James J. Manco
Principal

Dear Parents/Guardians and Students:

We at the Richard Butler School hope that you had a restful and enjoyable summer! The staff and I are ready to welcome you back—we hope you are looking forward to an exciting year ahead!

Whether this will be your first year as an incoming fifth grader, or your last as you prepare to graduate from our building, navigating the school will be much easier with a thorough understanding of the Richard Butler School Handbook. This guide will clarify school and district policies and set the high standards and expectations we have for all of our students. We ask that both parents and students read the handbook carefully and save it for reference when you have a question about school policies in the future. You are also welcome to call the main office at any time for further clarification on any issue.

Though reading and understanding this handbook will surely help make your time at Richard Butler School easier, remember that a rewarding experience comes from your best effort in the classroom, participation in school activities, and exhibiting respect for yourself, for others, and for our school building. Following the rules and doing your best always results in success.

I am extremely proud of the staff and students at Richard Butler, and parents are invited into our building to see the wonderful learning activities that take place here. Get involved in the academic life of your child. Parents who are involved in their child’s learning send a clear message that education is important, and supports that very same message that I and the staff uphold. I look forward to building a strong school community where parents, students, and teachers work together to ensure the best school experience possible.

I hope to meet you during our September Back to School Night. You will have a chance to meet your child’s teachers, say hello to our hardworking PTA, and see firsthand all of the wonderful experiences we have planned for the students here at the Richard Butler School.

Best wishes for a good school year!

Sincerely,

James J. Manco
Principal
Mr. Mario Cardinale  
Interim Superintendent of Schools

Butler Board of Education  
Tracy Luciani, President  
Karen Smith, Vice President  
   Alison Allison  
   Heather Grecco  
   Jason Karpowich  
   Cynthia Sokoloff  
   Albert Syracuse  
   Jane Tadros  
   Mark Thomas  
Sheldon Bross, Bloomingdale Representative

Richard Butler School  
James J. Manco  
   Principal

Chet Wolak  
   Guidance/Middle School Supervisor

Susan Lee  
   Nurse

Evelyn Horner  
   District Supervisor of Technology

Important Phone Numbers  
Main Office 973-492-2079 ext. 2500  
Principal's Office 973-492-2079 ext. 2504  
Nurse's Office 973-492-2079 ext. 2510  
Guidance Office 973-492-2079 ext. 2520  
Special Services 973-492-2079 ext. 2550

District Website  
www.butlerboe.org
## Regular Day Class Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:12</td>
<td>Homeroom</td>
</tr>
<tr>
<td>8:13-8:37</td>
<td>Module 1</td>
</tr>
<tr>
<td>8:38-9:02</td>
<td>Module 2</td>
</tr>
<tr>
<td>9:03-9:27</td>
<td>Module 3</td>
</tr>
<tr>
<td>9:28-9:52</td>
<td>Module 4</td>
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<tr>
<td>9:53-10:17</td>
<td>Module 5</td>
</tr>
<tr>
<td>10:18-10:42</td>
<td>Module 6</td>
</tr>
<tr>
<td>10:43-11:07</td>
<td>Module 7</td>
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<tr>
<td>11:08-11:32</td>
<td>Module 8</td>
</tr>
<tr>
<td>11:33-12:10</td>
<td>Module 9 (5th &amp; 6th grade lunch)</td>
</tr>
<tr>
<td>11:33-11:57</td>
<td>Module 10 (5th grade class)</td>
</tr>
<tr>
<td>11:58-12:22</td>
<td>Module 11 (7th &amp; 8th grade class)</td>
</tr>
<tr>
<td>12:23-1:00</td>
<td>Module 12 (7th &amp; 8th grade class)</td>
</tr>
<tr>
<td></td>
<td>Module 13 (5th &amp; 6th grade class)</td>
</tr>
<tr>
<td></td>
<td>Module 14 (7th &amp; 8th grade class)</td>
</tr>
<tr>
<td></td>
<td>Module 15 (5th &amp; 6th grade class)</td>
</tr>
</tbody>
</table>

