



Butler Traditional High School

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JEFFERSON COUNTY PUBLIC SCHOOLS

Equal Opportunity Policies

Equal Employment Opportunity Employees/Applicants

The Jefferson County Public School District shall not discriminate in recruitment or employment on the basis of age, color, creed, disability, marital or parental status, national origin, race, sex, sexual orientation, veteran status, religion, or political opinion or affiliation. The District shall promote equal opportunities through a vigorous affirmative action program as an integral part of personnel policy and practice in the employment, development, advancement, and treatment of employees of the Jefferson County Public Schools.

In the Event of Questions

Employees or applicants, report to immediate superior, appropriate personnel administrator, the Compliance and Investigations Office, or the appropriate enforcement agency if you believe you have experienced harassment/discrimination.

Equal Educational Opportunity Students/Parents or Guardians

No student shall be denied equal educational opportunity by the board of education because of his or her age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, political opinion or affiliation or religion.

Harassment/Discrimination of any type is not permitted. A student has the right to attend school free from harassment and should not be subjected to discrimination for any reason. Schools will strive to ensure that these rights are protected and that appropriate consequences are provided to offenders.

In the Event of Questions

Students and parents/guardians, report to principal, the Compliance and Investigations Office, or the appropriate government agency if you believe you have experienced harassment/discrimination.

Noncompliance with the above policy and procedures may result in disciplinary action.

Discrimination Grievance Procedure

The Jefferson County Public Schools Discrimination Grievance Procedure is available at local schools, on the Jefferson County Public Schools Web site at www.jepsky.net, or in the Compliance and Investigations Office, C. B. Young Jr. Service Center, 3001 Crittenden Drive, Louisville, KY 40209. Contact Cheryl Walker, Compliance and Investigations director, at 485-3341, or call or write one of the following enforcement agencies:

Equal Employment Opportunity Commission
600 Dr. Martin Luther King, Jr., Place, Suite 268
Louisville, KY 40202
(502) 582-6082
www.eeoc.gov

U. S. Department of Education, Office for Civil Rights

Wanamaker Building, Suite 515
100 Penn Square East
Philadelphia, PA 19107
(215) 656-6541
www.ed.gov

Kentucky Commission on Human Rights

The Heyburn Building, Suite 700
332 West Broadway
Louisville, KY 40202
(502) 595-4024
<http://kchr.ky.gov>

Louisville Metro Human Relations Commission

410 West Chestnut Street, Suite 300A
Louisville, KY 40202
(502) 574-3631
www.louisvilleky.gov/HumanRelations



www.jepsky.net
Equal Opportunity/Affirmative Action Employer
Offering Equal Educational Opportunities

TABLE OF CONTENTS

ADMINISTRATIVE STAFF	III
PURPOSE	1
CORE BELIEFS.....	2
GENERAL INFORMATION	3
SCHOOL DAY	3
OPENING EXERCISES AND ATTENDANCE.....	3
TRADITIONAL CURRICULUM	4
ADVANCED PLACEMENT	4
DUAL CREDIT/COLLEGE CREDIT.....	4
HONORS PROGRAM.....	4
ADMISSION POLICIES	5
SCHOOL PLACEMENT	5
ILLNESS REFERRAL	5
WITHDRAWAL POLICIES.....	6
GRADING POLICIES	7
REPORT CARDS.....	7
DEFICIENCY REPORTS.....	7
SEMESTER AND FINAL EXAMINATIONS	8
HOMEWORK POLICIES.....	8
ATTENDANCE POLICIES	8
EARLY DISMISSALS.....	9
EXCUSED ABSENCES.....	9
EXCUSED TARDIES	10
OCCURRENCES.....	10
MISSED CLASS WORK AND INSTRUCTION	10
SCHEDULING POLICIES.....	11
REGISTRATION	11
METAL DETECTOR	12
DRESS CODE POLICIES.....	12
DISCIPLINE CODE POLICIES	15
POLICY REGARDING COURSE FAILURES	18
GENERAL STUDENT INFORMATION	19
SCHOOL BUS	19
STUDENT PARKING	19
TELEPHONE MESSAGES FOR STUDENTS	20

