

Scholar & Family Handbook

2022-2023



BUTLERACADEMY

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School Identity

Mission

Our mission at Butler Academy is to create an enthusiastic culture of learning in which every scholar is expected and positioned to succeed academically. We realize this mission by emphasizing the social and emotional well-being of our scholars, families and staff.

Vision

Our vision is to become the cornerstone of a community that seeks to unite school, community and family in the provision of a high-quality K-12 whole child education.

Model

Butler Academy is a [Compassionate School](#). This means we are focused on helping our teachers and support staff understand fundamental brain development and function, learn pedagogy, recognize the importance of self-care, interpret behaviors correctly, and manage negative behaviors successfully with compassion and through Positive Behavioral Interventions and Supports (PBIS).

Our faculty, staff and parent volunteers are trained to recognize and respond to behaviors from a place of empathy; and to remember that: “a child whose behavior is creating issues is not trying to cause a problem. They’re trying to solve a problem” (American Journal of Pediatrics, 1956). By training all adults to be trauma-informed and funnel all situations through a social and emotional development lens, we equip all staff and volunteers to have the proper perspective when interacting with scholars. In order to effectively create an enthusiastic culture of learning and position all children for success, families, staff, and scholars must commit to working together towards our common mission and vision.

Core Values

At Butler Academy, scholars are expected to demonstrate the BRAVE Scholars core values: Belonging, Respect, Accountability, Vision, and Excellence. We use these core values to teach specific behaviors that can be improved over time and rewarded. All within the BA family (scholars, staff, and families) are expected to display these values and hold each other accountable for embodying them in and outside of the classroom.

BRAVE Scholar Core Values (abbreviated)

BELONGING (focus on community)

1. We remember that we are part of a community.
2. We seek opportunities to make others feel included and appreciated.
3. We encourage others to do their personal best.

RESPECT (focus on one-on-one relationships)

1. We treat everyone with kindness.
2. We value what others say, think, and feel.
3. We honor ourselves by taking care of our body and mind.

ACCOUNTABILITY

1. We honor our commitments to ourselves and to each other.
2. We take responsibility for our actions.
3. We admit our mistakes, and fix them when we can.

VISION

1. We stay curious and focused on growth.
2. We set ambitious goals and work toward them.
3. We never give up.

EXCELLENCE

1. We strive to achieve our best in all that we do.
2. We show commitment and pride when completing tasks.
3. We embrace challenge, seek help, and learn from our failures.

Calendar, Attendance & Extended Day

Calendar & Schedule

Electronic copies of our academic year calendar are available on the school website, and hard copies are available in the office.

Regular school day schedule:

- 7:30-7:55 am – Breakfast
- 8:00 - School day begins
- Dismissal times on Monday, Tuesday, Thursday, and Friday are 3:10 pm (Kindergarten) and 3:30 pm (all other grades).
- Dismissal on Wednesday is at 2:00 pm for Kindergarten and 2:20 pm for all other grades
- 4:00 - 6:00 pm – Extended Day Program

We ask that parents/guardians wait with their children before school until the school's doors are opened at 7:30 am, as the children will be unsupervised until this time.

The typical daily schedule for each grade includes: Breakfast, Community Meeting, Read Aloud, Vocabulary, Writing, Phonics, Guided Reading, Math and Problem Solving, Morning and Afternoon Snack, Lunch, Physical Education, Science and Social Studies, Enrichment, Music, Technology and Free Play.

Attendance & Punctuality

Regular attendance is essential to our scholars' success. Families are expected to ensure their scholar is in school each day, except in cases of illness or other emergencies. Excessive absences will be considered a violation of the school commitment and scholars who miss an excessive number of school days may not be promoted to the next grade (please reference the Promotion Policy).

Lawful absences (Excused)

- illness of a student;
- doctor's appointments;
- death or serious illness of a student's immediate family member;
- observance of a religious holiday;
- court appearance or court-ordered activity;
- activities approved by the president in advance (i.e. sports/band trips, educational travel, etc.);
- extenuating circumstances as approved by the principal.

Unlawful absences (Unexcused)

- absence from school for any portion of the day without the knowledge of their parents/guardians;
- absence from school for any portion of the day without acceptable cause with the knowledge of their parents/guardians (i.e. activities requiring pre-approval that were not pre-approved, etc.); and
- absences without documentation submitted within 3 school days of returning to school.

President-Approved Activities

At BA we encourage and celebrate scholars' unique interests, talents and abilities. In the event that a scholar would like to participate in an off-site event during school hours, the following must be true:

- The activity must take place with an official organization;
- The scholar must submit a written request at least 3 days in advance to the president from a leader in the organization detailing the event time, location and purpose;
- The scholar must be meeting or exceeding grade level expectations in all core subject areas.

