO will then contact the student's parent/legal guardian, inform them of the non-negative result, provide them with the information (MRO phone number, the student's identification number and the MRO codeword "Indy500") necessary to contact the MRO. When the parent/legal guardian makes contact with the MRO and the MRO can verify the identification they will discuss medications the student is taking. If any of the medications being taken by the student could explain the non-negative result, the MRO will verify with the pharmacy filling the prescription or the prescribing physician (in some cases, both) that there is a legitimate prescription in that student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test result. Those results will be forwarded to Tomo Drug Testing who will then forward to the DSO.

The MRO will reach out to the DSO on three separate occasions, over the course of three separate days (excluding weekends and holidays) to request a student's parent/legal guardian call the MRO to discuss the student's non-negative result. If a parent/legal guardian does not contact the MRO during that time frame the MRO will release the result as a "non-contact positive". A parent/legal guardian can contact the MRO after the result has been released.

If the District requires a split-specimen collection for a confirmation test, then the parent/legal guardian may contest the MRO's decision and request, within 72 hours of the MRO's decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and payment may be required prior to the test being conducted.

If a student does not provide an oral specimen in 3 hours, the student will be treated as if the student received a positive result.

#### Retest After Service of Suspension

A student who has tested positive and has served the required suspension period will be required to undergo one or more additional drug-use tests during the calendar year, as determined at the discretion of the District. At the conclusion of the activity suspension, the student will be allowed to rejoin the activity/sport or return to parking on school property. He/she will again be drug-tested on the first random testing date following the activity suspension.

#### Confidentiality

Test results shall be kept in confidential files separate from a student's permanent educational records and those files will be destroyed upon the student's graduation from school. Test results shall be released to school personnel only on a "need to know" basis.



## Violations

Any student who tests positive in a drug-use test under this procedure shall be subject to the following restrictions:

- First Offense

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities and parking on the Butler High School campus for fourteen (14) calendar days from the date of the positive drug test. Students must also successfully complete a drug counseling program. While the student is suspended from participating and attending activities, the student may still participate in practices with consent from the head coach. Students who are enrolled in a class that involves co-curricular activities will remain in the class during the fourteen (14) days and may participate in classroom activities but may not participate in any activities outside the regularly scheduled class time. If, because of the suspension, the student is unable to participate in the activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the grade as they would have had they been allowed to participate in the activity.

- Second Offense

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, competitions, or other activities outside of the regular school day including parking on the Butler High School campus for twenty-eight (28) from the date of the positive drug test of the second offense as stated in this procedure. Students must also successfully complete a drug counseling program. Local Law Enforcement will be notified. If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as they would have had they been allowed to participate in the activity. The student may be required to meet with the Board of Education to reinstate eligibility.

- Third Offense

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, competitions, or other activities outside of the regular school day including parking on the Butler High School campus for sixty (60) days from the date of the positive drug test of the third offense as stated in this procedure. If because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as they would have had they been allowed by participating in the activity. The student must meet with the Board of Education to gain approved status for activities.

A positive test at any offense level may constitute removal from the co-curricular class at the end of the semester grading cycle.

## **Weapons in School S-200-S**

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

## **Instruction**

### *A+ Program S-130-S*

#### *A+ Program Description*

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

#### *A+ Program Requirements*

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through the Butler High School Program of Studies & Career Guide Booklet on the District website and/or the District A+ Coordinator Principal Gregg Webb or A+ Secretary Becky Johnston.

### *Assessment Program I-195-S*

All students will participate in the required statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is accessible on the District's website at:

<https://www.butlerr5.org/>.

### *Human Sexuality I-120-S*

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction or sexual abuse training are available for review prior to its use in instruction. Students in grades 4 and 6 - 12 will receive this instruction.

### *Supply Lists*

District supply lists are available on the District website and at Walmart.

### *Grading System*

The District's grading scale (except for Kindergarten) is as follows:

Percentage	Grade
95-100	A
90-94	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

Students in the Special Services program may be under a modified grading system.

### *High School Grading Periods and Reporting*

The school year is divided into two semesters. Only the semester grades are recorded in the student's official record.

Grade Cards– Upon completion of each semester students are issued a grade card listing each class and the grade they received. Current grades can be viewed on the parent portal at any time during the school year, including final grades for semester. The final report card second semester) will be issued approximately two weeks after the closing of school for the year.

Students will not receive grades or credit until all financial and disciplinary obligations have been fulfilled.

### Honor Rolls

Honor rolls are figured on a semester basis. There are two types of recognized honor rolls.

1. A Honor Roll – GPA of 3.67 with NO D's or F's on grade card
2. B Honor Roll – GPA of 3.0 with NO D's or F's on grade card

### Academic Honors

1. Valedictorian: Highest Ranking Senior based upon 8 semesters of work\*
2. Salutatorian: 2<sup>nd</sup> Highest Ranking Senior based upon 8 semesters of work \*
3. Top 10% of Class: Senior ranking in the top 10% of the class based upon 8 semesters of work recognized at Graduation with a gold tassel.
4. Graduation with Honors:
  - a. Summa Cum Laude: 4.0 or Higher: Denoted with Red and Black Cords
  - b. Magna Cum Laude: 3.8-3.99: Denoted with Silver Cords
  - c. Cum Laude: 3.5-3.79: Denoted with White Cords

\*To be considered for Valedictorian or Salutatorian, the student must be in full time attendance for eight semesters and enrolled in Butler High School prior to their 7<sup>th</sup> semester of high school.

### *Elementary Grading Periods and Reporting*

After the first four weeks of each quarter, progress reports will be prepared and sent home. At the close of the first quarter, grade cards will be prepared and then discussed with the parents on conference day.

### *Academic Requirements*

A. Junior High School (grades 6-8)—Students in the Junior High are required to take classes at both the sixth, seventh and eighth grade levels in mathematics, English, social studies, and science. These classes are called core subject areas. In addition, the students are required to take physical education and computer applications. The student's schedule will include four one quarter exploratory classes with a varied choice.

B. Senior High School (grades 9-12)—Butler graduates must accumulate 24 units of credit, with some being in specific academic areas (see specifics following). Credit is earned by successfully completing each semester of coursework. One half credit is earned per class per semester. BEAR Time is worth 1/4 of elective credit per year.

### *Graduation Requirements I-190-S*

All seniors are required to take and pass at least 2 core classes per semester. Core classes are defined as those classes in communication arts, social studies, science and math. Specific graduation requirements are as follows:

#### **I. Communication Arts -----**

**4 credits**

English I (1 credit)  
 English II (1 credit)  
 English III or AP Composition & Literature\*(1 credit)  
 English Elective (1 credit, grade 12, see BHS Program of Study for elective choices)  
 \*Weighted, and may be taken as a junior or senior

**II. Social Studies \*\* ----- 3 credits**

Modern U. S. History (1 credit) Modern U. S. History is REQUIRED for all students  
 World History (1 credit)  
 American Government (1 credit) American Government is REQUIRED for all students  
 \*\* Must pass United States, Missouri Constitution, and Citizenship examinations

**III. Mathematics ----- 3 credits**

Algebra 1 is REQUIRED for all students  
 Math Electives (2 additional credits in grades 9-12, see BHS Program of Study for elective choices)  
 \*Students who take Algebra I in the 8<sup>th</sup> grade must earn 3 math credits during grade 9-12

**IV. Science ----- 3 credits**

Biology (1 Credit) Biology is REQUIRED for all students  
 Science Elective (2 Credits, see BHS Program of Study for elective choices)

**V. Fine Arts ----- 1 credit**

Band/Mixed Chorus/Pop Chorus/Art/Drama/Music Appreciation

**VI. Practical Arts\*\*\* ----- 1 credit**

\*\*\*Must include 1/2 credit of Personal Finance, (state required)  
 Agriculture/FACS/Business/Computers/Library Science/Introduction to Engineering Design  
 Cadet Teaching/NRTC programs/School to Work program

**VII. Physical Education ----- 1 credit**

Physical Education (1 credit)

**VIII. Health ----- 1/2 credit**

Health (1/2 credit)  
 \*\* Must pass 30 minutes of CPR Instruction

**IX. Electives ----- 7 1/2 credits**

**TOTAL CREDITS NEEDED 24 credits**

If a student has attended a school outside the District and it is found that they cannot earn all required credits due to fewer opportunities at the previous school, an official transcript will be reviewed and then a determination will be made on the number of credits needed for graduation. Homeschooled students must present at enrollment all courses taken, lists of books used, grades received and hours logged. Credit will not be awarded for home school courses until all documentation is received.

### *Early Graduation*

The following is an exception that may be made by the District to the four-year attendance requirement for high school graduation.