VISITORS	20
COLLEGE VISITS	20
BEAR WEAR STORE	20
CAFETERIA	20
LOCKERS.....	21
LOCKER AND VEHICLE SEARCHES	21
STUDENT AIDES	21
HALL PASSES	21
SOLICITATION	22
ATHLETICS AND ACTIVITIES	22
EXTRACURRICULAR ACTIVITIES	22
ELECTED OFFICES	22
ATHLETIC LETTERS	23
ATHLETIC ELIGIBILITY	23
SCHOLASTIC LETTERS	23
TRADITIONAL CURRICULUM AND THE SEAL OF ACHIEVEMENT	24
TOP TEN RECOGNITION	24
KEES SCHOLARSHIP AND CURRICULUM REQUIREMENTS	25
ACADEMIC COMPETITION LETTERS	25
PARENT/STUDENT COMMITMENT	26
STUDENT RESPONSIBILITY TO TEACHERS.....	26
BUTLER TRADITIONAL HIGH SCHOOLCERTIFICATION	27
DIRECTORY INFORMATION OPT-OUT FORM	28
MILITARY RECRUITER OPT-OUT FORM	29

ADMINISTRATIVE STAFF

William Allen	Principal
Robert Reedy	Administrators
Kathy Walker	
Travis Ziegler	
Julianne Davis	Counselors
Kevin Fowler	
Karin McDevitt	
Michael Stites	
Missy Callaway	Goal Clarity Coach
Janet Parrish	Librarian/Media Specialist
Todd Schroering	Student Technology Coordinator
Kim Johnson	LEEP
Erik Dandy	Social Worker
Ivory Rollins	YSC
Sheryl Bruner	Cafeteria Manager
Steve Kestler	Day Lead Custodian
Paul Schardein	Area Maintenance

BUTLER TRADITIONAL HIGH SCHOOL

A great place to receive a great education.

BUTLER TRADITIONAL HIGH SCHOOL

Suda E. Butler High School, opened in 1954 and located in Shively, Kentucky, is proud to have been chosen in 1988 as the second high school in Jefferson County to offer the Traditional program. In this program the standards of patriotism, morality, and personal integrity are stressed in a structured learning environment. With its dress code, discipline code, heterogeneous grouping, and college preparatory curriculum, Butler Traditional High School continues to challenge its students to be the best.

PURPOSE

The Traditional Magnet Program provides a rigorous academic curriculum in a highly structured learning environment that is essential for maximum student achievement. The Traditional program contributes to a student's growth by placing an added emphasis on high academic standards, proper conduct, citizenship, and the development of self-discipline. A focus of the core subjects and emphasis on critical thinking helps student build basic knowledge and gain high competence in fundamental skills. Within its structured environment, the Traditional Program stresses the following:

- Study, understanding and mastery of English/Language Arts, Literature, Mathematics, History, Government, Geography, Sciences, World Languages, and the Fine Arts.
- Mastery skills in listening, reading, penmanship, grammar usage, composition, spelling, and mathematics.
- Development and extension of logical reasoning, inquiry, and analysis.
- Physical development in personal health, physical fitness as well as recreational and competitive sports.
- Traditional concepts of citizenship, courtesy, integrity, and respect for individual rights.
- Clearly established codes of conduct, dress, and rules of operation.

CORE BELIEFS

- * Education is the catalyst and the essential ingredient for providing the necessary knowledge, understanding, and values for an individual to productively contribute to society.
- * A structured, orderly learning environment is essential for maximum student achievement.
- * High academic standards of excellence are attained through the combined efforts of educators, students, and parents, who are committed to established guidelines and supportive of clear expectations.
- * The primary function of the traditional school is to teach a coherent, planned progression of basic skills, concepts, and self-confidence, and maturity.
- * Although the acquisition of knowledge and skills is our primary goal, it is also our responsibility to encourage students to think, to analyze, and to express their thoughts clearly and logically.
- * The program should contribute to all aspects of a student's growth by placing emphases on patriotism, a code of proper conduct and attire, moral values, and the development of self-discipline.
- * Since no acquired body of knowledge or skills is sufficient for a lifetime, education should be a continuing process. We are to develop students who are equipped as life-long learners.
- * The traditional school is open to students from all diverse backgrounds who have a commitment to the philosophy set forth by the traditional program.

GENERAL INFORMATION

School Colors:	Red and White
School Mascot:	Bear
School Letter:	B
School Song:	<i>"Oh, we will cheer, cheer, cheer for dear old Butler High, the pride of all the land. Loyal we'll ever be throughout eternity. For right and might we stand. Then onward! Forward! Vict'ry is our cry, Our Butler Bears will ever do or die! And now with all our might we will fight, fight, fight, for the honor of Butler High."</i>

School Day

The length of the school day is from 7:38 a.m. to 2:23 p.m.