## Early Dismissal

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:21</td>
<td>Module 1</td>
</tr>
<tr>
<td>8:22-8:55</td>
<td>Module 2</td>
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<tr>
<td>8:56-9:12</td>
<td>Module 3</td>
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<tr>
<td>9:13-9:29</td>
<td>Module 4</td>
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<tr>
<td>9:30-9:46</td>
<td>Module 5</td>
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<tr>
<td>9:47-10:03</td>
<td>Module 6</td>
</tr>
<tr>
<td>10:04-10:20</td>
<td>Module 7</td>
</tr>
<tr>
<td>10:21-10:37</td>
<td>Module 8</td>
</tr>
<tr>
<td>10:38-10:54</td>
<td>Module 9</td>
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<td>10:55-11:27</td>
<td>Module 10</td>
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<tr>
<td>11:28-11:44</td>
<td>Module 11</td>
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<tr>
<td>11:45-12:01</td>
<td>Module 12</td>
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<tr>
<td>12:02-12:18</td>
<td>Module 13</td>
</tr>
<tr>
<td>12:19-12:35</td>
<td>Module 14</td>
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</table>

## Delayed Opening

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30-9:57</td>
<td>Module 1</td>
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<tr>
<td>9:58-10:16</td>
<td>Module 2</td>
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<tr>
<td>10:17-10:35</td>
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<tr>
<td>10:36-10:54</td>
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<td>10:55-11:13</td>
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<td>11:14-11:32</td>
<td>Module 6</td>
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<tr>
<td>11:33-12:08</td>
<td>Module 7</td>
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<tr>
<td>12:09-12:27</td>
<td>Module 8</td>
</tr>
<tr>
<td>12:28-12:46</td>
<td>Module 9</td>
</tr>
<tr>
<td>12:47-1:05</td>
<td>Module 10</td>
</tr>
<tr>
<td>1:06-1:24</td>
<td>Module 11</td>
</tr>
<tr>
<td>1:25-1:43</td>
<td>Module 12</td>
</tr>
<tr>
<td>1:44-2:02</td>
<td>Module 13</td>
</tr>
<tr>
<td>2:03-2:21</td>
<td>Module 14</td>
</tr>
<tr>
<td>2:22-2:40</td>
<td>Module 15</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>September 5, 2017</td>
<td>Faculty Orientation/Meetings</td>
</tr>
<tr>
<td>September 6, 2017</td>
<td>First Day for Students</td>
</tr>
<tr>
<td>October 9, 2017</td>
<td>Columbus Day–Staff In-service</td>
</tr>
<tr>
<td>November 9-10, 2017</td>
<td>NJEA Convention</td>
</tr>
<tr>
<td>November 22, 2017</td>
<td>Early Dismissal</td>
</tr>
<tr>
<td>November 23-24, 2017</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>December 22, 2016</td>
<td>Early Dismissal</td>
</tr>
<tr>
<td>January 9, 2018</td>
<td>Early Dismissal/Staff In-service</td>
</tr>
<tr>
<td>January 15, 2018</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>February 16-19, 2018</td>
<td>Midwinter Break</td>
</tr>
<tr>
<td>March 5, 2018</td>
<td>Early Dismissal/Staff In-service</td>
</tr>
<tr>
<td>March 30, 2018</td>
<td>Good Friday</td>
</tr>
<tr>
<td><strong>April 2-April 6, 2018</strong></td>
<td>Spring Recess</td>
</tr>
<tr>
<td>May 28, 2018</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June 20, 2018</td>
<td>Final Day for Students</td>
</tr>
<tr>
<td>June 21, 2018</td>
<td>Final Day for Staff</td>
</tr>
</tbody>
</table>

The calendar includes 5 “emergency closing/snow days” which will be removed from the calendar if not utilized.