The four-year high school attendance requirement may be modified for a limited number of senior students based upon the following conditions:

1. Students must have completed the minimum units required by the State Department of Education and any additional units required by the Board of Education.
2. Students must have a special need to leave high school in less than four years and must have an appropriately planned education experience in college, vocational school, or on-the-job training for the remainder of the four years.
3. Students meeting the above conditions to the satisfaction of school officials may be permitted to leave school before completing four years of attendance if the school officials feel it is in the best interest of the student, school and community. A transcript shall be given to each student showing the credits earned and the conditions under which a diploma will be granted in the future.  
Students successfully completing the approved planned educational experience (as outlined above) shall be eligible to receive their high school diploma with their graduating class.

The following are the procedures for students to pursue in applying for the four-year attendance exception. To be eligible to leave school during your senior year and receive your diploma at the end of the regular year, you must:

1. Have 24 units at the end of the seven semesters.
2. Make a detailed written application available in the counseling center stating your plan, for your senior year.
3. Application should be made no later than the last day of the first quarter.
4. Applications must include written approval of parents and also acceptance from a college, technical school, or employer.
5. Students will be notified five weeks prior to the end of the first semester of the recommendation of school officials.
6. Students must be enrolled in a college, attending a technical school or enrolled in an on-the-job training program to be eligible. Exceptions due to unusual circumstances must be approved by the principal.
7. Students who graduate at the end of the first semester will be ineligible to participate in any second semester activities. Graduation may be attended with special permission by the administration and attendance of mandatory practices. Students who graduate early WILL NOT be eligible to attend Prom.

### Incomplete Grades

The make-up of an incomplete grade is the responsibility of the student. The maximum

amount of time for the removal of the incomplete grade will be two weeks following the end of each grading period. Incomplete grades will NOT be issued for the last quarter of the school year except in the most extreme of cases. Work not completed within the allotted time will result in the grade being changed to an F.

### Grade Classification

Students in grades 9-12 are classified according to the number of credits earned.

The classification system is as follows:

9 <sup>th</sup> Grade (Freshman)	Students earning 0-5 credits
10 <sup>th</sup> Grade (Sophomore)	Students earning 5.5-10 credits
11 <sup>th</sup> Grade (Junior)	Students earning 10.5-16 credits
12 <sup>th</sup> Grade (Senior)	Students earning 16.5 or more credits

### Academic Rank

Students will be ranked academically within their respective classes by the following system. Points for each class that a student passes, on a semester basis only, will be added together and then divided by the total classes taken by the student in determining class rank. The point value scale will be used in converting academic letter grades.

The academic ranking system is a continuous one, from ninth grade through the twelfth grade. Students may earn extra academic points by taking certain upper-level courses, referred to as weighted classes.

Butler High School uses a 2-tiered weighting system.

- General core and elective course are given a weight of 1 credit.
- For AP, advanced, and dual credit courses, courses are given a weight of 1.25.

### Top Ten Seniors

The top ten seniors will be determined by the weighted academic ranking system. All classes, grades 9-12, taken by a senior will be used in computing the rank. A student must be in full-time attendance for eight semesters to be considered for the top ten seniors.

### Valedictorian/Salutatorian

The top academically weighted ranked senior student will be classified as the Valedictorian of the class. The second academically ranked senior student will be classified as the Salutatorian of the class. Students eligible for these awards must: (1) be in full-time attendance for eight semesters; and (2) be enrolled in Butler R-V Schools prior to their seventh semester of high school. Students transferring into the Butler School District during their senior year are not eligible for these honors.

### Graduation Exercises Attendance Procedures

Students who maintain a 90% cumulative attendance record while attending Butler High School are eligible to participate in graduation ceremonies. Seniors who DO NOT maintain a 90% attendance record ARE NOT guaranteed to participate in the ceremony. These will be reviewed on a case by case basis and the determination of the administration after the review will be final.

### Students Eligible for Services under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

### High Demand Occupations

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

### Bear Time

Also known as an advisory time, students in grades 6-12 meet with their Bear Time teacher to track data related to their overall success. This data includes, but is not limited to, attendance %, tardies, grades, discipline, and academic standing.

### *Section 504 I-125-S*

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Director of Special Education, (660) 679-3912, [stacey.lawson@butler.k12.mo.us](mailto:stacey.lawson@butler.k12.mo.us). Alternative times are available by request.

This notice will be provided in native languages as appropriate.



### *Special Education I-125-S*

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Tuesday – Friday (8:00 am – 3:30 pm) in the office of the Director of Special Education, (660) 679-3912, [stacey.lawson@butler.k12.mo.us](mailto:stacey.lawson@butler.k12.mo.us). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### *Virtual/Online Courses I-160-S*

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website and District Policy. The District's Online Course Student/Parent Handbook is extensive and is available on the District website. Students interested in the Virtual Education Program need to see the school counselor.

### **Technology F-265-S**

#### **Policy on Student Display or Use of Electronic Personal Communications Devices**

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

### **Prohibited Display or Use**

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

If a student brings a cell phone or other device listed above to school, it should remain in the student's backpack and not be seen or heard.

Any calls for students will be placed through the Principal's office. A student will only be called to take a telephone call in case of emergency. Other messages will be taken by the school secretary and forwarded to the student. Students may use the phone in the office to make a call before school, in-between classes, or after school only.

### **Disciplinary Procedures**

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Disciplinary action may include: *[optional if not listed in discipline matrix; can customize further]*

- Verbal warning
- Confiscation of the device for the remainder of the school day
- Parent/guardian notification
- Temporary loss of device privileges
- Detention or other consequences as determined appropriate

Misuse of cell phones by students may result in the device being confiscated and disciplinary consequences may be imposed.

### **Exceptions**

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan

- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions: *[optional section]*

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy.

### *Technology Devices and Acceptable Use Policy*

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users, whether using a technology device assigned specifically to them or other District technology, are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

### *Acceptable Use*

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

### *Unacceptable Use*

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Any movement of technology equipment, except movement specifically provided for herein, must be coordinated with the District's Technology Coordinator. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited. The use of chat rooms is prohibited, unless used in conjunction with a class activity or class assignment for educational purposes monitored by a member of the faculty. Using any Internet e-mail other than the Butler School District assigned account (or

college e-mail accounts, for dual-credit students and seniors admitted to college) is prohibited. All users are expected to check their school e-mail daily for notifications and other school-related communications. All external storage devices such as CDs, DVDs, USB drives, and external hard drives must be approved by the tech office.

The District reserves the right to access any material stored in files which users have access and will edit or remove any material which in their discretion is believed to be objectionable. **The ultimate responsibility for proper use and misuse of the network lies with each individual user. The Butler R-V School District reserves the right to discontinue a user's network access or computer use to prevent further unauthorized activity.**

### *Technology Devices*

Students in grades 6-12 will be issued a technology device furnished by the school. Students must have a signed Technology User Agreement on file with the District before they are allowed to access District technology resources. Successful completion of a brief online quiz covering this agreement signifies student acceptance of the Technology Usage Agreement. At the beginning of the school year, students will be allowed to take devices home to charge upon checkout but must pass a brief online quiz covering this agreement within the first week of school in order to keep taking the device home. Students transferring into the District during the year must return the device to the library daily for charging until the user fee has been paid and the quiz signifying acceptance of the User Agreement has been successfully completed.

### *Rules for General Use and Care of Student Assigned District Technology Devices*

#### Student Use in Classroom

- Students will be required to take their technology device to each class each day.
- It is imperative that students bring their fully charged technology device. Teachers will be designing their lessons and classroom activities based on students having access to their technology device.
- It is recommended the technology device be kept in a carrying bag or protective case when it is not being used. Students should take care not to put a device in an overstuffed backpack where books or shoes could put pressure on the lid and damage the screen. Students should disconnect the charger and earbuds/headphones from the device before stowing in a bag to prevent damage to charging and audio ports.
- If a student fails to bring a technology device to school, one will be issued on a temporary basis. Repeated offenses may result in disciplinary referral.

#### Charging of Technology Device

- It is the student's responsibility to charge the technology device each night at home and bring the device to school fully charged. During a normal school day, a fully charged Chromebook can be used the entire day. Laptops may require charging after 4-6 hours of use.
- Students should establish a routine at home for the charging of the technology device so that it can charge overnight.
- It is the student's responsibility to maintain the power adapter and cable.
- Students must pay for replacement of a damaged or missing charger. If a missing charger is found or turned in, the fine will be removed from the student's account.

- Use of a charging cord that is not issued with the technology device is discouraged. The incorrect cord or a universal cord may cause damage to the technology device. The user is responsible for damages incurred as a result of using a cord other than the one issued with the device.

#### Use and Care of Technology Device

- Devices should only be used on a flat, stable surface, such as a table.
- When transporting a device to and from school, students should protect the device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.
- Devices should be carried from the base with two hands. Grabbing a device by the screen will break the screen and result in a repair charge.
- Devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using the device or use it near others who are eating or drinking.
- Heavy objects should never be placed or stacked on top of a device. This includes books, musical instruments, sports equipment, etc.
- Devices should not be placed on or under soft items such as pillows, chairs, sofa cushions, or blankets.
- Devices and chargers will be returned to the Butler R-V School District at the end of each academic school year.