Truancy

A student between ages 6-17 is considered truant when he/she has accumulated unexcused absences on three consecutive days **OR** has accumulated a total of five or more unexcused non-consecutive absences during the academic year. Butler Academy is required by the SC Department of Education to report truanancies.

Documentation of Absences

When a child is absent, the parent or guardian should provide a written parent note or doctor's note to the front office within 3 days of the child returning to school. These notes should either be emailed or physically delivered to our Attendance Coordinator, Kelly Horton (horton@butleracademy.us). Written explanation of absences must include the student's name, parent/guardian's full name, dates of absence(s), and documentation of the reason for absence. If a scholar misses school without notice to the office, the school will contact the scholar's parent or guardian by telephone, writing, or in person to ensure the safety and well-being of that scholar. **Absences in excess of 10 days per school year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.**

Families are asked to schedule medical appointments outside of school time. The best times are Wednesday afternoons after 2:30 pm or days when school is not in session. Please note that departures which occur before 12:00 pm on regular days and before 11:00am on early release days will result in the scholar being marked absent for the entire day.

If you suspect or know that your child will be absent due to the outbreak of some communicable disease (such as chicken pox, lice etc.), you are required by South Carolina law to call the school on the day of the outbreak or suspected outbreak, and let the school personnel know this information.

Consequences for Chronic Absenteeism (Excessive Lawful and Unlawful Absences)

South Carolina State Law requires a minimum class attendance of 170 days during the academic year for a student to receive credit. Any absences (lawful or unlawful) that exceed 10 days in a school year may result in not being promoted to the next grade level. The School President reserves the right to retain any scholar who misses more than ten days of school.

Consequences for Truancy (Excessive Unlawful Absences)

If a scholar has three consecutive unlawful absences or five non-consecutive unlawful absences in a year, it is considered a truancy by South Carolina state law. In either of these circumstances, the parent or guardian will meet with a school official to discuss the situation. At the meeting, an attendance plan will be developed. In addition, a truancy incident is logged into PowerSchool for state reporting.

Punctuality

Getting to school on time is key to your child's success – at school and in life. Our doors open at 7:30 am each morning. Scholars should arrive between 7:30 am and 7:55 am. Scholars arriving before 7:30 am must wait with a guardian until the doors open. Scholars arriving after 7:55 am are considered tardy and must be signed in by a guardian at the reception desk.

Consequences for Tardiness

If a scholar is late five times in a semester or eight times in a year, it is considered a serious issue. At this point, the parent or guardian will meet with a school official. The issue will be discussed and a plan for on-time attendance will be developed.

Early Sign-Outs

Parents/guardians are strongly encouraged to ensure that their scholars are in school for the full day every day. Signing scholars out of school early on an ongoing basis establishes a pattern of non-attendance that negatively impacts academic performance. If you need to pick up your child early, please alert the office at least 24 hours in advance. *Early pick-ups are prohibited during the last 30 minutes of the school day.*

Suspensions

If scholars are absent from school due to suspension, these days will be treated the same as absences. Upon a scholar's third suspension within a given school year, an expulsion hearing will be held to determine whether enrollment will be revoked.

Attendance Meetings

Attendance meetings are required for truancy and will be held in cases of excessive absences and tardies at the discretion of the School President. These meetings are an opportunity for the school and family to develop a plan for improved attendance and on-time arrivals. Families that miss scheduled meetings will not receive quarterly report cards until the attendance meeting is rescheduled.

Extended Day Program

Butler Academy offers an Extended Day program from 4 - 6pm. The program starts during the third full week of school, and is generally offered whenever we have a full school day. Exceptions to this will be denoted on our academic calendar. The fee schedule for this program is available on our website. This is not a drop-in program. Parents who choose to enroll their scholar must commit to their scholar attending daily. Scholars who have a suspension in the current semester are not eligible to participate in the Extended Day Program.

Passion Projects are the core of the Extended Day Program. Passion Projects are magical. They are designed to tap into the things that make our scholars' hearts race, their eyes light up, and their engagement increase to maximum levels. Through these projects, our scholars will have the opportunity to dive into arts and crafts, pursue a STEM project, learn computer programming, practice a musical instrument, play a sport, take a dance class, and more! The courses are facilitated by our various partner organizations across Darlington County, and most are hosted on our campus. For off-site courses, transportation to and from campus will be provided.

The Extended Day Program daily schedule is as follows:

4:00 – 4:25 recess (snack provided)

4:30 – 4:55 QUEST (silent study)

5:00 – 5:50 Passion Project

5:50 – 6:00 Dismissal

QUEST

Before heading to their Passion Projects, BA Scholars participate in QUEST—which stands for Quality, Uninterrupted, Enforced Study Time. During QUEST, the entire school is devoted to silent study, with the exception of the dining hall where scholars may study in groups. This is also an ideal time for scholars to complete their homework or receive tutoring from our Extended Day staff. QUEST is also part of our Day program for grades K, 1st and 2nd.