*In the event more than 5 “emergency closing/snow days” days are utilized, and “make up” days are necessary, an appropriate number of days will be used from the Spring Recess or in the alternative, additional days added to the June 2018 calendar, will be scheduled, at the discretion of the Superintendent, as full school days. In the event that 2 or more “Emergency Closing/Snow Days” have been used prior to February 16, 2018, at the discretion of the Superintendent the February 16, 2018 date will become a make-up day.

**Unused “emergency closing/ snow days” will be returned.**
EDUCATIONAL GOALS

The Butler Board of Education has the following goals for their students and school system. All students should -
- have the basic skills of reading, writing and computation
- be able to express themselves clearly by both the written and spoken word
- understand and respect the rights of others and the rules which protect these rights
- be able to evaluate information they see, hear and read
- develop an interest in learning
- accept and learn to handle responsibility
- have opportunities to develop individual interest, abilities and skills for lifetime participation in physical fitness activities
- have opportunities for self-expression in one or more of the arts and appreciate the aesthetic expression of other people.

There is a growing need for both the parents and school to establish a unified effort in instructing students as to the importance of, and what is acceptable behavior, both in and out of school. Inappropriate behavior jeopardizes the ability of a student to satisfactorily complete the prescribed course of study and violate the rights of others in the process.

The school cannot succeed in its paramount task of providing an education unless the students for which it is intended are abiding by the classroom regulations and procedures and partaking in its learning activities. Poor behavior limits accomplishment and reinforces a habit which will handicap the individuals in future education or employment. Consequently, there is an impelling responsibility upon the students to abide by the rules established by both the school and their parents. In an effort to reinforce and cultivate this cooperative effort, a behavioral program has been established. The program is designed for students whose inappropriate behavior becomes repetitious and will limit the need to either suspend or expel the student.
ATTENDANCE

Regular attendance at school is essential to the total educational success and achievement of students. All students are expected and required to attend school every day unless some compelling reason makes it necessary to be absent. The limit set on the maximum number of days a student may be absent before being denied course credit should not be perceived as a license to be absent for inappropriate reasons.

1. The parent/guardian should call the Nurse’s Office (973-492-2079 ext. 2510) for illness related absences or the Main Office.
2. A student who is absent may not participate in any extracurricular activities on the day of absence without the written approval of the principal or his/her designee.
3. A student returning from an absence must present a note to the homeroom teacher on the day of return. If the student does not have a note the student will be considered truant.
4. **The medical note must be submitted within five school days of the student’s return to school.**

5. Excused absences provided with proper documentation include the following:
   - medical or dental appointments which cannot be scheduled outside of school hours
   - documented medical disability
   - death in family
   - court appearance
   - religious observation
   - illness (documented by doctor’s note)
   - suspension from school
   - such good cause as may be acceptable to the principal

6. A student must be present for a total of four hours in order to be counted as present for the day. Therefore a student who is late must arrive by 10:40 A.M. and a student leaving early must remain in school until 12 P.M. On early dismissal and delayed opening days, students must be present for four hours.
7. Students who are late to school during the homeroom period scheduled should report to the Main Office.
8. A student who has three unexcused absences in a quarter course or seven unexcused absences in a full-year course must have permission from the Principal to participate in a field trip held during the school day.
9. A student who is absent one day will be given one additional day to make up work for his/her classes. If a student is absent for two or more days, the number of days that he/she will be given to makeup the work will be at the discretion of the teacher.
10. Any student absent because of a school sponsored activity will not be considered absent for this policy while participating in this activity.
11. A parental note **does not** excuse absences; it merely acknowledges that the parent was aware of the student’s absence. Record of these dates can be viewed on the Realtime Parent Portal.
12. **Vacation days are not excused absences.**
5

FAMILY VACATION

Any absence because of family vacation will be recorded as an unexcused absence on the student’s attendance record. If a family vacation causes a student to exceed the 10 allotted days, the student may be retained.