#### *Rules for Responsible Use of Student Assigned District Technology Devices*

- Inappropriate content will not be allowed on a device.
  - It is the responsibility of the parents to supervise internet access away from school.
  - When at home, the device should always be used under adult supervision in a common family location.
- District computers, electronic devices, networks and Internet services are provided for purposes related to educational programs and school operations. Limited personal use is permitted if such use does not violate this policy.
- Sound should be muted during the school day unless permission is obtained from the teacher for instructional purposes.
- Technology devices will have applications installed by the school District. Deletion of District-installed apps is prohibited.
- When take-home privileges are established, the student will be responsible for charging the device.
- District-issued technology devices may come equipped with a microphone, front and rear-facing camera, and video capacities. These features are to be used at school only with permission and under the direct supervision of the teacher.
- Do not loan or borrow devices from other students, unless authorized by a teacher. Do not allow family members or others to use a school-issued device.
- Do not set a security passcode.
- Do not modify the technology device in a way that will permanently alter it either physically and/or electronically.
- Do not apply marks, stickers, or other decorations to supplied devices.

- Do not deface, remove, or change any school- or manufacturer-applied labels. Students may be charged \$1 per label for replacement labels needed due to negligence or abuse.
- Backing up the data is the responsibility of the student/user.

#### Liability for Student Assigned District Technology Devices

If a technology device is damaged, the Technology Coordinator must be notified immediately. If a student damages a technology device due to negligence, the student/student's family is responsible for paying repair and/or replacement costs.

Damage to ports, damage caused by liquid, corrosion caused by condensation formed during extreme temperature changes (such as caused by being left in a vehicle), and other types of damage may require the replacement of the motherboard. In such cases, the cost of repair is typically equivalent to the replacement cost for a new device.

The administration has the authority to waive the first incident charge if the cause of damage is judged to be beyond the student's control and is viewed as an accident. The administration also reserves the right to charge the student the full amount of repair replacement on the first incident with abuse or gross negligence.

The student is responsible, and fees will not be waived for the following situations:

- Leaving equipment unattended and unlocked while at school or outside of school.
- Lending equipment for others to use.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.
  - We understand accidents happen, but it is also important for students to learn the responsibility that goes with the possession of any expensive item.
- The student would be responsible for the reasonable cost of repair or replacement. A current price list of selected parts is attached.
  - Cracked screens due to negligent action
  - Lost, theft, neglect or deliberate damage of device, USB cable and/or power adapter
  - Cosmetic damages
  - Third-party products or effects that may damage the device
  - Recovery of software or data
- Immediately report a damaged or not-working-properly device to the teacher. Parents are not authorized to attempt repairs or arrange for another party to attempt repairs.

#### Loss/Theft

If the technology device's charger is damaged or lost, the student is responsible for paying the cost of replacement according to the above price list. No third-party chargers will be accepted. If a technology device is lost the student will be financially responsible for its replacement. If the technology device is stolen or vandalized while not at a Butler R-V event, the parents shall file a police report.

### User Fee

Students will be required to pay a non-refundable user fee of \$25 for the use of a technology device for one academic year, with a maximum fee of \$50 per family. For students who qualify for free/reduced lunch, the user fee will be \$10, with a maximum fee of \$20 per family. Family is defined as where students in grades 6-12 reside on a full time basis.

### *User Agreements*

Parents are required to review and sign the Technology Usage Agreement in order for their student to access District technology. (See Technology Usage Agreement form in this handbook.) Students in grades 6 through 12 are required to successfully complete an online quiz covering this agreement signifying student acceptance of the Technology Usage Agreement.

### *Safety and Cybersecurity*

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

### **Student Activity and Participation**

The Missouri State High School Activities Association (MSHSAA), of which the District is a member, is a voluntary, nonprofit, educational association of junior and senior high schools established for the purpose of working cooperatively in adopting standards for supervising and regulating interscholastic activities and contests. The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at: <https://www.mshsaa.org/>.

There are a wide variety of student activities held during the school year. It is not expected, nor is it possible, for a student to participate in every activity. However, each student should look for those of special interest to him/her and try to take an active part in at least one or two. Most organizations generally meet after the school day. In order to participate in an extracurricular activity, students must give written consent for their name to be added to a Random Drug Testing pool for participation and must attend all classes during the day of the activity. If a student misses any class time on the day of an activity, they should communicate with building administration to determine eligibility status.

### *Activities*

Art, National Honor Society, Drama/Speech, Future Problem Solvers, Intermediate Problem Solvers, Future Farmers of America, Family, Career, and Community Leaders of America, Future Business Leaders of America, Interact, Scholar Bowl, Health Occupation Students of America, Spanish Club, Student Council, Junior High Student Council, Technology Student

Association, Choir, Band, Color Guard, Yearbook, Spring Play/Musical/Kaleidoscope, Fishing Team

### *Athletics*

Football, Volleyball, Golf, Cross Country, Basketball, Wrestling, Track, Cheerleading, Softball, Baseball

### *Class Nominations*

Students in grades 9-12 who are not on academic probation and who participate in the random drug testing program are eligible to be nominated by their class for positions such as class offices, royalty, court, and escort representatives.

### *Junior High Dances (6-8)*

Junior High Student Council typically holds two school dances per year. Dances are held on Friday nights.

1. Student must NOT be on Probation Standing
2. Students must be in attendance at school on the day of the dance to attend the dance.
3. Dances are open to eligible Butler Junior High School students only in grades 6-8.
4. No dates from outside Butler Junior High School are allowed.

### *School Dances (9-12)*

School dances will normally be scheduled on Friday or Saturday nights.

1. Dances are open only for BHS students and their dates.
2. Virtual education students are not permitted to attend high school dances.
3. Students on Academic Standing of Probation are NOT allowed to attend.
4. Dates must be in the 9<sup>th</sup> grade or older.
5. No guest will be allowed at or above the age of 21....no exceptions.
6. Outside dates must be enrolled in high school and in good standing at their home school, or a BHS graduate.
7. Outside dates are to be signed up in the office one week before the dance. They must arrive at the dance with their BHS date.
8. All dates not currently attending a high school must submit to a background check and administrative discretion will be used to determine eligibility.
9. A student will not be allowed to re-enter the dance upon leaving.
10. No alcoholic beverages or other drugs/tobacco are to be allowed in the building or on the school grounds. No student under the influence of such drugs or alcohol will be allowed to attend a school dance.
11. School dress codes apply with supervisors using some discretion for formal dance attire.
12. Any student absent from class on the day of any dance shall not be eligible for participation in that event on that day unless excused by the building principal or designated representative. Unscheduled school days shall be considered an extension of the previous school day

### *Prom (11-12)*

1. Prom is an activity for Junior and Senior students and their dates. Underclassmen may attend the Prom only in the company of a Junior or Senior BHS student.



2. Prom is only for BHS students and their dates.
3. Virtual education students are not permitted to attend prom.
4. Dates must be in the 9th grade or older.
5. BHS students will not be allowed to attend if they are not in good academic standing..
6. All guests must be under 21 years of age.
7. Outside dates are to be signed up in the office one week before the prom. They must arrive at the dance with their BHS date.
8. All dates not currently attending a high school must submit to a background check, and administrative discretion will be used to determine eligibility.
9. Students must present their valid ID card to be permitted into the dance.
10. A student will not be allowed to re-enter the dance upon leaving.

#### *Non-BHS Student Guests*

Non-BHS student guests for dances must be approved using the out of school dance guest request form and following the instructions and eligibility requirements listed on the form prior to the event. Students who are signed up as out of school dates and are ineligible to attend functions at their home schools, will not be allowed to attend functions at Butler High School. **The administration of Butler High School reserves the right to reject out of school dates.**

#### *National Honor Society*

Selection for membership in the National Honor Society of Butler High School is based on the qualities of leadership, scholarship, service and character. In the area of scholarship, a student must have attended Butler High School for at least 1 full year and have an overall high school grade point average of 3.0 or higher. At the end of the first semester of each school year, all sophomore, junior and senior students not presently in Honor Society who meet the scholarship requirements are given the opportunity to submit a resume concerning the activities they have participated in during high school, all elected or appointed leadership positions held in school, community or work activities, community and service activities they have taken part in, and job experiences, honors or recognitions received.

Eligible students are instructed to have the completed relevant information and return it by a specified date if they want to be considered for membership in the National Honor Society. A committee composed of 5 faculty members appointed by the Principal reads and considers the questionnaires. Students not turning in the questionnaire are not considered. The members are scored by the faculty council according to a predetermined set of criteria and are notified by the advisor.

Members of the Honor Society must maintain a 3.0 overall GPA and acceptable standards of character and service. Membership in the National Honor Society is an honor and recognition of outstanding achievement. Any transfer student that was inducted at a previous school may transfer into the Harmon Chapter provided they obtain documentation and inform the advisor.

