

Butler Elementary
Student Code of Conduct/Handbook Supplement
2009-2010

Dear Parents,

This handbook is intended as a supplement to the AISD Student Code of Conduct. We encourage you to read this handbook and become familiar with AISD as well as Butler Elementary policies. We look forward to a productive and successful school year. As always, if you have any questions please do not hesitate to contact us.

Sincerely,

Sara Coulter
Principal

Daniel Gallagher
Assistant Principal

AISD Goal:

- To Become a Texas Education Agency Recognized School District

Campus/District Goals:

- Goal 1: Develop and implement a system of academic interventions.
- Goal 2: Reduce course/subject failure rates.
- Goal 3: Develop subject area vertical alignment.
- Goal 4: Engage parents and the community in the education process.
- Goal 5: Prevent campus violence and ensure appropriate methods of intervention

Helpful Links:

Arlington Independent School District

www.aisd.net

Texas Education Agency

www.tea.state.tx.us

Butler Dad's Club

<http://www.butlerdadsclub.org>

Butler PTA

<http://www.aisd.net/aisd/butler/PTA/tabid/4771/Default.aspx>

School Hours:

8:20 a.m. - 3:20 p.m.

Butler does not offer breakfast in the morning.

Please do not drop students off before 7:45 a.m.

Students must be picked up by 3:30 p.m.

Students must be picked up in the front of the building.

After 3:30 p.m. all students must be signed out from the front office. You must come into the office to pick up and to sign your child out. Students will not be allowed to wait unsupervised outside the building.

Students are not allowed to play in the park after school unless they are supervised by their parent.

Rules/Expectations

Each grade level has developed rules and expectations that are age appropriate. Please contact the grade level team leader if you have any questions.

Cafeteria Behavior/Expectations

Students are expected to follow all instructions from the cafeteria monitors. If your child has a request they must raise their hand and wait for the cafeteria monitor to give them permission to leave their seat. Students will be allowed to visit quietly during their lunch. At the end of lunch all students are expected to clean their area of trash and walk quietly to empty their trays. Students will be instructed to sit quietly and wait for their teacher.

Lunch Visits

- All visitors must sit at their child's home team table.
- Each student may invite one student to join them.
- Lunch visitors are not permitted on TAKS testing days.
- Food may not be shared between students.
- Parents may not bring food for children other than their own.

Parents may only eat in the cafeteria on specified days. There are some days when grade levels eat in their classrooms. Due to limited space parents may not eat with their child on these days.

Walking Students to their Classroom

We want to encourage independence with each of our students, but we also understand that transition to new grade levels may be difficult for some students. We ask that after the first week of school that you allow your child to walk to their classroom on their own. This will allow for a quicker and smoother transition. If you have any questions or ever need assistance please don't hesitate to speak to either Mrs. Coulter or Mr. Gallagher.

Drop-off and Pick-up Procedures

Please pull into the front driveway to drop off and pick up your child. Do not drop off or pick your child up on Rocky Canyon Dr. or in the faculty parking lot. Please be aware that Margaret Dr. is a one-way street during certain school hours. Please remember the following for a safe drop-off and pick-up experience:

- There are two drop-off/pick-up lanes and there are signs posted to mark the beginning and end of the drop-off zone. Please begin dropping students off at the “Begin Drop-off” sign. It makes the drop-off procedure move much more quickly if students are dropped off before you reach the cross walk.
- Please let your child out of the car on the appropriate side. Let them out on the passenger side when you are in the inside lane and let them out on the driver’s side when in the outside lane.
- Please remind your child to not walk between vehicles.
- When picking up please do not leave your car unattended.
- For safety reasons, please refrain from using your cell phone during drop off and pick up time.

Student Dress Code

All students at Butler are expected to adhere to the AISD Dress Code as described on pages 45-48 in the AISD Student Code of Conduct.