First tone is at 7:25 a.m. At that time students are permitted on the first, second and third floors. **Note:** *students who arrive at school before 7:25 a.m. are expected to remain in the cafeteria or the large gym until the 7:25 a.m. tone.*

Opening Exercises and Attendance

Each day begins with an opening exercise consisting of a time of Silent Meditation, the saying of the Pledge of Allegiance, and the playing of the National Anthem. ***Each student is expected to participate in the opening exercise.*** Daily attendance is taken and announcements for the day are given during first period. ***Students are expected to be quiet and attentive.***

TRADITIONAL CURRICULUM

All courses offered at Butler Traditional High School are college preparatory and satisfy the requirements for Kentucky's pre-college curriculum.

Advanced Placement

Advanced Placement course work in World Geography, World History, U.S. History, Junior English Language and Composition, European History, Psychology, Calculus, and Biology II, Chemistry, and Environmental Science is available for honors students.

Dual Credit/College Credit

Students may earn high school and college credit by enrolling in dual-credit English, Oral Communications, College Algebra, Pre-Calculus, and/or Humanities. These courses are taught at Butler by a University of Louisville professor/Butler teacher team. Additional dual-credit courses are offered by Jefferson Community and Technical College.

Honors Program

The Honors Program offers students an accelerated curriculum designed for those who meet established criteria. Students who complete a minimum of 12 Honors classes in the 4 years of high school will receive an Honors Seal on their diploma. Students may enroll in up to a maximum of four (4) Honors classes per year. To remain enrolled in the Honors program, students must maintain a B or better average in Honors classes.

Required criteria for honors classes are as follows:

- A. Students must score a minimum of 7 in each of the Honors Areas (English, Math, Science, Social Studies) on the C.A.T. (Cognitive Ability Test) or a minimum total of 19 overall.

B. A minimum grade performance of B or higher specific to that class from the previous year

C. Teacher/Counselor/Parent recommendation.

Admission Policies

Students who apply for the traditional program should follow the same procedures as all other students submitting applications in order to register and apply for any Magnet School. Traditional Schools use a random draw process. In addition, to enter Grade 9, all students must pass English, Mathematics, Science, and Social Studies in Grade 8.

School Placement

Successful academic performance, as well as above-average attendance and tardy standards, are necessary for each student to remain in the Traditional program. A review of the achievements, behavior, and attendance records of referred students is done at the end of the school year. A parent will be notified by letter of recommendations for the next school year.

A student who becomes pregnant **may** enroll in the teenage Parent Program (TAPP) at the end of the next grading period and/or before the pregnancy becomes visible. All students who become pregnant will visit the TAPP Program to see what is offered to young parents. The student may return to Butler Traditional High School after delivery and after a conference with the school counselor at the end of the next grading period/semester.

Pregnant seniors may choose to participate in Butler Traditional High School graduation activities.

Illness Referral

A student who is not well enough to remain in class must obtain an illness referral form from his/her teacher, and then must report to the guidance center. There are no facilities

at school to care for students who are ill. As a result, parents will be contacted if students are too ill to return to class after a short time.

Withdrawal Policies

Withdrawal from Butler Traditional High School will be in accordance with the Jefferson County Board of Education's adopted policy for the Traditional program. Since no attendance areas exist for the two traditional high schools, transfers during a school year from one traditional high school to the other will **NOT** be granted. Students are expected to remain in a traditional high school for a minimum of one school year. If the student and parent desire a transfer to the other traditional high school for the following school year, a letter of request must be submitted to the local Principal by February 1. Requests received after that time will not be considered. Granting of the transfer will occur only (1) if there is available space in the requested school, (2) if such a transfer complies with the district's commitment to racial integration, and (3) if the student is in good standing.

A student will be granted only one transfer from one traditional high school to the other during a four-year period.

A student in the traditional high school program will not be granted a transfer to another magnet program since the policy regarding optional programs states that students must make application for programs and follow the normal application procedure. Transfers from a traditional high school to the assigned district high school during the school year will be granted only if both the losing and receiving Principal concur. These transfers will occur only at the end of a grading period or first semester.

Grading Policies

Students are scheduled for year-long courses in the Traditional program. Grades are determined at the end of the year by averaging the six report card grades and the examination grade. The exam grade is derived by averaging the mid-year exam given after the first semester and the final exam given after the second semester. A credit is earned at the end of the year for each course the student has passed.