1. Parents should provide the office with a note explaining reasons absence and length of Time involved (at least three days prior to the planned absence).
2. Vacation days are to occur in chronological order and the beginning and ending of the vacation period will be so noted in the above notification.
3. Students are responsible for arranging for school assignments from their respective teachers for the period of their vacation in order that they may be kept abreast of their class work.
4. Students will have one day plus the number of days absent to make up all assignments not completed during the absence. Assignments not made up within the allotted period will become a failing grade and will be reflected in the quarter grade accordingly. Assigned written work will be given to the respective teacher upon the return of the student to school.
5. Students are expected to take any tests missed within three school days of their return.

MAKE-UP WORK DUE TO ABSENCE

Students are provided an opportunity to complete assignments missed because of their absences. However, it would be unwise to believe that this is a replacement for the learning experience that takes place in the classroom.

1. Students are allowed one day for each day absent to make up work.
   **Responsibility for arranging make up work lies with the student.**
   Assignments given prior to an absence are due upon return to school.
2. Students may complete assignments for time missed due to actions initiated by the school administration, i.e. out-of school suspension, exclusion, etc.
3. **Students who are truant or cutting class will be issued zeros for work missed.**

CHRONIC ILLNESS

Any absence because of chronic illness, and verified by a physician in writing, shall not be included in the 10 days as prescribed in these regulations. Any absence because of extended illness shall be listed as bedside instructions. Students properly assigned shall be placed in a specific attendance register and will be considered in attendance. Bedside instruction status shall be instituted through procedures currently operable.
TARDY TO CLASS

A student is considered tardy when he/she is late to class without an authorized pass. Tardiness will lead to disciplinary action and could adversely affect grades. Tardy pupils are responsible for all classroom assignments and activities, including tests and quizzes.

1. A student must be present for a minimum of four hours in order to be considered present for the day. (NJSA 18A:38.25-26-27). The Board accepts the responsibility of properly operating schools within the context of prevailing laws and regulations. It cannot succeed in its paramount task of providing an education, academically and socially, as proposed through accepted curriculums and courses of study unless pupils for which it is intended are present for all regularly scheduled classroom learning activities. Poor attendance limits accomplishments and reinforces a habit which will handicap the individual in future education or employment. Consequently, there is an impelling responsibility upon the parents and for the student to attend school as scheduled. Therefore, the Butler Board of Education cannot condone nor permit absences from school for whatever reason and will adhere to regulations devised under NJSA 18A: Chapter 38, Article 3.

ABSENCE VERIFICATION:
When a student is absent, the parent should call the nurse’s office (973-492-2079 ext. 203), or the main office the day the absence occurs, followed by a note on the day of return. This excuse should be presented to the homeroom teacher. If the student does not have a note the student will be considered truant.

TARDINESS AND EARLY DISMISSAL
Students who are tardy to school must report to the main office, regardless of time of arrival. Please see the RBS Code of Conduct for disciplinary consequences related to tardiness to school.

Students who miss more than FOUR hours of the school day will be counted absent for the entire day. Students who miss more than one half of their scheduled program (after 11:00 A.M.) will be counted absent for the entire day. Appointments should be made at hours that do not conflict with school. However, at times, compelling circumstances will require that a student be late to school or dismissed before the end of the school day. Parents are expected to notify the school, in writing, stating the reason for the lateness or need for an early dismissal. Justifiable reasons may include:

• medical or dental appointments which cannot be scheduled outside of school hours
• documented medical disability
• death in family
• court appearance
• religious observation
• illness (documented by doctor’s note)
• such good cause as may be acceptable to the principal
All requests to leave early due to illness must be approved by the school nurse. No student who is ill will be permitted to leave the school before the close of the school day unless he/she is met in the Main Office by his/her parent/guardian. Under no condition may a student leave the school grounds during the day without the permission of an authorized school official.