Pickup for Extended Day

Except for extenuating circumstances, families should not plan to pick up scholars during their Passion Project class (5 - 5:50 pm). Once a Passion Project class has started, it is our expectation that the scholar will stay for the entire class.

To honor our staff schedules, we will be implementing the following Late Pick Up policy: The second occurrence of your child/children being picked up after 6:00 pm will result in your child/children not being able to attend Extended Day the following school day. If this occurs 3 times in a quarter, your child/children will not be able to attend Extended Day until the following quarter. If there's anything we can do to support you with this policy, please contact our main office.

Behavior During Extended Day

To offer our scholars a consistent and safe Extended Day program, our staff will continue to follow the behavior policies of the school day. If your scholar is not adhering to the school behavior policies, the following protocols will take place:

- First Offense: Verbal warning to the scholar, family will be notified.
- Second Offense: Written referral to a leadership team member, family will be notified.
- Third Offense: Dismissal from the XDP for the remainder of the semester.

Arrival & Dismissal Procedures

The Basics

The school officially opens to scholars at 7:30 am each day. All cars should enter campus using the Poole Street entrance and exit via 6th street. Upon arrival, members of the school team will greet each scholar as he/she arrives. The scholars' uniforms will be checked upon arrival, and any violations will be noted. The parent or guardian will be contacted as appropriate.

Car Line Procedures

A map of our car line flow can be found on our website. The car line begins on Poole Street. Please line up in a manner that would allow you to make a right turn into our Poole Street entrance. Families will not be allowed to make a left turn into the Poole Street entrance during Arrival or Dismissal.

Morning Car Line Drop-off

For A.M. carline, please remember the following items to help car line run smoothly and keep our scholars safe:

- Please drive forward to the next available staff member at the orange cone to drop off your children.
- Please do not park your car or get out of the car line. If you want to walk your children in, park in the parking lot, and escort them across the car line path.
- Please do not use your cell phone when driving in the car line.
- Please have your children put down any toys as soon as you drive onto Poole Street prior to Drop-off.
- Please ensure that you are aware of traffic movement prior to your scholar exiting the vehicle.

Afternoon Carpool Pickup

For P.M. car line, please remember the following items to help car line run smoothly and keep our scholars safe:

- If you do not have your CarRiderPro tag, please park and walk to the reception area.
- Otherwise, please do not come into the lobby to pick up your child during car line
- Please do not park in or block the car line.

Kindergarten Only

For dropoff and pickup, all cars should enter campus using the Poole Street entrance and exit via 6th Street. There are two carlines: one for kindergarten scholars and another for all other grades. During dropoff, Scholars with siblings in kindergarten may enter with their sibling through the kindergarten carline.

Kindergarten scholars should be dropped off at the rear of the school and will enter directly into their classroom. All other grades will enter through the main entrance (vestibule), and either head to the dining hall for breakfast, or proceed directly to their classroom if they have already eaten.

Dismissal

Everyday except Wednesday

The school day officially ends at 3:10 pm for kindergarten. For all other grades, the school day ends at 3:30 pm. While pick up begins at 3:10 pm, kindergarten scholars may stay and will be supervised until 3:30. Scholars who are not staying for the Extended Day Program must be picked up by 3:55 pm in order to avoid a \$25 fee. This fee will be used to compensate our dismissal staff for additional time worked.

Wednesdays

On Wednesdays, the school day ends at 2:00pm for kindergarten and 2:20 pm for all other grades. We encourage families to pick up scholars on Wednesdays no later than 2:40 pm. However, scholars may stay and will be supervised until 3:55 pm, as needed.

General Practices

Animals are not allowed on campus. Please refrain from bringing animals whenever dropping off or picking up your child(ren). The safety of our scholars is of utmost concern. Therefore, no scholar in grades K - 6 will be allowed to leave the school without an adult escort and no scholar will be allowed to leave the school with an adult who is not his or her legal guardian unless that guardian has indicated on the school release form that the adult is authorized to pick up their child(ren). South Carolina laws establish that an individual is legally considered an adult when they reach 18 years of age.

Extended Day & Dismissal

Extended Day program begins at 4 pm, Monday through Friday. Families who are not participating in our Extended Day program are responsible for picking up their scholars by 3:55 pm. Scholars who participate in Extended Day can be picked up during one of two windows:

- Before 5:00 pm, or
- Between 5:50 - 6:00 pm

Except for extenuating circumstances, families should not plan to pick up scholars during their Passion Project class (5 - 5:50 pm). Once a Passion Project class has started, it is our expectation that the scholar will stay for the entire class.