The guidelines for assessing and reporting grades will follow the Jefferson County Board of Education approved Student Progression, Promotion, and Grading Handbook.

Student Engagement With Standards – No more than 20% of academic grade

Student Progression Toward Standards – No more than 30% of academic grade

Student Mastery of Standards – No more than 70% of academic grade

Report Cards

Report cards will be issued to students at the end of each of the six grading periods and will be taken home for parental review. Also, parents may view grades anytime on Infinite Campus through parent portal. Students are reminded that any attempt to change grades placed on the report cards without teacher approval will be viewed as **forgery** and receive the punishment following Butler's Code of Discipline.

Deficiency Reports

Deficiency Reports will be issued to those students performing below average or failing a class at the middle of each six week grading period. This report is designed as a communication tool between teachers and parents. It is the teacher's responsibility to issue a deficiency notice *and is the student's responsibility to take the notice home for parental review*. Any parent seeking a conference after receiving a deficiency report should contact the counselor's office.

Semester and Final Examinations

Semester examinations are given at the end of both the first and second semesters. The grades earned on these two examinations will be averaged and will make up 1/7 of the final grade for the course. Students are required to be present for these examinations unless participating in an activity approved by the Jefferson County Board of Education. No other reason for missing will be accepted. According to state law, the End of Course Assessments will be given in U.S. History, Algebra II, Biology, and Sophomore English at the completion of the course. These exams will count 20% of the student's final grade.

Homework Policies

The amount and kind of homework in a course of study is planned in accordance with each course. Meaningful homework is assigned on a regular basis to reinforce skills previously taught, to help the student become an independent worker, and to complete assigned projects. Students should expect at least 20-30 minutes per class, 2-3 times per week. If a student does not study at home, this fact is considered an indication that he/she is not satisfactorily fulfilling course requirements. Parents are expected to encourage regular, organized study, to show interest in assignments, to expect satisfactory performance, and to provide the proper conditions for home study.

Students are responsible for coming to class each day on time and with their books, paper, pencils, and/or any other required material. Students are expected to follow teacher directions and to participate in class. Failure of students to comply with these reasonable expectations may result in disciplinary action being taken for defiance and insubordination.

Attendance Policies

Regular attendance is essential for promotion and success. If it is necessary for a student to miss school, parents must call the school. Failure to notify the school by phone will result in the absence being recorded as unexcused. If an absence is unexcused, students will not be allowed to make up **any** missed work. Students who cannot maintain good attendance and tardy records will be asked to return to their home school. According to

Board Policy, perfect attendance includes no early dismissals, no tardies to school, no absences.

Student must attend at least 3 periods to participate in any extra-curricular activities.

Early Dismissals

Students are expected to remain in school the entire day.

Please schedule medical and dental appointments after school hours or on published non-attendance school days. If a situation arises that a student must leave early, permission must be obtained from a parent, guardian, or designated person. The school reserves the right to require such persons to come to school and sign the student out. A student who knows in advance that he/she will be leaving during the school day must present a note from his/her parent/guardian to the counselor's office before beginning of the school day.

This note must contain the following:

Student's name and advisement section, date to be excused, reason for leaving school, time to be excused, parent signature and telephone number where parent can be reached prior to 8:30 a.m. to verify the dismissal request. Inability to verify note with parent/guardian could result in student not being released. **After three sign-outs, a student is considered unexcused from class and no makeup work will be accepted.** On sign-outs four plus, a parent or card designee must come into the school building to sign the student out (even if the student drives to school and/or is 18 years of age). The adult signing the student out must show a valid picture identification.

Excused Absences

Only ten parent notes will be accepted to excuse a student's absence from school. On absences eleven plus, a student must have a note from the doctor/dentist (signed by appropriate medical personnel), funeral director, Officer of the court or drivers' license bureau for the absence to be excused. All notes for absences must be presented within three days of the student's return to school.

Excused Tardies

Only three parent notes per semester will be accepted to excuse a student's tardy to school. On tardies four plus, a student must have a note from the doctor/dentist (signed by the appropriate medical personnel), officer of the court, or drivers licensing bureau for the tardy to be excused. Tardy notes must be presented when the student signs in tardy.

Occurrences

NO STUDENT WILL BE ALLOWED TO ATTEND THE RING DANCE, PROM, OR ANY OTHER CLASS ACTIVITY IF HE/SHE HAS TWELVE OR MORE OCCURRENCES DURING THE SCHOOL YEAR.