#### *Academic Letter Award*

This award is given in recognition of academic excellence at Butler High School and is awarded annually.

The following are the criteria for receiving this award:

1. Freshman must have a 3.67 cumulative grade point average after their 1<sup>st</sup> semester to be invited to the Scholars Banquet.
2. Thereafter each semester, students must maintain a 3.67 cumulative grade point average each semester to continue to be invited back and eligible for the Academic Letter.
3. After the 5<sup>th</sup> consecutive semester maintaining a 3.67 cumulative grade point average, the student will be awarded their Academic Letter. Seniors are eligible for a gold bar once they reach their 7<sup>th</sup> consecutive semester.
4. Recognition and presentation of the Academic Letter Award will take place at the Scholars Banquet Program.

#### *Activity/Athletic Program, Policies and Guidelines*

Butler High School maintains and follows a Code of Conduct that all participants in the Activity/Athletic program are expected to follow. These guidelines are a part of that code of conduct:

1. Students are free to select the activities in which they wish to participate. Participation is a privilege.
2. Any student absent from class on the day of any event shall not be eligible for participation in that event on that day unless excused by the building principal or designated representative. Unscheduled school days shall be considered an extension of the previous school day.
3. Every Tuesday morning, the high school principal will run the “Ineligible List.” This list includes all students who currently have a failing grade in any 2 classes. Students will be notified of their status on the list during BEAR Time on that day. Beginning Tuesday through the following Monday, the students on the list are ineligible to participate in any extra curricular activities. Final eligibility status will be determined by building administration.
4. When two or more school-sponsored activities conflict, certain school activities (such as co-curricular activities with a strong academic component) will have priority. A multiple activities agreement will be signed by students, parents, and coaches/sponsors at the beginning of each season. Students are not to be penalized by the activity not attended. Sponsors, coaches, and students should communicate about possible conflicts upon agreeing to participate in multiple activities.
5. Per MSHSAA rule: A student who has gone out for a sport but quits of their own accord will not be eligible to start practicing for another sport before the end of the competition in the sport that was dropped unless the head coach (of the sport that was dropped) signs a release form and the head coach of the new sport involved accepts the athlete.
6. School Sponsored Trips/Activities Transportation:
  - a. All school sponsored trips must be cleared through the office and conform to the Handbook. Students on school-sponsored trips must ride in District provided transportation to all extracurricular events designated by the school unless other circumstances have been approved by building administration.
  - b. In cases where a parent/guardian wishes to take his/her child after an activity, the parent must sign the student out. Students will not be signed out to ride home with other students. In certain circumstances, parents may allow their child to ride

- home with another responsible adult, but a written request to one of the administrators below, prior to the activity, is required:
- c. High School Activities Director, Mr. Colter Schacher at 660-679-6121 or [richard.schacher@butler.k12.mo.us](mailto:richard.schacher@butler.k12.mo.us)
  - d. High School Principal, Gregg Webb at 660-670-6121 ext. 217, or [gregg.webb@butler.k12.mo.us](mailto:gregg.webb@butler.k12.mo.us)
  - e. Students are subject to all rules and regulations of the school and the bus transportation provider while going to, during, and returning from a school-sponsored trip. Unless prior arrangements have been made, only Butler R-V enrolled students may ride on a school-sponsored bus.
  - f. When leaving from home, students provide their own transportation to in-District events.
  - g. For very small groups, coaches/sponsors may transport students in their personal vehicles.
7. Students who are allowed to drive to school may provide their own transportation to such practice sites.
  8. If it is necessary to be absent from practice, the student is expected to obtain permission from the head coach prior to the scheduled practice.
  9. The use of alcohol, tobacco, or non-prescription drugs is known to be detrimental to the individual as well as the team he/she represents. Therefore, disciplinary action will be taken, which may result in his/her removal from the team, should he/she choose to use any of the above mentioned. (This is more clearly defined in the Student Alcohol and Drug Testing section of the Handbook, S-196-S).
  10. Students wishing to participate in any privilege activity offered by the school District must sign the consent for eligibility in the Drug Testing Handbook within the first ten school days each school year. Students will be subject to the procedures and consequences according to the following MSHSAA guidelines and/or the Butler R-V Drug Testing Policy.

#### *Activities Attendance Conduct—Sportsmanship*

Outstanding sportsmanship at all extracurricular activities is expected. Attendance is encouraged by students and fans of these extracurricular events. Those in attendance are expected to exhibit outstanding sportsmanship and support of the BHS participants in a positive way. Those in attendance should not attempt to detract from the event by inappropriate behavior including unsportsmanlike chants, or yelling at the opposition or officials. Dress at extracurricular events should not deviate from acceptable dress during the normal school day or approved spirit related clothing. Those not in compliance will be asked to leave that activity and may not be allowed to return to future events. Repeated offenses may jeopardize their attendance at any extracurricular activities including extracurricular participation of other events. The judgment of the administration will be final.

#### *MSHSAA Scholastic Achievement Awards*

The Missouri State High School Activities Association requires the following for achievement awards

1. Outstanding Scholastic Achievement Certificate--To a team or activity group that achieved a 3.25 or above semester GPA during their specific season. Qualification for this award is computed by the accumulation of a 3.25 or above by the team/activity members

as a group.

2. Distinguished Scholastic Achievement Certificate--To a team/activity group that achieved a 3.0-3.25 semester GPA during their specific season. Computation is the same as above.
3. Most Improved Scholastic Achievement Certificate-To an individual squad team/activity member who has most significantly improved his/her scholastic achievement over previous achievements, reflected in an improved GPA. All students, including managers, who are part of the team or activity group, will be included in determining the combined GPA. The team's GPA will be compared for the semester in which the activity occurs. For activities occurring in both semesters, the composite GPA will be computed on the basis of grades earned during the 2nd quarter of the 1st semester and the 1st quarter of the 2nd semester. For music activities, either 1st or 2nd semester may be used.

#### *MSHSAA Award of Excellence*

The Missouri State High School Activities Association requires the following for the award of Excellence. Each year one male and female Senior Athlete are selected if they meet the following criteria.

1. Good Citizenship Standing
2. Positive Role Model
3. Outstanding Display of Sportsmanship

#### *Butler High School Senior Boy and Girl Athletic Award*

Butler High School requires the following criteria for the Senior boy and girl athletic award

1. Athlete must participate in athletics her/his senior year.
2. Athlete must have participated in either:
  - a. Three sports for a minimum of two years, or
  - b. Two sports for a minimum of three years
3. Athlete must be a good school citizen.
4. Athlete must have a good attitude.
5. Athlete must be working to their academic potential.

#### *Athletic White B Letter*

To qualify for this award students must be a Junior or Senior and have lettered in three consecutive sport seasons during one school year.

Students who earn this award their Junior year and meet the criteria their Senior year will earn a Bar. Seniors can meet the criteria for the first time as well.

#### *Junior and Senior Letter Award*

Junior and Seniors have the opportunity to earn letters in the areas of Leadership, Culture, and Scholarship beginning their Freshman year. These letters are awarded at the end of the year during our Honor's Day Program. During Bear Time, students compile a list of activities that qualify for these letters and receive points towards these letters. The following points are needed in each category to earn this letter.

Leadership: 90 Points  
Culture: 45 Points  
Scholarship: 45 Points

## **Building Specific Information for Early Childhood Center**

### *Early Childhood Center Schedule*

The Early Childhood Center will be open from 7:50 a.m. - 3:40 p.m. The morning class sessions are from 7:50 a.m. to 10:50 a.m. and the afternoon class sessions begin at 11:50 a.m. through 3:30 p.m. Your individual teacher may have additional information.

### *Program Options & Descriptions*

Butler R-V School District has long felt early education is critical to student success, not only in the formative years, but as the student progresses through the grade levels. Butler has offered high quality preschool for many years, however the limited number of spots has been frustrating for the District, as well as patrons.

The Early Childhood Center houses Parents as Teachers, Title-1 Preschool, Early Childhood Special Education, as well as a fee to attend Preschool room.

#### Title 1 Early Childhood (Four Half-Days Per Week)

This program is offered at no cost to qualifying “at risk” students with placement priority going to students the year before kindergarten entry. Qualification is based on a number of factors including developmental screening scores as well as environmental concerns. Student qualification is also based upon a rating scale that takes into account various “at-risk” factors. The intent of this program is to offer extra support to pre-kindergarten students experiencing a developmental delay in one or more areas. The program meets four half days per week and is offered at no cost to parents. Students qualifying for early childhood special education services may also be included within this class setting.