Front Office Hours

Our Front Office is open from 7:30 am to 4:30 pm, Monday through Friday. If you need to pick up your child early, please alert the office at least 24 hours in advance. Also, please note that the Front Office is not open for early pick ups during the last 30 minutes of the school day.

Uniforms

French Toast is the company that provides all of our uniform needs. To be sure you are purchasing school approved items, please use the link on our official school webpage. Uniforms improve our learning environment by:

- Helping scholars concentrate on their school work
- Setting a tone for serious study
- Removing distractions created by socioeconomic differences and trendy fashion
- Instilling discipline and self-respect

Uniforms unite our school community and demonstrate our sense of pride in education. When you see a group of scholars in the Butler Academy uniform, it is a powerful visual statement about our community and our commitment to education. When they put on their uniforms each morning, Butler Academy scholars commit to live up to high expectations for themselves.

Additionally, uniforms create a safe learning environment by helping school officials recognize intruders. Scholars and parents are expected to honor the uniform code so that valuable learning time is not spent examining scholar attire to determine appropriateness. Financial assistance to help with the purchase of uniforms may be available annually and donations of new or gently used uniforms from BA families are encouraged.

If a scholar arrives at school with an incorrect or missing uniform item, the family will be called and asked to bring in the appropriate item, or the child will be changed out of the inappropriate item, the family will be notified and asked to return the borrowed item the next day. The family will be charged for the cost of any uniform items not returned within one week. Scholars may not change out of the Butler Academy uniform at any point during the school day.

Uniforms must be worn during school hours and Extended Day programming, as well as during field trips and special school activities. Scholars are not permitted to change out of their uniforms during or after school unless participating in college or career readiness activities, or an Extended Day activity that **requires** non-uniform clothing.

Pants / Shorts/ Skirts

Skirts, skorts, capris, shorts and pants must be khaki in color, modest in style, worn at the waist, and not overly tight. The hemlines of skirts, skorts, and shorts must be no shorter than 2 inches above the knee when seated. Girls are required to wear shorts under skirts. Long (to the ankle) navy, white, or black leggings may be worn under skirts, shorts or skorts. Wearing long dresses is discouraged because it may limit a scholar's ability to fully participate in physical education. **Jumpers are not permitted** because they cover the uniform polo top.

Shirts

Long or short sleeve polo shirts with the school logo are the required uniform top. Other than plain white, navy, gray, or black undershirts worn under uniform shirts; underclothing should not be visible. Girls and boys in grades 5-12 are required to keep their shirts tucked in at all times. Belts are optional, but if worn, must be solid black, brown or navy.

Shoes

Shoes should be safe to wear and minimize distractions. They should be solid white, black, or navy in color and closed-toe, closed-heel, tied, or fastened. Heels or soles should not be higher than 1 inch. Slippers, Croc-like shoes, thin-soled shoes, flip-flops, or open-toed shoes are not permitted. Solid navy, white, or black socks or leggings are considered part of the uniform.

Accessories & Outerwear

Scholars may wear jewelry or hair accessories that do not pose a distraction. Makeup should be appropriate as well. No hats of any kind, including baseball caps, may be worn inside the school building. Head coverings of a religious nature are permitted. Sweaters or sweatshirts with an official Butler Academy logo are considered a uniform item and acceptable at all times. Outerwear that is worn for warmth to and from school and during outside recess is not considered a uniform item.

Free Dress Guidelines

Uniforms are not required during interim programs. Nonetheless, clothing should be modest and fit appropriately; nothing overly tight or baggy. Shirts must cover shoulders and midriffs. Shorts, skorts, and skirts should follow the BA hemline guidelines.

Physical Education (P.E.)

There is a gym uniform for Middle School only. Lower School scholars may not change clothes for P.E.

Avoiding Distractions from Education

Please note that whenever any element of physical appearance or grooming—even if it is allowable under the school's current rules—becomes a distraction to one's self or to others, it is no longer acceptable.

[Thank you for reflecting our Core Values of Respect and Excellence as you honor the BA uniform code.](#)

Academic and Culture Protocols

Classroom Names

At BA, our expectation is that every scholar will be prepared to attend a high-quality college or university. From Day 1, this is a real possibility, and everything we do is in service to that goal. To promote this mindset, classrooms for grades K through 8 are named after colleges and universities. The names have been chosen to represent schools that are relatively close to home, have ACT composite scores of 23 or higher, and a proven track record of graduating female and minority students. During homeroom, scholars will learn about their college's location, academic programs, and traditions. Through cheers and fight songs, each class will also represent their college's mascot and culture at school-wide events throughout the year.