An occurrence is defined as:

1. Each discipline referral that results in detention or Thursday School
2. Each day of ISAP
3. Each dress code referral that results in detention or Thursday School
4. Each tardy referral that results in detention or Thursday School
5. Each unexcused sign out
6. Each unexcused absence
7. Each day of suspension
8. Each day of suspension due to drugs or alcohol will count as 2 occurrences.
9. Each no show in detention

Any occurrences based on attendance will be evaluated by administration.

Any occurrences over 12 occurrences will be subject to forfeiture of any or all extra-curricular activities per administration.

Missed Class Work and Instruction

Class work missed because of any excused absence is to be made up. *It is the student's responsibility to request all work that can be made up.* Some work or class activities such as films, class discussions, guest speakers, and P.E. participation cannot be made

up; however, students are responsible for the information covered while absent. The deadline for make-up will be the number of days absent plus one.

Unexcused tardies and absences will be dealt with as a violation of the disciplinary code with the appropriate disciplinary measures being applied. Students reporting to school after the first tardy tone or reporting to any class after the tardy tone will be marked tardy.

Scheduling Policies

During the month of January, students will register for classes for the following school year. Changes in class schedules may be made until August 1. Schedule changes requested after that date and prior to the opening of school must be approved by both the Counselor and Assistant Principal responsible for scheduling. **After the beginning of school, no changes will be made.** All students will be expected to carry six classes. The only exception will be those seniors who serve as aides. Any student involved in the School To Work program (Co-op) who, after the first six weeks of school, is terminated or leaves the program will attend Jefferson County High School.

Registration

A letter will be mailed to all students who are scheduled to attend Butler Traditional High School assigning them a day for registration. During registration, students will be expected to purchase a P.E. uniform, PTSA membership, student ID card and pay class fees. In addition, schedules, lockers, and textbooks will be issued. Bus schedules and booster club information will also be made available.

Metal Detector

To ensure a safe school for all students, school officials are authorized to use hand-held metal detectors when school personnel have reasonable suspicion to believe that a student may be in possession of a weapon.

DRESS CODE POLICIES

At Butler Traditional High School, we consider appropriate attire and appearance to be directly correlated with academic success. We need only to look at the successful, positive role models in our community to see that a trait they all share is an obvious concern for appropriate appearance. We feel it is necessary to provide specific guidelines for students to follow and parents to support. We trust these guidelines will be regarded by all in the spirit in which they are intended. The dress code is not an attempt to deny anyone's religious or cultural heritage; however, since fashion changes frequently, individual circumstances will be addressed as the need arises. Current fads such as the "grunge" look or over-sized, baggy clothing are not within the spirit or the intent of the traditional guidelines.

*** All Dress Codes are at the discretion of the administration.**

Students not in compliance with dress code policies will be referred to the office. Parents will be notified and asked to bring appropriate clothing to the student. Student will be placed in ISAP until parent arrives. Continual disciplinary problems concerning dress code will result in a recommendation for release from the traditional program and a transfer to a more appropriate placement.

- Students should be neat and clean at all times.
- Students must be in **uniform dress** code during school hours. (*See page 16*)
- All shirts must be tucked in tightly at all times.
- Hair must be well-groomed, well-kept, and at a reasonable length.
- Both males and females must have a natural hair color
 - No unnatural hair colors (e.g. pink, orange, green, purple, blue, etc.)
 - No severe contrasts
- Hair must be free from designs, names, or lines cut into the hair.
 - One straight line is permissible to be cut into the hair for a part.

- ___ Females only may wear headbands.
 - Must be worn in the hair, not across the forehead
- ___ Bandanas are not allowed.
- ___ No facial hair (except mustaches or goatees) is allowed. Sideburns may not extend past bottom of ear lobe.
- ___ No non-Butler coats/jackets may be worn during the normal school hours (Must be placed in locker).
- ___ Pants/slacks must be the proper size and worn at the waist line with a buckled belt.
- ___ Undergarments must be worn.
- ___ BELTS MUST BE WORN AT ALL TIMES
- ___ Students must have a Butler ID on their person at all times.

Uniforms

Skirts: Must be a true uniform style skirt. Black or khaki (tan). No slits allowed. Hem must fall at least at the top of the knee. No corduroy or lycra skirts allowed.

Shirts: Only polo shirts (long or short sleeve) in solid colors of red or white (no other style shirts) may be worn. No stripes of any kind, anywhere on the shirt. Small logos are allowed on the left chest area only. Shirrtails must be long enough to be tucked in tightly at all times. No banded bottoms, snaps or zippers. Shirts must have buttons (3-5).