#### Early Childhood Education (Four Half-Days Per Week)

This classroom offers half-day education to the typically developing student. All children, aged 4 by August 1 are eligible to attend. There is an enrollment limit of 20 children per session. This is a half day, school year program, operating in conjunction with the District calendar. Children must be in attendance throughout the entire year. If there becomes a waiting list, due to maximum capacity, then a waiting list will develop as additional parents apply. Following an open enrollment window, if there are openings, children who are 3 or kindergarten eligible but desiring an additional year of preschool may apply and attend for a fee of \$5.00 per day. Students qualifying for early childhood special education services may also be included within this class setting.

#### Early Childhood Special Education Program

This program offers a special education program to children three to five years of age. Individualized Education Plans are developed for qualifying students at no cost to parents. Qualifying students exhibit significant developmental delays and may have specific medical/health diagnosis or concerns. Students may be referred for special education by parents, parent educators, or teachers. The preschool classes meet four half-day sessions per week. Early childhood Special Education students attend according to their IEP, taking into consideration the goals, services, minutes included into each child’s plan. Transportation and other related services may be provided.

### Parents as Teachers

Parents as Teachers is a free program for families with children ages newborn through school entry.

#### Services Offered by Parents as Teachers

- Information before the baby is born
- Information about things to look for in a growing child
- Periodic check-ups of the child's development-language, social, motor, hearing, vision and health
- Visits in the home or at the center by certified parent educators
- Printed information on all aspects of parenting-prenatal to school entry
- Newsletters
- Activity calendars
- Family Fun Activity nights
- Community Resource Center

### *Curriculum*

The Emerging Language & Literacy Curriculum (ELLC) prepares preschoolers for success in kindergarten and gives them a strong foundation in oral language and literacy with this scientifically based curriculum. This program not only addresses all developmental domains with theme-based units, children's literature, multisensory activities, scaffolder instruction and parental involvement but also creates an engaging environment with activity and play-based learning.

### Missouri Early Childhood Preschool Standards

All instruction, IEPs (Individual Education Plans) and assessments are linked to the Missouri Early Childhood Standards. More information may be obtained from the Missouri Department of Education website.

- Learning Goals and Objectives for each child include:
- To experience and develop a sense of self-esteem and self-worth
- To develop and strengthen impulse-control skills
- To exhibit a positive attitude toward life and others
- To demonstrate cooperative, pro-social behavior
- To acquire learning and problem-solving skills
- To expand logical thinking skills
- To acquire concepts and information that will lead to a fuller understanding of the immediate world
- To demonstrate skills in make-believe play
- To expand verbal communication skills
- To develop beginning reading skills
- To acquire beginning writing skills
- To enhance and refine fine motor skills
- To use all senses in learning

### *Orientation*

You are encouraged to attend a brief orientation/open house prior to school starting. This will allow you to tour the facility, review the policies, ask questions and be proactive in your child's success.

### *Behavior Management*

The purpose of discipline is to assist the child in developing internal controls for appropriate behavior. Each program sets standards that encourage the development of self-control, self-respect, respect for others and their property. Every attempt will be made to redirect negative behavior into more constructive channels. When necessary, parent(s) and staff will discuss together more positive methods of behavior management and develop a plan for implementation.

Staff guidelines for handling inappropriate behaviors include the following:

- The staff will inform the parent on a regular basis of the child's general day and will note any concerns, problems, or questions.
- Repeated inappropriate behaviors will be brought to the attention of the Principal. A conference may be scheduled with the parent.
- A “*Safe Spot*” will be used within the classroom as necessary to help children learn to maintain control of their own behavior and emotions.
- If reoccurrence of inappropriate behavior continues, staff will then consult with the school professionals as well as the parent to develop a strategy (i.e. observations, screenings, physician consultation, etc.) between home and school to address the inappropriate behavior.
- If inappropriate behavior continues that compromises the safety of the student and others, that student may be suspended from the Early Childhood Center as follows: 1-2 days out of school suspension,
- 3-10 days out of school suspension, expulsion from the program.

### *Building Security*

Staff members should be alert to visitors in the building without authorization from the office. These individuals should be directed to the office prior to continuing their visit. School Security is the responsibility of all staff members.

Please report to the front desk when entering the building. Your support is appreciated in keeping our children secure.

Parents will be asked to identify persons who may pick their child up from school. If a person arrives to pick a child up and is not on the list, the child will not be released. If you need to change the list, please notify the school prior to the child needing to leave.

Children may wear helmets while on riding toys upon parent request.

### *Drop Off and Pick Up*

The building will open at 7:50 am. Please park your vehicle and walk your child to the front door to meet the teacher. Do not block the driveway by parking in front of the building. Your

child's safety is our primary concern and it is not safe to have children loading and unloading in the driving lane. Your teacher will communicate class times and drop off/pick up times.

### *Emergency Drills*

Emergency procedure information must be posted near the door of each classroom. Teachers should review these procedures with their students at the start of the school year. Each building principal will schedule regular fire drills, tornado drills and lockdown drills. Teachers are responsible for making sure that students participate seriously in the drills. Building principals will review the procedures for other emergencies with their respective staff members.

### *Enrollment*

The Early Childhood preschool has sessions available for three and four-year old students. To attend one of these sessions a child must be age eligible by August 1 of the current school year. Parents must apply for the program by completing the necessary forms for the Butler R-V Schools and health records as required by law. All forms must be returned prior to acceptance and enrollment in the preschool program.

Preference is given to children 1 year away from Kindergarten. Placement for out of District students will be approved only after all in-District children have been placed.

Before services begin, enrollment forms must be completed in full. In order to comply with state regulations, the following must be complete and on file:

- Birth Certificate
- Child Enrollment Form
- Emergency Medical Release
- Free and Reduced Meals Form
- Immunization Record
- Medication Authorization
- Migrant Education Form

### *Fees*

The Title 1 Preschool is offered to children who may evidence a developmental delay, free of charge. There is an established selection of criteria.

The Early Childhood Preschool classroom is offered to children on a first come, first serve basis. It is the intent of the District to make this service affordable to parents. All families, regardless of income, have the opportunity to participate in this Preschool classroom.

Payment is due the 15<sup>th</sup> of the month for the following month. For example, the September payment is due by August 15<sup>th</sup>. The month of August will be prorated and due at time of enrollment. A \$15.00 late fee may be assessed if payment is not received by the 1<sup>st</sup> of the month. Every effort to work with parents will be made, however this program is partially reliant on fee recovery. Parents are responsible for fees regardless of attendance. Parents are not responsible for fees when the center is closed due to weather or school calendar.



Payments should be made at the front desk and not through your teacher. Do not hand cash or check directly to a staff member.

If your account becomes delinquent, your child will be ineligible to attend.

### *Communication Procedure*

It is our hope that you and your child will have a wonderful experience in our classrooms. If you should have an issue that requires remediation, please contact your child's teacher. If that result is unsatisfactory, please contact the building administrator to set an appointment.

### *ECC Health and Wellness Information*

In order to protect the health of all children, children may not attend who are showing significant and persistent signs of any of the following symptoms:

- Fever of 100 degrees during the past 24 - 48 hours (temporal thermometer will be used)
- Skin rash or skin disorders that are contagious
- Inflamed or swollen throat or glands
- Persistent cough
- Diarrhea within the past 24 hours
- Vomiting within the past 24 hours
- Yellow or greenish mucus running from the nose
- Weeping or pinkish eyes (excluding allergies)
- Discharging ear or earache

The Butler R-V nurse and staff reserve the right to make decisions regarding student attendance when there are health concerns. If symptoms develop while the child is at school, parents will be contacted and asked to come for their child within the hour. This is for the health and safety of all children and the staff.

Once a child has been on adequate treatment (such as an antibiotic for infectious disease) 24 - 48 hours, and symptoms have subsided for at least as long without use of fever reducing medication, the child will again be admitted to school. Example: Your child is sick at 7:30 a.m. and dropped off at 7:50 a.m. the following day. Re-admittance may require a doctor's signed clearance. We reserve the right to terminate enrollment for any child whose parents do not observe this policy.

The Early Childhood Center cannot be held responsible for illnesses or injuries contracted at the Center but will take all reasonable precautions to prevent such occurrence. Parents will be notified immediately in case of serious accident or injury to their child. In accordance with the signed release statement, staff may call 911 for emergency medical treatment and/or transportation.

At this time, the Early Childhood staff will not administer medication.

### *Late Pick Up*

Parents picking up children late, according to the school clock, will be charged a \$5.00 fee for the first 15 minutes, or any part thereof and \$1.00 per minute for each minute

thereafter. Emergency contacts will be called after 10 minutes. If there is no response from emergency contacts, the next step is to contact the Butler Police Department.

### *Party Invitations*

You are welcome to send party invitations to school, if the entire class is invited. We will not distribute selective invites.

### *Self-Help Skills*

Children who enroll in the preschool programs are expected to be toilet trained including wiping themselves as well as able to wash and dry their own hands.

### *Waiting List*

Names of children waiting to be enrolled in fee-based programs will be placed on a list according to first-come basis. Students will be assigned in order of list. Preference will be given to students residing in the District. If openings are available, non-resident children may apply to attend the fee-based program.