Homework

Homework is an essential component of the Butler Academy educational program. It is designed for scholars to practice skills taught in the classroom and develop good study habits. Families can help their scholars by establishing routines at home for scholars to follow each day and by providing a quiet, organized place to work. Homework must be completed in full and in accordance with Butler Academy high standards for professional presentation.

Each scholar will be provided with a Take-Home Folder. Any assigned homework will be placed in this folder, either labeled *Homework*, or it will be placed in the Homework section. The scholar's teacher will provide specific instructions that will also include expectations for keeping work looking neat and presentable. Each scholar's Take-Home Folder may include a nightly Reading Log, a list of sight words to study, practice math problems, and fluency facts. These folders are designed to teach scholars essential organizational skills, and they must be kept neat and in working condition with no stickers or writing on them. There are high standards for homework. **All homework must be neat, clean, and thorough.** All homework must be completed in pencil. Homework folders are turned in to teachers each morning as soon as scholars arrive at school.

Late, missing, incomplete or poorly completed homework assignments will be reassigned during scholars' free or play time. This may include redoing work during recess, specials or scheduled break time. Families will receive a note and/or phone call if their scholar has not completed assigned take-home work.

Literacy At Home

All scholars are encouraged to read a minimum of 20 minutes every night (including weekends and holidays). Practicing now will help scholars build stamina and a love of reading. Teachers will help scholars document and keep up with their reading progress (how many books, increased levels of text, and reading stamina). The scholars who read the most at home are consistently the best readers. **Supporting your child's reading at home is the best way to help them improve their reading fluency, accuracy, vocabulary, and comprehension.** It is especially helpful when you ask your child to read out loud and stop occasionally to tell you what he or she has just read.

Behavior

At Butler Academy, we work to ensure that every child is safe and has the chance to learn without disruption. We have high expectations for scholar behavior and we “sweat the small stuff” to create and preserve a focused learning environment.

Discipline is thought of as part of the learning process. When there is an issue, supports are given to scholars on an individual basis. In every instance, BA staff are expected to be firm and consistent but calm and loving. If problems arise between or among the children, staff may stop the problem using one of the following:

- a. Remind students of the expectations
- b. Redirect toward expected behavior
- c. Adjust learning environment (i.e. relocate desk or teacher proximity)
- d. Facilitate a problem-solving conversation
- e. Ask scholar to take a "break" (allow time and space to reset in specified location)
- f. Remove a scholar's privilege

If repeated offenses occur and the above strategies have been tried without success, parent(s) will be contacted, and the school and family will co-create an individual plan.

Our teachers will also use a variety of strategies to promote positive behavior and use positive reinforcement to create a healthy classroom community. We recognize and celebrate scholar successes at every opportunity. We also use logical consequences to address inappropriate behavior and to teach appropriate behavior. Scholars may lose school privileges (free play, field trips, etc.) when they violate the rules of their classroom and school communities. Butler Academy staff members are committed to enforcing consequences consistently and fairly for scholar behavior.

Butler Academy teachers and support staff will write notes to and/or call parents to share specific information regarding their scholars' behavior as appropriate. Parents or guardians will be contacted by phone in the case of any severe behavior.

Family Involvement

Butler Academy families are partners in the education of their children. The important task of educating a child calls for the school, the scholar, and the family to work together to ensure success. Our School-Family-Scholar Commitment reflects this shared responsibility and outlines our roles and obligations. To keep families connected with our school and their child's education experience, we ask that family members

- Volunteer at BA for at least ten (10) hours per school year; 5 hours before Winter Break and 5 hours prior to May 15
- Attend celebrations and exhibitions of student academic and artistic accomplishments
- Attend scheduled Family -Teacher conferences, scheduled home visits, and essential meetings

Family Orientation

Our Family Orientations will be held before the first day of school. Orientations will include the presentation of key school policies, information about the instructional program, and systems for family communication.

Academic Progress Conferences

At the end of the first and second quarters, parents come to the school for Family-Teacher Conferences to meet with their children's teachers. Please see our calendar for dates for these conferences. If a family or a teacher has to miss a scheduled conference due to an emergency, the teacher will contact the family to reschedule the conference within two weeks of the initial date.

Teacher-Family Communication

Throughout the year, you will receive phone calls from your child's teacher. This is an opportunity for you and the teacher to share updates about your child's academic and social progress and address any questions you may have. If you have an urgent question or concern, you can always contact your child's teacher or the school office via phone or email and expect a response within 24 hours when school is in session.