Students Leaving Early From School:
1. A written and signed request from a parent/guardian before 8:00 A.M. is required. This shall be filed with the Main Office.
2. In the event of an emergency, parent/guardian should contact the Main Office via telephone.
3. In all cases the parent/guardian must be present at the Main Office for student dismissal. Parent/guardian may not go to a classroom to pick up their child.
4. Students shall not be released to anyone other than their parent/guardian or other emergency contact as specified on student records.

PROCEDURE FOR NUMEROUS ABSENCES
Parents and students will be notified of cumulative absences and tardies, in four (4) day increments. Students absent/tardy for more than ten (10) days without being under a physician’s care for a chronic illness will have charges filed against the parents through the local court system. NJSA Title 18A:Chapter 38, Article 3, mandates that all children between the ages of six and sixteen shall attend school on a regular basis. Such regular attendance shall be during all the days and hours that the school is in session. Failure to comply with the provisions of the law may cause the parent to be deemed a disorderly person and the parent shall be subject to a fine. (NJSA18A:38-31).

Appeals
The Board is cognizant of possible unforeseen factors which may create hardships relating to the operation of the attendance policy.
1. A written petition for a hearing must be presented to the principal by the parent/guardian no later than five days after receipt of notification of retention status.
2. Appeals Committee - The superintendent of Schools will select the committee. The committee will be established to hear cases brought by petition from parents/guardians of affected students concerning non-credit status. The committee may excuse one or more absences for reasons of sickness, hardship, or other extenuating circumstances and shall consider the academic standing and course performances of the pupil in making its decisions. The final disposition of appeals will be decided by the Superintendent of Schools.

Note: In cases of excessive absence or abuse to this policy, pupils under the compulsory school age (below 16 years of age) shall have presented to their parents a formal written notice to cause the child to attend school. Failure to comply with the provisions of the law may cause the parent to be deemed a disorderly person and the parent be subject to a fine (NJSA18:38-26).
RICHARD BUTLER SCHOOL OPERATING PROCEDURES

CHROME BOOKS
Each student is assigned a chrome book at the beginning of the school year. This chrome book will be picked up in their homeroom each morning and returned to their homeroom at the end of each day. The student will be responsible in placing their assigned chrome book in a charging cart located in their homeroom at the end of each day. **Chromebooks are not to go home with the students.** If a chrome book goes missing, it is the student’s responsibility to let faculty/administration know immediately.

BOOKS/TEXTBOOKS/DIGITAL TEXTBOOKS
Lost and/or damaged books and materials shall be paid for by the student. Students are required to return the textbooks, digital textbooks, and library they were issued. Student report cards and/or diplomas shall be withheld at the discretion of the administration for failing to fulfill obligations (i.e. return of materials or payment of fines). It is the responsibility of each student to keep books covered and in good condition. A fee may be charged for materials lost or returned in a damaged condition.

BUSING POLICIES

- The bus driver has complete authority over students while they are on the bus and they are to be obeyed at all times.
- Students will be held financially responsible for any damage that they do to school buses.
- There is to be no pushing, shoving, throwing of objects or loud talking on school buses.
- Students are expected to be at their designated bus stop on time. Bus drivers are not expected to wait for students.
- While waiting for their bus, students are to keep off the road, refrain from pushing, shoving and the throwing of objects.
- Students must cross in front of the bus when crossing a street or road to get on the bus.

**Bus Policy Violations:**
1. Students who violate the rules of conduct while riding the bus may have the privilege of riding the bus removed and be required to provide their own transportation.
2. First offense - discuss problem with student.
3. Second offense - contact parents with warning of behavior. If behavior does not improve, bus privilege may be taken away.
4. Third offense - bus privileges taken away and parents to provide transportation.