## **Building Specific Information for Butler Elementary School**

### *Butler Elementary School Schedule*

7:30 a.m. – Building opens to students (**there is no supervision prior to 7:30**)

7:30 - 7:50 – Breakfast served (students should be in the cafeteria prior to 7:50 a.m.)

7:50 – Students are to be in classrooms ready for the school day to begin

7:55 – Tardy bell

3:35 – All students will be dismissed as a walker, car rider, or bus rider.

### *Curriculum/Academics*

The expectations of our students are that they will perform at a level that surpasses or is equal to their ability in all areas of achievement. We will promote high expectations for students in all areas: academic, artistic, physical, health, citizenship and service. In a fiscally responsible manner, we will commit the resources necessary to establish and maintain:

- A respectful, caring, and safe environment
- Research-based, student focused instruction
- Information-driven decision making
- A focused and challenging curriculum
- Collaboration focused on improving student learning
- An active partnership with parents and community

The aim of curriculum and teaching is not simply to help students meet the demands of schooling, but to help them use what they learn to meet the demands of life.

### *Homework*

The Butler R-V School District believes that certain amounts of homework are beneficial to the education of young students. Homework assignments need to be distinguished from work

not finished on school time. Homework is a purposefully planned activity which is designated to apply the objective concept that has already been taught in class. Homework and/or individual study units will be discussed fully in the classroom so that parents are not required to give instruction. The teacher will provide the instruction.

Work brought home from school is often identified as homework when, in fact, it is work that was assigned for completion at school. Assignments for students to complete and turn in during class time are carefully planned and tailored to the time available to complete them. If your child seems to be bringing home large amounts of homework, check with your child's teacher.

#### *Additional Services:*

Counselor: A counselor is available to assist you during your school year. Visits or appointments may be made by students or parents by contacting the counselor's office at 660-679-6591.

#### *Change in Student Information*

It is imperative that the school office be notified immediately in the event you have a change of address, home or office telephone number, or if emergency information changes during the academic school year.

#### *Class Parties*

The P.T.S.O. teachers and parents plan seasonal parties for students. In the event that a student wishes to treat classmates on their own birthday, treats may be passed out at the end of the day. Treats should be pre-packaged, not homemade.

Personal birthday party invitations will not be passed out at school, unless your child's entire class is invited. Invitations will not be distributed to students in other classrooms.

#### *Field Trips*

Field trips are an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Butler Elementary School reserves the right to prohibit students from attending field trips because of disruptive behavior.

Parent permission slips will be signed in advance. Students will travel by school vehicles. Students will be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or advisor in charge of the trip.

We ask that you do not bring siblings on field trips with chaperones. Parents are not allowed to ride District transportation.

### *Personal Belongings*

Students are asked not to bring items of value or excessive amounts of money to school and are to keep items they value (watches, purses, billfolds, jewelry, etc.) on their persons at all times. Students will not bring dangerous items such as knives, gun shells, firecrackers, etc. to school at any time. Lost articles found in and around the school should be turned in to the main office where the owners may claim their property by identifying it. Every year students will bring ipods, cell phones, game boys, or other handheld electronics to school. These items are sometimes lost or misplaced. It is time consuming for school officials to track these items down. Please understand that these items are discouraged and to bring them to school you do so at your own risk and liability.

### *Restricted Activity*

If a student is unable to participate in physical education class or if restrictions exist, a written note should be sent to the physical education teacher. The note should be dated and signed by a parent or guardian and state the reason for exclusion. If the situation is long term, a physician's statement will be required. When a pupil must be excused from recess or have limited activities, a written statement, signed and dated from the parent/guardian, will be required giving the reason and limitations. Alternate assignments may be put in place as needed. Responsibility for restricted activity rests with the parent/guardian. Parents/guardians may be asked to provide a physician's statement. The physician's statement must be updated at the beginning of each school year.

### *Textbooks*

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks.

### *Communication with Families*

School staff will send emails periodically with important dates, reminders, and other information. The office staff will also send out emails with upcoming events, important dates, and reminders. Please make sure the office has a current email address on file.

### *Facebook*

Please like our Facebook page, "Butler Elementary School," to see important updates, pictures from events, and event reminders.

### *Newsletters*

A newsletter from the office is provided once a month. It will contain items of interest and a calendar of upcoming events. Classroom teachers will be sending home newsletters on a frequent basis. Please urge your child to bring these newsletters home.

### *Parent Portal/ School Calling Service*

Butler R-V School District has an automatic calling system that will call parents/guardians to inform them of school closings and important information. This system will call home phones, mobile phones or any phone number that is designated. It will also leave a message on answering machines and voicemail.

Attendance, lunch balances, academic progress, and discipline may be checked via the District website. Please input accurate contact information during registration. If you choose to opt out via the text notification system, it opts you out of all forms of communication through that platform including school cancellations, attendance and lunch balance reminders, and possible emergency notifications.

### *Parent/Teacher Conferences*

Conferences are planned during the first quarter and third quarters of school. Parents will be invited on a scheduled basis to come to school and review the report card with their child's teacher. Parents are encouraged to call their child's teacher to arrange additional conferences as needed.

### *Parent Teacher Student Organization*

The Butler Elementary P.T.S.O. is an organization comprised of parents, teachers, administrators, students and other interested people who are working for the benefit of the children.

### *Website*

The Butler Elementary website can be accessed through the Butler R-V District website at [www.butlerr5.org](http://www.butlerr5.org). The BES website includes information regarding calendar events, menus, an online copy of the student handbook, and other important information.

### *Dismissal Procedure*

In an effort to safely deliver your children back to you, Butler Elementary School implemented a pickup procedure. This procedure hinges on a card system where you place a card with your child's name in your front window. A staff member will radio in your child's name. This process works by having cars line up along the south side of the building and down Dakota street, facing west. A crossing guard will motion you to park along the south side of the school and your children will be escorted out to your vehicle. When all children are loaded, you will be released as a group and the next group of cars will be signaled to fill the pick-up lane. Please do not pull out of the lane of traffic.

If you forget your card, please wait until the line has subsided, park, and come to the office to retrieve your child.

We realize some of you may opt to have your child walk to you, while you park several blocks away. This is fine, however your child will be categorized as a "walker" and will come out the main entrance doors of the building. Some children find this confusing,

as they are technically car riders, but for our purpose of dismissing them, they are walkers.

### *Emergencies*

Students should have on record in the office the correct address and telephone number of their home and parent's place of work in case of illness or injury during school. Another person may also be listed as an emergency contact.

### *Playground/Recess Expectations*

Common sense and safety are the general rules regarding student behavior on the playground. The District's Student Code of Conduct governs student conduct while on the playground and at recess. Additionally, the following guidelines apply:

1. Students are to show respect to the adult on duty and other students at all times.
2. Students shall not use obscene, vulgar or profane language or gestures.
3. Running is not permitted when entering or leaving the building.
4. All items brought from home must be checked with classroom teachers before they are allowed on the playground.
5. The throwing of stones, snowballs, dirt, etc. is never permitted.
6. There is to be no fighting or games that include tackling, pushing or shoving.
7. Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted.
8. Students are not to retrieve balls or other items that go outside the playground.
9. Students are not to run through or otherwise disrupt someone else's game.
10. Jumping from the playground equipment is never permitted.

Students are never to re-enter the building or leave the playground without the permission of the person on duty. Children are expected to participate in play activities unless excused for medical reasons. Weather permitting, students are given recess time each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days. ALL children are expected to go outdoors unless the weather is severe; then all students will remain indoors.

Only students with medical excuses can remain in the building during scheduled outside recess. A dated note is required each day your child must remain inside for health reasons. Parents/guardians may be asked to provide a physician's statement.

### *Tornado, Fire, Earthquake, and Intruder Drills*

Tornado, fire, and earthquake drills are held at regular intervals throughout the school year. Butler Elementary may also participate in intruder drills.

### *Traffic Safety*

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

1. When picking up a child, always pull **to the curb**. Do not stop in the middle of the driveway or street to pick up or drop off a child.
2. Do not park in the bus loading zones.
3. Children are not permitted to cross the street to be picked up or dropped off.
4. Acknowledge and obey the school safety patrols. Walking students have the right of way.
5. Upon leaving the building, students must cross the street only at designated crossing guard corners.
6. Bicycles may be ridden to school by students and parked in the proper place. Upon entering the school zone, a student must get off his/her bicycle and walk it inside the school area. When leaving school, bicycles must be walked out of the school zone.
7. No skateboards, roller blades, scooters, or skate shoes will be allowed at school.