In addition to the district guidelines, the following must be adhered to:

Boys and girls team shirts/jerseys (Little League, cheerleading, Arlington Optimist, etc.) are not permitted to be worn during the school day or during school activities. If you have a question about a particular jersey, please ask the Principal or Assistant Principal.

Attendance

Students must adhere to the 90% attendance law. Nine absences or more per semester exceeds the 90% attendance requirement. Attendance is crucial to academic success. All students are expected to adhere to the district attendance guidelines as presented in the AISD Student Code of Conduct.

Checking Students out Early

When you check your child out early you must sign them out at the front office. Your child’s teacher will be called and your child will walk to the front office to meet you.

Tardies

Three unexcused tardies will preclude your child from receiving perfect attendance.

Absences

It is the responsibility of the parent or guardian to call the school **each day** of absence by 10 a.m. to explain the absence of the student. The purpose in notifying the school is to ensure that both the school and the family are aware and that we can account for each student. All absences not cleared within 24 hours are unexcused. If you check your child out for an appointment please provide a note.

Make-Up Work

A student whose absence is excused shall be allowed a reasonable time to make up school work missed. **It is the student's responsibility to secure assignments and to make up all work due to excused/extenuating circumstances.** Failure to complete such assignments within a reasonable time will result in a zero for such assignments. AISD defines a reasonable length of time to be **one day** for each day missed with an excused absence. Students who have work assigned to them on a scheduled basis, such as term papers, projects, etc., should have the work ready on the due date even with an excused absence. An academic penalty (the deduction of points) may be imposed for work not submitted on the due date [Board Policy FDD(R)]. Parents should understand that certain types of school work cannot be assigned to the home because of explanations by the teacher needed by the student [Board Policy FDD(R)]. It is the responsibility of the student to pick up make-up work from his or her teacher. **If the student is unable to do so, then it becomes the responsibility of the parent to make arrangements with their child's teacher to pick up the make-up work. If your child is absent for multiple days, please pick up make-up daily rather than waiting until your child returns to school.**

Volunteer Guidelines

The AISD Volunteer Application process is in place with the goal of providing the safest environment for all of our students, staff and volunteers. All volunteer applications are processed through the community programs department.

Guidelines:

- All volunteers need to:
 - Complete an AISD Application each school year:
 - Agree to a criminal history record background check:
 - ➔ If clear, placed on the approved list
 - Schools may only utilize volunteers who are on the current:
 - Attend an orientation/training session
 - Sign in at a designated area
 - Wear ID badge at all times
 - Adhere to all school-district policies
 - Realize that all student have rights and privileges within the school environment:
 - Volunteers should never record anything in or look at:
 - Grade book
 - Cumulative records
 - Assessment results

- Etc.
 - Volunteers should never handle discipline
 - School personnel should handle
 - Be supportive of the school in the community
- Qualifications:
 - A positive attitude
 - Interest and enthusiasm in working for the benefit of students
 - Ability to work cooperatively with school personnel

Ways to Volunteer:

- Tell stories to children
- Listen to children read
- Conduct flash card drills
- Provide individual help
- Assist in learning centers
- Set up learning centers
- Reproduce materials
- Work in library
- Walk a group of children to:
 - Take school pictures
 - Test hearing or vision
 - Etc.
 - An administrator will decide which activities
- Practice vocabulary with non-English speaking students
- Make instructional games
- Prepare visual materials
- Prepare bulletin boards
- Help with book fairs
- Work with underachievers
- Assist with field trips
- Gather resource materials
- Work on perceptual activities
- Prepare teaching materials
- Record teaching materials
- Reinforce learning of alphabet
- Reinforce recognition of numerals
- Drill recognition of numerals
- Reinforce learning of color words
- Drill recognition of color words
- Drill spelling words
- Work with supervising teacher

Butler prides itself on the relationship between parent and teacher. We appreciate all of our volunteers and the hard work that they do. When volunteering and using the copy room, all volunteers must enter and exit through the door near the stage. Due to confidentiality, volunteers are not permitted to walk through the hallway in the front office.