Take-Home Folders and School Announcements

Every day or at the end of each week (depending on your scholar's grade), he/she will bring home a Take-Home Folder. The folder may contain:

- Assigned homework
- Reading Log
- School/class announcements
- Scholar work and assessments
- Behavior chart
- Newsletter

The Take-Home folder is the method we use for daily/weekly communication between teacher and parent. The communication sheet or newsletter may include a note about what your child is learning each day, noteworthy triumphs, and any specific requests or concerns. Space will also be provided for families to write a short note back to the teacher. School/Class Announcements will be placed in the left pocket of the Homework Folder. This will alert you to any updates to the schedule/calendar, upcoming events, field trip information, and other reminders. It is very important that you take the time to read information completely and respond when requested.

Volunteer Projects

Our support staff will send out requests for volunteers who can assist at the school with ongoing needs, such as arrival, dismissal, meal delivery, art class or specific projects. We are always grateful for any help you can offer.

Friday Celebrations

Community Celebration takes place every Friday. This is an all-school gathering that showcases the grit, integrity, and academic achievement of our scholars. It also gives us the chance to publicly demonstrate the gratitude we have for each other as one team and one family. Family members are invited and encouraged to attend this event **starting on the first Friday in September**.

School Visitor Policy

Families of Butler Academy scholars are encouraged to visit the school during designated event and meeting times and are always welcome to schedule individual meetings with teachers and administrators. Unless prior written approval from a Leadership Team member has been granted, families should not visit classrooms during instructional hours in order to limit disruption to our scholars and teachers.

All visitors in the building, including family members, vendors, and volunteers, are required to check in at the front office. A State issued driver's license or identification card must be presented and scanned into Raptor Technologies Visitor Management system. All visitors must wear a visitor's badge, including volunteers. The only door to obtain entrance into BA is our front buzzer/security door. Visitors who do not follow our building security/visitor's policy and will be asked to leave immediately. If any visitor displays behavior that is endangering scholars, using inappropriate language, threatening others in the building, etc., Butler Academy reserves the right to remove them.

Mandated Reporting

From the DSS regulations: Any person paid to care for or work with a child, including any teacher, educational administrator, guidance or family counselor, who in the professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him or her, which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition shall immediately report such condition to the Department of Social Services as a mandated reporter or to such person designated by the school leader who shall file such report.

Emergency Procedures

At the beginning of the school year, each teacher will review emergency procedures. Students will be taught how to respond during various emergencies through whole school drills. Monthly fire drills will be conducted throughout the year. Other Emergency Safety drills that may be conducted during the school year include Code Red, Code Yellow, Earthquake, Tornado, Medical, and Evacuation drills. Procedures and evacuation routes are posted in each classroom. All staff are trained on all evacuation and safety procedures for the various types of emergencies. The school administration will keep record of these drills.

Inclement Weather

When inclement weather affects our region, BA will make school closure decisions based on weather forecasts and information we receive from the Darlington County Emergency Services. Our goal will always be to keep scholars, their families and our staff safe while on campus and during their commute to and from campus. BA reserves the right to close school in the event of a school-based emergency or facility issue. Whether due to inclement weather or facility emergency, we would notify all parents via phone and email.

Assessments

Butler Academy employs multiple assessments to monitor scholar progress, inform instruction, and ensure that all scholars are on the path to college. Teachers and administrators work to create a positive environment for assessments, making them opportunities to show off all that scholars have learned. The assessments are administered throughout the year. Beginning in 3rd grade, scholars will participate in state testing. Teachers analyze the results to inform their instruction and identify scholars ready for the next level of challenge and/or in need of extra help. Results are shared with families through notes home, phone calls, conferences, and report cards.

Restroom Procedures

It is expected that all BA scholars will be fully potty-trained. This means that scholars must be able to button/unbutton/zip/unzip pants, shorts, skirts, or skorts, fully wipe themselves after using the restroom, and be able to change their own clothing in the event of an accident. Children can go to the restroom at the teacher's discretion whenever necessary throughout the day. We ask parents to notify the school if their child has unique needs regarding use of the restroom.

Family-Teacher Conferences

Research shows that the more parents and teachers share relevant information with each other about a scholar, the better equipped both will be to help that scholar achieve academically. Family-Teacher conferences are held quarterly for this reason. Please check the academic calendar for the exact dates of these conferences so that you may plan accordingly.

Class and Homeroom Assignments

At BA, we strive to make class and homeroom assignments that are purposefully diverse and representative of varying learning abilities and skills. We also take into consideration how scholar needs overlap with the support resources we provide, such as IEP services and reading intervention. Our class assignments are otherwise randomized. As part of our commitment to equity, because we cannot accommodate all assignment requests, we do not accept or accommodate any requests for a specific teacher or for certain students to be placed together or apart.