## **Building Specific Information for Butler High School**

### *Butler High School General Information*

#### School Mascot

Bear

#### School Colors

Red & Black

#### Traditions

Fall Homecoming

All-School Plays

Musical Production

Junior/Senior Prom

School Yearbook-Butlerite

Honors Day

Battle of the Classes

Scholar's Reception

Fair Butler

Winter Homecoming

Commencement

Walk of Champions

Butlerite Royalty

#### School Song

##### CHORUS:

Once again, here as schoolmates assemble.  
We fain would lift our hearts in song.  
To our high school, our dear Alma Mater.  
Let gladness the moments prolong.  
We are proud of her lads and her lasses.  
Of honors won in days gone by.  
So here's a cheer for our old high school.  
For our old high school, our dear "Old High."

Here's to her classes, here's to her lasses,  
Here's to the lads they adore.  
Here's to the Seniors, so "mighty,"  
Juniors, so "flighty,"  
Freshy and Sophomores.  
Let mirth and gladness, banish all sadness.  
And as days go by, we promise, you'll find us  
ready.  
And as days go by, we promise, you'll find us  
ready.  
Earnest and steady, boosting for our "Old High."

#### Fight Song

On oh Butler, On oh Butler,  
We'll stand up for you.  
Fight oh fight for red and black,  
Our colors they are true.

Rah, Rah, Rah

Stand and cheer Bears,  
Never fear Bears.  
Victory is our cry.

Hail, hail the gang's all here for Butler High.



### *Butler R-V High School Schedule*

#### **Regular Bell Schedule**

##### **PERIOD**

<b>1</b>	<b>7:40 - 8:34</b>
<b>2</b>	<b>8:38 - 9:35</b>
<b>3</b>	<b>9:39 - 10:33</b>
<b>4</b>	<b>10:37 - 11:31</b>
<b>5</b>	<b>11:35 - 12:53 (Lunch)</b> <b>1<sup>st</sup> Shift 11:32 - 11:52</b> <b>2<sup>nd</sup> Shift 11:52 - 12:13</b> <b>3<sup>rd</sup> Shift 12:13 - 12:33</b> <b>4<sup>th</sup> Shift 12:33 - 12:53</b>
<b>6</b>	<b>12:57 - 1:51</b>
<b>7</b>	<b>1:55 - 2:49</b>
<b>8</b>	<b>2:53 - 3:25 (Bear Time)</b>

**Campus opens/breakfast: 7:15 a.m.**  
**Campus closes: 3:35 p.m.**

#### **Late Start Bell Schedule**

##### **PERIOD**

<b>8</b>	<b>9:45 – 10:15 (Bear Time)</b>
<b>1</b>	<b>10:19 – 10:53</b>
<b>2</b>	<b>10:57 – 11:31</b>
<b>5</b>	<b>11:31 – 12:53 (Lunch)</b> <b>1<sup>st</sup> Shift 11:31 - 11:52</b> <b>2<sup>nd</sup> Shift 11:52 - 12:13</b> <b>3<sup>rd</sup> Shift 12:13 - 12:33</b> <b>4<sup>th</sup> Shift 12:33 - 12:53</b>
<b>3</b>	<b>12:57 – 1:30</b>
<b>4</b>	<b>1:34 – 2:07</b>
<b>6</b>	<b>2:11 – 2:44</b>
<b>7</b>	<b>2:48 – 3:20</b>

**Campus opens at 9:20**  
**Breakfast will not be served**  
**Campus closes at 3:2**

#### *Enrollment*

Students new to the District will enroll in August during New Student Registration.

Enrollment in the Butler R-V Junior/Senior High Schools is a two-part procedure:

- (1) students are pre-enrolled in the spring where they select courses for the following year.
- (2) final enrollment is completed in August during Student Registration.

Students transferring into the District will receive a credit analysis to look at previous credit earned from prior schools. A schedule will be created based on Missouri Curriculum, Missouri Graduation Requirements, and local Board of Education Graduation Requirements.

#### *Part-Time Enrollment*

Although the District believes that all students will benefit from attending the Butler R-V High School full-time, state-law allows students to attend public school part-time, as long as their educational experience meets the requirements of the state compulsory education law and the student is not already enrolled full-time in another public school. The Superintendent or designee will create procedures on enrollment of part-time students to ensure that such enrollments do not jeopardize the discipline, health and academic standards of the District. The Board also directs the Superintendent to annually analyze the number of students attending school part-time and to create vocational, dual-credit, advanced placement or other programs and incentives to encourage these students to attend school full-time.

The student must demonstrate a definite need to attend school on a part-time basis.

Examples are:

- a) financial needs of student or family,
- b) health problems of self or family
- c) vocational training in school or on the job
- d) enrollment in a school of higher education
- e) unique curriculum offerings.

Any student may attend school in the Butler R-V School District in a part-time capacity subject to requirements established by the Butler R-V School Board of Education for participants in the part-time study program. Such requirements shall be reasonable and be designed to preserve discipline, health, and academic standards and shall not place an unreasonable burden on the accessibility of part-time attendance.

Part-time attendance can be granted to qualified students based on the following criteria:

- a) The student's parent/guardian must support and verify the need for part-time attendance.
- b) The student must be in good academic and disciplinary standing.
- c) Part-time attendance will not be granted if such status would possibly jeopardize graduating from high school – as in the case of insufficient grade credits.
- d) Part-time attendance is granted only in a scheduled block including a minimum of four class periods of daily attendance is required.
- e) A student granted part-time attendance is technically not a full-time student at Butler High School. As such, participation in extracurricular activities is not allowed. To be eligible for co/extracurricular activities outside of the school day, a student must attend a minimum of 7 hours a day.
- f) Participation in District, state, and national assessments shall be required by all students.
- g) The final decision regarding granting part-time attendance is to be made by administration.

#### *Enrollment of Students Suspended from Other Schools*

Any student who has been suspended from another school will not be permitted to enroll in the Butler R-5 School District until eligible to re-enroll in his or her former District or until the Board of Education or Superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

#### *Class Scheduling Policy*

In order to change/drop/add a class for Butler High School (this excludes Dual Credit/Virtual Education)

1. The deadline for dropping a subject extends only through the first week of each semester.
2. Permission must be secured from the parents before a subject can be dropped.
3. It will be the responsibility of each pupil who fails a subject or who feels he or she cannot continue in the course sequence, to contact the counselor.

### *Foreign Exchange Student Policy*

In order to provide continuity and to make certain that all school and foreign exchange practices are carried out in the interest of the Butler R-5 School District and the foreign exchange student, the following guidelines will be used at Butler High School.

1. Exchange students must indicate a proficiency in use of the English Language. Oral skills will be evaluated by school officials and written skills by such items as the SLEP test.
2. Accept only Junior and Senior aged level students.
3. Accept students at the beginning of the school year only.
4. Accepted students will be classified as seniors with an honorary diploma given. This does not indicate that they have met graduation requirements.
5. All foreign exchange students must be from an exchange program of:
  - a. Rotary
  - b. AFS
  - c. Representative from reputable organization
6. All programs will be responsible for the following areas:
  - a. Obtaining all necessary records and information along with applying to the high school principal no later than June 1<sup>st</sup>.
  - b. Placement of the students with appropriate and responsible families who have high school students themselves.
  - c. Any change in the placement of students will be reported to the high school principal.
  - d. Available to school personnel for consultation and advice regarding matters or problems relative to their program and students who are enrolled.
  - e. Each foreign exchange program shall have a written statement to indicate the financial structure of its organization. The statement should indicate how financial support is provided to the individual students who are enrolled.
7. Foreign exchange students will be expected to share cultural experiences with the Butler R-5 School District as well as the community.

### *Transcripts*

Any student making a request for a transcript of his/her school work, must do so through the Counselors Office or school registrar. Official transcripts are mailed directly to the college or given to the student in a sealed envelope. During the last second semester of the senior year, the senior class counselor will do a Graduate Survey on which students indicate where they want their final transcript sent. Transcripts for college credit obtained through dual credit classes must be obtained by the student from the appropriate college.

### *NCAA Clearinghouse-Information for College Bound Prospective Student Athletes*

The NCAA Clearinghouse and NAIA provides services of support to college bound prospective student-athletes.

- NCAA Clearinghouse website: [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). You may access the Clearinghouse Home Page directly or through links from the NCAA's Website at [www.ncaa.org](http://www.ncaa.org).

- To Play NAIA website: [www.playnaia.org](http://www.playnaia.org)

College bound prospective student-athletes are encouraged to discuss their course schedules yearly with their guidance counselor and coaches to review meeting core-course requirements. Contact the BHS Counselor's Office or BHS Athletic Director for more information.

### *Work Permits*

The following is the policy guidelines for the issuance of work permits for students ages 14-15. To make possible the achievement of essential work experiences and to protect youth from exploitation, physical danger and interference with their formal education is the purpose of the work permit. Butler R-5 students ages 14-15, must be passing all classes in order to qualify for a work permit. Students needing a work permit will be referred to the High School Office.

### *Summer School*

Opportunities to recover credits will be available during summer school.