Only the students assigned to a specific bus will be permitted to travel via that bus. Therefore, no student will be allowed on a bus unless assigned to the bus. Please do not request that your child be permitted to go home with a friend or go on another bus. Limited numbers of seating, safety of all students and liability necessitate than only students assigned to a particular bus, ride that bus.
CELLULAR PHONES & ELECTRONIC DEVICES

The administration recognizes the importance of cellular phones from an emergency and safety standpoint. Therefore, the use of cellular phones will be permitted outside of the building before and after school.

Please be reminded that parents should continue to call the school for any emergency situation and should not attempt to reach students by cell phone during the day.

- It is our legal responsibility to deliver curricula to all students; electronic devices may inhibit students to achieve; therefore, students bringing cellular phones and other communication devices to school must have them turned off and put away. They may not be used during the school day. Any student caught using a cellular phone in school will be subject to the consequences defined in the student code of conduct.

- Consequences of any use of cell phone capability including, but not limited to, text messaging, recording, videotaping, picture taking, internet, app, social media, etc. will be administrative discretion and consequences will be progressive upon future violations. ALL TEXT AND SOCIAL MEDIA MESSAGING ON CELL PHONES OR OTHER COMMUNICATION DEVICES IS PROHIBITED, REGARDLESS OF ORIGIN. TAKING PICTURES OR VIDEOS WITH CELL PHONES OR OTHER DEVICES IS PROHIBITED.

NOTE: Richard Butler School is not responsible for the loss, theft, or damage of any electronic device.

Use of a cellular phone or electronic device is defined as:
- Ringing or vibrating in class
- Talking
- Reading or sending text messages
- Checking voice mail, time, etc.
- Playing games
- Taking, sending, or looking at pictures and videos
- Internet surfing

In addition to the policy above, no cell phones will be allowed (seen or heard) in the school’s locker rooms or bathrooms. This is for the protection and privacy of all students. Cell phones confiscated in these areas may not be returned.

* Electronic Devices include, but are not limited to all cell phones, iPods, mp3 players, electronic games, cameras, Bluetooth earpieces, and computers.
CLASSROOM TELEPHONES

1. To be used by students only in cases of emergencies.
2. Faculty members may grant permission to a student to use the telephone at his/her own discretion.

DRESS CODE

All students are expected to dress appropriately while attending school. Good taste and common sense should prevail. In addition, school regulations prohibit pupil dress or grooming practices that:

• are hazardous to health or safety
• interfere with school work
• disrupt the educational program
• advocate illegal or unhealthy behavior
• contain inappropriate pictures or words
• cause excessive wear or damage to school property

The following guidelines are examples of unacceptable attire:

1. Shredded, ripped, or cut-off clothing, bare midriff, see through clothing that exposes the torso, underwear that is visible, beachwear, strapless tops, halter tops, and cut-out shirts are not permitted.
   • For female students, tank tops may be worn if not cut too low; clothing should not be too revealing.
   • For male students, shirts that are designed to be sleeveless, not torn, are acceptable. This excludes sleeveless undershirts.
2. Any clothing or patches that have writing or pictures that include the following are not permitted:
   • references to violence and weapons
   • racist comments
   • anti-religious references
   • profanity
   • sexual connotations
   • tobacco, alcohol, or drug use
3. Clothing, apparel, and/or accessories that may be construed as gang-related are strictly prohibited.
4. Low-cut jeans or pants may be worn as long as skin or undergarments are not exposed.
5. Skirts and dresses that end higher than mid-thigh are prohibited.
6. Shorts are acceptable if the length is appropriate (fingertip length).
7. Chain link wallets are not permitted.
8. Pajamas and slippers are prohibited.
9. Footwear that covers and grips either the toe or heel must be worn at all times and must be secure.
Students are expected to cooperate courteously when faculty and/or administration require compliance with these guidelines for appropriate dress. In addition to disciplinary action, students who do not comply with the dress code guidelines will be asked to change/adjust/alter clothing so that they are in compliance. In addition to sending students home and/or requesting parents to bring acceptable clothing, the administration reserves the right at any time to amend the dress code policy without prior warning to the students.