Our School President does reserve the right to reassign a scholar to another classroom during the course of the school year at his or her discretion, but these occasions are rare. Two other exceptions to our placement guidelines are as follows:

- We solicit input from families of twins in grades K and 1 regarding whether to place the siblings together or apart.
- We solicit input from homeroom teachers with children enrolled in their assigned grade level regarding whether their scholar would thrive socially and emotionally if assigned to their homeroom

With scholars who can potentially be together for 13 years (grades k - 12), conflicts are almost inevitable. However, we don't view avoidance as the solution. Instead these conflicts are reminders of our commitment to teach our scholars key life skills like effective communication, healthy relationship building, and conflict resolution. Similarly, we view teacher concerns as a reminder of our commitment to continually support and position every BA educator for success.

Promotion Policy

Butler Academy is committed to setting up scholars for success, so we have rigorous standards for promotion. It is not automatically assumed that scholars will pass from one grade to the next: each scholar must earn promotion by demonstrating mastery of essential grade-level knowledge and skills. Scholars may not be promoted if they are performing significantly below grade-level standards and will instead have an additional year to develop the skills, knowledge, and capacity needed to be successful in the next grade and beyond. Promotion decisions will be made by the School President and Dean of Academics and will be based on measures including a scholar's performance in class and on assessments, attendance, and homework completion. General standards for promotion include:

- Attendance at least 90% of school days.
- Demonstration of grade-level proficiency in reading as indicated by the Developmental Reading Assessment (DRA) and MAP assessment.
- Demonstration of grade-level proficiency in math as indicated by a minimum average of 70% mastery of math standards.
- Completion of required homework and home reading.

A scholar may be a candidate for retention if he or she does not meet one or more of the above standards. The School President and Dean of Academics will consider each of these factors in making

promotion decisions. We will track daily attendance, reading and math proficiency, homework, and home reading completion closely and communicate promptly and directly with families to minimize the impact of absence and/or homework on any child's academic progress.

Scholars who have IEPs will be promoted to the next grade based on successful completion of the goals of the IEP in alignment with the school's promotion policy. The BA Leadership Team and staff will communicate this policy proactively to scholars and families and will uphold and implement the policy fairly and consistently.

Scholar Care and Nutrition

Nursing Services & Medication

Butler Academy will notify the parent or guardian immediately if a scholar is injured or too ill to be at school. In the case of a minor illness or if a child requires medication during school hours, we can assist by administering medication. However, medication may not be given without the completion of a release form by a parent and healthcare provider. This policy applies to all medication, including aspirin, Tylenol, and other over-the-counter drugs. All scholar medications will be kept in a locked cabinet.

Emergency Situations

If there is an emergency at school, the parents or guardian will be called immediately. If the parent or guardian cannot be reached, the emergency contacts (per the Health Info page of the Enrollment packet) will be called. The Butler Academy nurse will handle any emergency situation along with the school first response team. If a parent cannot be reached and it becomes apparent that the child requires medical attention, EMS will be called. The child will be taken to Carolina Pines Hospital for treatment. The school would supply any emergency medical records or health information to the EMS so that those records would accompany the child with the medical personnel. If a parent is not able to get to school in time to accompany the child, the school designated person will accompany the scholar to the hospital until a parent/guardian arrives.

Scholar Records

The school administration is in charge of scholar records. All children's medical records are located in the school clinic. If a parent or guardian would like to examine a child's record, they should submit a request in writing to the Registrar. Within five business days of receipt of a written request, the school, depending on the requested information, will respond by:

- Making the information available at the school itself during normal business hours to the person requesting it;
- Denying the request in writing; or
- Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied.

There are two different types of scholar records:

Directory Information: Directory Information is basic information such as name, address, and telephone number. We will not share family information without permission from that family. Other information may be obtained, such as contact information for an employee of the school.

Confidential Records: Confidential Records include grades, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without consent by the parent / guardian.

School Meals

Breakfast, lunch, and snacks will be available each day at Butler Academy through our food vendor. These meals are free to all scholars. Families may send breakfast or lunch to school; however, scholars will not have access to a refrigerator or microwave. Fast food options (including beverages) for breakfast or lunch are not allowed. If you are sending meals to school with your child, we ask that you send nutritious foods in one bag or container that has the scholar's name on it. **Candy, gum, caffeinated drinks, energy drinks and sugary drinks (e.g. soda) may not be brought to school.** Any food items that are not allowed will be sent back home.

Scholars will be allowed water breaks during the day and will be provided water or milk at lunch. Scholars are permitted to have water bottles throughout the day.