All parents must sign in at the front office before entering the school. All visitors must wear a visitor's badge while in the building. Please return your visitor's badge to the front office when leaving Butler.

Classroom Visits/Observations

All classroom visitors must make an appointment with the classroom teacher in order to observe their classroom. In order to minimize distractions, observations must take place after the first 20 minutes of the school day and before the last 20 minutes of the school day. They may be for a maximum of 20 minutes for each teacher. Minimizing classroom distractions helps maintain the focus of students and helps maintain a learning environment where students are able to do their best.

Invitations (party – birthday, etc.)

Invitations may not be distributed during the school day or inside the school building. Due to FERPA school personnel may not disclose the names, addresses, or phone numbers of any student.

Video/Photography of Students

When taking video and photographs at school activities please respect the privacy of other students and their families. Parents must sign a release form to allow the school to take video and or photographs of their child for school purposes. Please only take photos and videos of your children. Photos and or videos of students at Butler (whether taken by a student or parent) should not be used in *any* media (paper or electronic – youtube, facebook, myspace, etc.) without written parental approval.

Messages/dropping items off for Students

If you have a message or need to drop something off for a student please inform the front office and we will make arrangements to either call the student to the office or have it delivered to the student's classroom. If the message is regarding transportation please make arrangements before your child leaves for school in the morning. Please help us minimize classroom disruptions.

Response to Intervention (RTI) Notice

In order to provide the most effective education for all children, the Arlington Independent School District utilizes a three-tier approach with varying levels of support beyond that used as the core curriculum. The process is called Response to Intervention (RTI) and is a school-wide, district-wide, three-tiered model for identifying and providing high quality instruction and early intervention to all students failing behind their grade level peers.

As described in the Texas Education Agency 2008-2009 Response to Intervention Guidance document, the three tiers of the RTI process will ensure that appropriate instruction is used to address all students' needs:

Tier 1: Teachers use high-quality core class instruction aligned with the Texas Essential Knowledge and Skills (TEKS) in which about 80% or more of the students are successful. This tier is the crucial foundation of the RtI instructional model.

Tier 2: Students are identified for individual or small group intervention in addition to core class instruction. This level includes scientific research-based programs, strategies, and procedures designed and employed to supplement, enhance, and support Tier 1 activities. District-established standard protocol matches appropriate intervention strategies to specific student needs. Tier 2 addresses the needs of approximately 10–15% of the students.

Tier 3: Students who have not responded adequately to Tiers 1 and 2 receive specific, custom-designed individual or small group instruction (designed using a problem-solving model) beyond the instruction in Tier 1. This level of intervention is aimed at those students who have identified difficulties academically or behaviorally. Tier 3 addresses the needs of approximately 5–10% of the students.

Student ID# _____

Student Name _____

ARLINGTON INDEPENDENT SCHOOL DISTRICT
PARENT ACKNOWLEDGEMENT OF
THE BUTLER ELEMENTARY HANDBOOK SUPPLEMENT

Dear Parent:

Please read this supplement thoroughly and discuss it with your family. It is important that every student understand the Student Code of Conduct and be encouraged by his or her parents or guardians to follow the rules and regulations set forth in the Code. The Arlington Independent School District does not tolerate behavior that disrupts the school and/or educational environment, violates the law, and/or presents other health or safety risks. This Code is the District's notification that such behaviors are not tolerated. This form will be retained during the 2009-2010 school year. Any questions concerning the *Student Code of Conduct* should be directed to the school principal.

**PLEASE SIGN THIS PAGE, REMOVE IT, AND RETURN IT TO THE SCHOOL.
THANK YOU.**

I acknowledge that I have received a copy of the Arlington Independent School District Student Code of Conduct and Butler Elementary Handbook Supplement for the 2009-2010 school year.

Parent/Legal Guardian

Date

Parent/Legal Guardian

Date