DRUGS/ALCOHOL/SUBSTANCE ABUSE

Unless prescribed by a physician, students enrolled in Richard Butler School are forbidden from using, possessing, selling, transferring, or being under the influence of drugs, narcotics or alcohol at any time while at school, at a school function, under the jurisdiction of the schools or on school property.

Where there exists reasonable suspicion to believe a student is in violation of this policy, the parents shall be notified by the building Principal.

Any student who is suspected of being unlawfully under the influence of intoxicants or drugs shall be reported to the administration as soon as possible. The Principal shall immediately notify the parent/guardian and the Superintendent of Schools. He/she shall immediately be sent for drug and alcohol screening and shall not resume attendance to school until he/she submits to the principal a written report from the physician certifying that he/she is physically and mentally able to return.

No court action of any kind shall lie against the reporting teacher, the nurse, the principal, the examining physician or other educational personnel because of any action taken by virtue of the provisions of this act provided the skill and care given is that ordinarily required and exercised.

The possession or use of intoxicants, drugs, etc., or the carrying of same to or from school is prohibited at all times, including all out-of-school hours activities of the school. Violators (those transporting, possessing, drinking, or under the influence) will be subject to suspension and/or expulsion and prosecution by policy.

The Board of Education, in the interest of the educational welfare of the pupils and the integrity of its program, will not admit a student found guilty of possession or use of intoxicants, drugs, drug paraphernalia, etc., or the carrying of the same to or from school. Both the student and the student's parents or guardian will be required to attend one or several counseling clinics, approved by the Board of Education, prior to the student returning to school. A second offense and/or the selling of the aforementioned item is subject to expulsion. Parents and students should refer to this new drug/alcohol/substance abuse policy (Policy#5530) located on the Butler Public School website for a more detailed explanation of the policy.
Students may be subjected to alcohol screening at school sponsored events using a passive breathalyzer system. Parental signature on an annual consent is a condition for student attendance at school sponsored events.

FLAG SALUTE

Each morning, teachers will conduct a salute to the flag, as required by the New Jersey state law. Students with beliefs prohibiting such patriotic exercises are still required to stand for flag salute.

GUM CHEWING

Gum chewing is prohibited in school. This is in effect during lunch periods as well. Students who chew gum in school will be subject to disciplinary action by the teacher or for repeated offenses by the Administration.

ILLNESS OR ACCIDENTS IN SCHOOL

In case of illness, a student shall obtain a pass from the teacher to see the nurse, who will determine his/her fitness to remain in school. No student will be permitted to go home unless the nurse is able to contact the family. In case of an accident, no matter how slight, students are to report immediately to the teacher in charge who will give permission to report to the nurse. If the nurse is not in the office, students should report to the main office.

LOCKERS

Each student is assigned a locker while attending the Richard Butler School. All lockers are to be kept clean and neat. They will be checked periodically by authorized school personnel. Each student is to use that locker which has been assigned. These lockers are furnished for the student’s convenience and should only contain coats and books. No one is to enter anyone else’s locker or tamper with it in any way. The school assumes no responsibility for property lost or taken. However, severe punishment may be expected by anyone who does not observe this regulation. Students MUST purchase locks for their lockers; combinations or spare keys must be given to their homeroom teacher for safety and security measures.
LOST AND FOUND

A place in the office is provided for articles of clothing and personal items which are lost and found. Students should write their names in all textbooks, workbooks, and notebooks. Also, personal property items should be labeled. Please report any lost or stolen items to the office personnel. Every effort will be made to relocate and return your property. However, please note that the school is not responsible for lost items.