Food Allergies and Other Special Dietary Needs

If scholars have a food allergy or other special dietary needs, guardians must submit a diet form, completed by a physician. This form should be submitted to our school nurse, Zella Benjamin (benjamin@butleracademy.us) and include the following information:

- an identification of the medical or other special dietary condition which restricts the child's diet
- the food or foods to be omitted from the child's diet
- the food or choice of foods to be substituted
- If the request is based on a food allergy, there must be medical documentation of the allergy in the form of a doctor's note

Other Information and Policies

Cell Phones / Electronics

Scholars are not allowed to use cell phones or other personal electronic devices (games, ipods, etc.) in school or on school field trips. If a cell phone or personal electronic device is seen at school, it will be confiscated from the scholar and returned when a parent or guardian comes to the school to pick it up.

Messages / Phone Use / Voicemail

Scholars and teachers may not receive incoming phone calls or messages during the school day unless there is an emergency that requires immediate attention.

Scholar Belongings

Items including, but not limited to, toys, game cards, trading cards, silly bands, markers, stickers, and other non-school items are not allowed at school. Butler Academy provides scholars with all of the learning tools they need. Scholars who violate this rule will have their item(s) confiscated until picked up by a parent and will receive a consequence for the violation of a school rule.

Lost and Found

The school keeps a small lost and found box in the main office. At the end of every quarter, items left in the box may be donated to a local charity.

Classroom Parties, Birthdays, and Other Events

To maintain the structure and consistency of the school day, Butler Academy does not host classroom parties. However, we recognize the importance of birthdays in a scholar's life and will do our best to make each scholar's birthday special. Our staff will ensure that all children are recognized on their actual birthday.

In alignment with our core value of belonging and to honor our commitment to creating an inclusive learning community, if a parent wishes to distribute home birthday party invitations at school, the invitations must be distributed to all scholars in the class. The only exception is for gender-specific parties; in these cases, invitations must be distributed to all of the boys in the class for boy-only parties, and to all of the girls in the class for girl-only parties. Parents may not distribute invitations at school to a select group of scholars. Out of respect for other families' traditions, dietary choices, and values, please do not send any party items to classrooms.

Tobacco Policy:

No person is permitted to possess or use tobacco or a tobacco substitute in any way at any time, including non-school hours, on school property, or at any school-sponsored event or activity off campus. Tobacco substitutes prohibited by this policy shall include any substance delivered via e-cigarettes or vaporizers, as well as smokeless tobacco.

A student who uses, possesses, or distributes drugs, alcohol, or tobacco on campus, or while attending a school-sponsored activity, will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel.

Gun Free Schools Act policy

Any scholar who possesses, uses, or transfers a firearm on school grounds or at a school-sponsored activity will be recommended for expulsion for one calendar year. A firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. The term firearm also includes any explosive, incendiary, poison gas, bomb, or grenade. On a case-by-case basis, the SCPCSD Superintendent with the recommendation of the school president may modify the one calendar year expulsion recommendation.

Non-Discrimination Policy

Butler Academy shall comply with all federal and state laws and regulations prohibiting discrimination. Specifically, it is the policy of Butler Academy that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, parental status, marital status, sexual orientation, physical disability, mental disability, emotional disability, or learning disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any education program or activity.

Title IX Coordinator

Natasha Ducey

ducey@butleracademy.us

843-287-2399

Family Partnership Agreement

We believe that by working together as partners our school staff and families can create a safe, joyful, and challenging school environment that opens the doors of possibility for all of our scholars at BA. We commit to this partnership.

As a learning community, Butler Academy teachers and support staff commit to:

- Providing an education that supports a child's social, emotional and academic skills
- Maintaining an emotionally and physically safe learning environment where all scholars have the ability to learn and grow
- Planning and executing rigorous lessons every school day to prepare our scholars for success in their college and employment careers
- Assigning meaningful, developmentally appropriate homework
- Communicating with and making consistent efforts to inform families of scholars' strengths and challenges
- Communicating quickly and clearly with families when behavior concerns arise
- Making ourselves available to the questions, concerns, and suggestions of our families

In return, we ask that our scholars and families commit to:

- Making sure children arrive in the building no later than 7:55 am everyday
- Picking up children from school at our designated dismissal time each day
- Preparing children for learning by sending them to school well-rested, with their necessary supplies, and dressed according to BA's uniform dress code
- Reviewing homework daily and signing Learning Logs, as required
- Carefully reading emails and signing papers BA sends home in take-home folders
- Working together with BA teachers and staff to teach children to be good citizens by reinforcing the BA core values and school rules
- Volunteering at BA for at least ten (10) hours per school year; 5 hours before Winter Break and 5 hours prior to May 15.

I have received the Butler Academy Scholar and Family Handbook. I understand that this handbook captures the policies and procedures of our school, but that policies and procedures will need to change from time to time. I understand that the school will update this handbook periodically and will notify me of any changes.

Scholar's Name: _____ Date: _____

Homeroom: _____

Please submit one signed copy per scholar

Parent or Guardian Name (print): _____

Parent or Guardian Signature: _____