### *Communications to Parents*

Parent/Teacher Conference Days: At the completion of first quarter, parents have the opportunity to visit with their student's teachers. During third quarter, students can lead their parents through a conference describing their academic progress.

Teacher Plan Period: On a daily basis, teachers have a plan period built into their schedules. Parents are encouraged to contact their student's teachers during this time to visit by phone, or set up a time to meet. Email is also an accepted form of correspondence.

Parent Portal: After setting up an account, parents may access their student's information through the Parent Portal feature. Signup information is available in the high school office.

### Digital/Social Media:

Website: [www.butlerr5.org](http://www.butlerr5.org)

Facebook: Butler High School

Twitter: @ButlerHSBears

Butler R5 App: You can find us in the Apple App Store or the Google Play Store with the title Butler R5.

### *Parent-School Communication*

Successful parent-school communication is vital to the general well-being of the students. Parents are encouraged to communicate with the school through Parent/Teacher Conferences, telephone, e-mail. Parents can access information about the school and activities via the Butler R5 app, the District webpage [www.butlerr5.org](http://www.butlerr5.org), the SIS Parent Portal, the Butler School District Facebook Page, the high school office twitter feed: @ButlerHSBears and the local media.

### *Library Services*

The school library will be open each school day from 7:30 a.m. to 3:25 p.m. Students are

encouraged to use the library before and after school. Reference materials, fiction, encyclopedias and various research databases are kept up-to-date to provide sufficient resource materials for all areas of the curriculum. Effective use of the library is an important study skill and is emphasized by the teachers and the librarian. Students are expected to pay fines for overdue books and for lost materials that are not returned to the library by the end of the year.

### *School Wide Late Work Policy*

It is important that all students develop responsibility and work to complete all assignments by the due date. We are aware that certain situations arise that prevent a student from turning in an assignment by the assigned due date. In order to prevent students from falling significantly behind, missing work or late work may be accepted for partial credit. Students should proactively communicate with the teacher and self-advocate when extenuating circumstances are involved. Each teacher has the authority to enforce their own late-work policy as stated in their syllabus.

### *School Cameras*

Areas of campus may be subject to security cameras or video camera surveillance. These areas may include but are not limited to hallways, building entrances, cafeterias, and parking lots. The primary purpose of these cameras is to promote safety, order, and discipline within the school.

### *Fees and Fines*

If you have a fee or fine, you will be notified. You can view and pay balances at any time on the parent portal. This may include but is not limited to the following; library fines, parking fines, lost and damaged textbooks, equipment, uniforms, fundraising money and damages to facilities. Students will be expected to submit the item or money on a quarterly basis and are expected to pay at that time. If a student needs to create a payment plan they should visit with the principal. All fees and fines must be paid in full by the end of the current school year. Graduating seniors must resolve all their financial responsibilities in order to receive their diploma.

### *Posters/Publications*

The administration of Butler High School must approve all posters, signs and publications to be displayed on walls, lockers, or distributed at school. Approval must be obtained by the principal. All hallway bulletin boards are then maintained by Student Council.

### *Soliciting*

The following guidelines regarding soliciting at Butler High School are:

1. No commercial firms shall be permitted to solicit teachers or students during the school hours except to demonstrate school equipment or materials. They must have the approval of the principal.
2. Solicitations from school children for organizations outside the school are forbidden.
3. All special sale projects are subject to approval of the principal. This policy shall include sale of advertising, magazines, and/or merchandise.
4. Commercial schools, colleges, or other agencies shall not be permitted to meet with seniors, or solicit prospective students except under invitation of, and arrangement with the local school administration. Counseling of students relative to continuation of their

schooling or to job placement shall be handled through the guidance department under the supervision of the guidance director.

### *Parking and Driving Regulations*

The following plan of operation for students driving vehicles to school will be in effect for the school year. The objective of this plan is to reduce the possibility of accidents and injury to the very minimum.

Driving to school is a privilege. For this privilege, the student must show a willingness to comply with all school regulations.

1. Students must sign a consent form in order to park on school property, and comply with the District Drug Testing Program.
2. Students must obtain and display a valid parking permit on the inside, rear-view mirror of their vehicle.
3. Students should only park in their assigned spot.
4. Students are not allowed to return to their car during the school day without approval from an administrator.
5. A student's car may be searched without notice at the discretion of the administration when there is suspicion that the contents or the driver may pose a threat to the safety and welfare of other students, staff members, or themselves.
6. Decorating of cars on school property is prohibited, unless approved by an administrator. Any violation will result in appropriate disciplinary consequences.

### *Lockers*

Lockers will be assigned to students. High School Students may bring a lock from home. The student must provide a copy of the combination or key to the lock to the High School office. Most senior high lockers have two students per locker. Lockers should be kept locked at all times to safeguard belongings. The students are not to move to another locker without checking with the office. The district is not responsible for items stored in lockers.

Each student in grades 4-12 is assigned a hallway locker. High School students are also permitted to use gym lockers. Students in grades 4 and 5 are not permitted to lock lockers. The District provides locks for high school gym lockers.

Lockers in the JH/HS may be decorated, subject to school official's approval. No tape or adhesive material should be used to decorate the lockers.

Physical Education students should keep lockers locked at all times. Students will be issued separate locks for PE class lockers.

Lockers are property of the school and subject to random search.

### *Textbooks*

Textbooks for classes will be furnished by the school. Each book issued by the teacher is to be returned in proper condition at the end of the course. Students should not mark or highlight. The student is financially responsible for damage to or loss of a book.

### *School Assemblies*

Throughout the year, there will be various types of school assemblies. Students are to maintain proper conduct and follow the directives of staff.

### *Fire, Tornado, Earthquake, and Lockdown Drills*

Fire, tornado, earthquake, and lockdown drills are held regularly. Emergency instructions are posted in each room. Teachers will provide drill instructions. The student's safety and health depend on following these instructions. Any student who sounds an alarm, except when danger exists, will be disciplined according to the discipline guide. Vandalizing fire extinguishers or other emergency equipment will result in disciplinary action.

## **District Policy Information**

### ***Physical Examinations and Screenings S-146-S***

**The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.**

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

### ***Surveying, Analyzing, and Evaluating Students S-150-S***

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact District Superintendent, Darin Carter.

All District policies can be located at: <https://egs.edcounsel.law/butler-r-v-school-district-policies>

### *School Nutritional Program F-290-S*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### *Student Transfers S-120-S*

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence



will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.

2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
4. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

#### *Trauma-Informed Schools Initiative*

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

#### *Tobacco-Free Policy C-150-S*

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

#### *Possession of Weapons F-235-S*

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

### *Use of Recording Devices or Drones C-165-S*

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

### **Signature and Form Requirements**

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Random Drug Testing Consent for Eligibility*

Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

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Parent/Guardian Name (please print):

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Date:

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\*Students 18 years of age or older may sign this release form for themselves.

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

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Email Address(es):

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Parent/Guardian Signature:

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

*Student Technology Usage Agreement**Students (for grades 6 and above)*

For students in grades 6 through 12, successful completion of the online quiz covering the District's Technology Usage Policy and Agreement is required and signifies that the student has read, understands, and agrees to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device, and further that any violation of the policy is prohibited and may result in disciplinary or legal action. Should a student violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), the student's access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Name (please print):  

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Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Technology Usage Agreement Permission Form*

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:  

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Parent/Guardian Name (please print):  

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Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

*C-105-P District Rules and Guides Form A*  
*Student/Parent Handbook Acknowledgment*

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

Butler R-V School District  
*Random Drug Testing Consent for Eligibility*

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

This completed form must be returned to the Junior High / High School office within 10 days from entry into school. By signing this form, the parent/legal guardian and student understand and agree as follows:

1. The student will be placed in the Butler R-V Schools random drug testing pool. The student agrees to comply fully and completely with all requirements of the drug-testing program as stated in school policies and by-laws.
2. The student is compliant with all MSHSAA and Butler R-V Schools by-laws.
3. If participating in a sport, the student has successfully passed a physical examination by a physician and a copy of such examination must be on file in the athletic director's office prior to participation in practice of the sport.

As a school's participant in athletics and/or activities, I understand that participation is voluntary. I understand that if I commit a violation of the drug-testing policy that my parent/legal guardian, building administration, and the respective coach/activity sponsor will be the only individuals made aware of this information.

\_\_\_\_\_ Yes. I agree to take part in the Butler R-V School District random drug testing pool. I, along with my parent/legal guardian, have read and understand all the school District's athletic and/or activity policies in the handbook. In order to be eligible for participation or to park on the Butler R-V campus, I understand I must comply with all the requirements listed.

\_\_\_\_\_ No. I do not agree to have my child's name placed in the Butler R-V random drug testing pool. I further understand that by making this decision I relinquish my child's privileges to represent Butler R-V Schools in extra and co-curricular activities or to park on the Butler R-V campus.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

----- FOR OFFICE USE -----

Date Received in the Principal's Office: \_\_\_\_\_