PHYSICAL EDUCATION

According to the state law, classes in physical education are required for all students in the middle school. In order to provide a safe and healthy environment for all students, please note the following:

1. All students must change clothing to participate in physical education activities.
2. Lockers are provided in which students may keep their gym clothing. It is strongly recommended that locks be provided for these lockers since all grade levels and many after school programs share the locker room facilities.
3. While uniforms are not required, it is recommended that students wear plain blue or gray gym shorts/sweatpants and a plain blue or gray shirt. It is also suggested that students identify their clothing by having their last name imprinted on the back of the shirt. This will reduce the chances of students sharing clothing and also assists in identification of missing items.
4. Sneakers are required. A pair of inexpensive sneakers which can be left in the gym locker is suggested.
5. For safety reasons no jewelry of any kind may be worn during activities. It is difficult to maintain and watch over valuables during the gym period. Please do not bring valuable jewelry or watches in the gym or locker areas. Keep valuable jewelry at home. The school cannot be held responsible for lost or stolen items.
6. Students who are unprepared for class may be asked to remain after school and/or may not receive credit for the day’s activities.
7. Students who have a short term medical excuse will be provided with written assignments related to the health and physical education fields.

Please refer to the grade level course proficiencies for specific information concerning the physical education and health program. Any concerns or question should be directed to the physical education teachers or the department supervisor.
REPORT CARDS/INTERIM REPORTS

Interim comments and report cards can be accessed online via Realtime. Dates of when Interims and Report Cards are posted can be found on the Butler Public School District Calendar.

SCHOOL SPONSORED ACTIVITIES

CLASS TRIPS
- Students will not be permitted to participate in class trips without written permission of a parent/guardian.
- When students go on trips they represent our school.
- Students may be considered for exclusion from a class trip if they exhibit inappropriate behavior.
- Permission slips and money for trips must be received on the dates specified by teachers.

DANCE AND OTHER ACTIVITIES
- Any student who has entered the school building for a dance or other activity must remain in the building until the activity is over.
- Upon leaving the activity or dance, students should leave the area promptly.
- There will be no public student activities or dances to which outsiders are free to come.
- The control of the activity shall be the responsibility of the committee in charge.
- Students not attending the activity are not permitted on or around the school grounds.
- If a student is absent from school on the day of the activity, or is dismissed from school on the day of the activity, that student is not permitted to attend.

SECURITY DRILLS

Fire/safety drills are conducted twice a month during the school year. Instructions for leaving the building are posted in each classroom. Close attention should be given to the teacher/s in charge. Students are expected to leave the building in a quiet and orderly manner. You are not permitted to talk during any type of drill. Teacher's commands supersed written or posted instruction. Any student who does not follow the rules and regulations concerning fire/safety drills will face disciplinary action.

Any student responsible for causing any type of false alarm shall be disciplined by the school administration and local police authorities.
STUDENT PERMANENT PASS

In order to account for the safety of all students, a school-issued permanent pass is issued to all students. This permanent pass must be used by all students who leave the classroom for any reason other than the change of classes. Any student who is out of a scheduled place without a permanent pass will be considered in violation of rules and will be treated accordingly. Students who lose their permanent pass should report to the Guidance Office for issuance of a new one.

STUDENT PERSONNEL SERVICES

Guidance services are in the building for your individual needs. If a student wishes to see a counselor alone or with another student(s), tell your classroom teacher.

VANDALISM

Any student who shall cut, deface, or otherwise damage any school building, furniture, fences, out-buildings, or other property of the school district, shall be liable to suspension and/or punishment. His/her parents or guardian shall be liable for repair or replacement of item destroyed.

WALKING TO & FROM SCHOOL

Students who walk to and from school are reminded that they are required to use sidewalks, where available. In cases where there are not sidewalks students should walk in single file facing traffic. Students are not to trespass on private property or destroy any property. Should this occur, students will be held liable for any damage caused and action will be taken accordingly. (Students are not permitted to ride their bicycles or skateboards to school; the Butler Board of Education along with the Butler Police deem this a safety issue).