Slacks: Only uniform slacks in solid colors of khaki (tan) or black. No lycra, any type of stretch material or form fitting allowed. No corduroy or capri slacks allowed. All pants must have loops and a belt must be worn through the loops. No jean look-alikes are allowed. Slacks need to be the correct size in both the waist and length. No pants are allowed that are sagging or that have been cut up the seam. Draw string pants will **not** be allowed. Elastic waist bands must have belt loops. **No elastic on ankles – No yoga or sweat pants.**

Sweaters: No sweaters of any type may be worn.

Sweatshirts: ONLY BUTLER SWEATSHIRTS MAY BE WORN.

No hooded sweatshirts or coats/jackets are permitted.

Additional Options:

- Nylon v-neck pullovers with a Butler logo can be worn at all times.
- Short sleeve T-shirts (plain) may be worn under polos or sweatshirts.
- Only Red or White long sleeve T-shirts (plain) may be worn under polo shirts.
- Coats or jackets may **not** be worn. They must be placed in the locker at the beginning of the day and not taken out until 6th period. They may be carried to 6th period class.
- Butler T-shirts may be worn on Fridays.
- Butler windsuit jackets may be worn (no hoods); however, it must be zipped if worn over a Butler t-shirt, except on Friday when Butler t-shirts are allowed.

Please remember that it is impossible for the dress code committee to be aware of and address every new change in fashion in this handbook. We feel that students' academic success is directly correlated to appropriate attire and appearance. We trust that as the year goes on you will regard these guidelines and any changes in the spirit in which they are intended. Questions concerning the dress code and what may be worn are encouraged. *Please ask before you buy.*

Prohibited by Dress Code

- Shorts
- Open toe/heel (sandal, etc.,) clogs or flip-flops
- Grooming combs and hair curlers
- Hats, caps, scarves, gloves, and sunglasses
- Earrings worn by males
- Facial jewelry worn by female (nose piercing only-must be a “stud”-no hoop rings)
- Clothing representing other schools (sweatshirts, etc.)
- No gum chewing will be allowed in physical education classes.
- **NO SAGGING ALLOWED**

In this traditional program, the easiest part to follow is the dress code. When you don't follow this code, it tells us you don't want to be at Butler.

DISCIPLINE CODE POLICIES

Students will abide by the Jefferson County Public Schools' *Uniform Code of Student Conduct*, **except in cases where additional expectations have been established by Butler Traditional High School.** Every student will receive a copy of the JCPS Code. Students are responsible for reading and complying with this code and Butler's code which follows.

We expect each student to strive for the highest standards of honesty and personal integrity. Students are subject to the authority of all members of the faculty, administrative teams, office staffs and cafeteria and custodial workers.

UNEXCUSED TARDIES TO CLASS

3 tardies	Call to parent
6 tardies	1 day ISAP
9 tardies	2 days ISAP
12 tardies	3 days ISAP/parent conference/ probation
15 tardies	3 days suspension/ probation/parking privileges revoked.

Note: Thursday School 2:30 to 4:30 p.m.

BEHAVIOR/CLASSROOM DISRUPTION/FAILURE TO FOLLOW DIRECTIONS

First occurrence	1 day ISAP that period
Second occurrence	2 days ISAP that period
Third occurrence	3 days ISAP that period
Fourth occurrence	3 days ISAP/parent conference (in-person) recommend withdrawal

Any discipline over four occurrences will be subject to suspension.

All discipline matters are at the discretion of the administration.

INAPPROPRIATE USES OF TECHNOLOGY

First occurrence	1 day ISAP
Second occurrence	3 days ISAP/limited computer access.
Third occurrence	3 days suspension/loss of computer use

UNIFORM/DRESS CODE VIOLATIONS

First occurrence	Corrected/ISAP/two lunch detentions
Second occurrence	Corrected/ISAP/four lunch detentions
Third occurrence	Corrected ISAP/six lunch detentions
Fourth occurrence	Corrected/1 day ISAP
Fifth occurrence	3 days ISAP /parent conference/recommend withdrawal

CLASS CUTS

First cut	1 day ISAP
Second cut	2 days ISAP/parent conference
Third cut	3 days ISAP/parent conference (in-person)/behavior probation.

- Leaving class early will result in 2 lunch detentions.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION/UNAUTHORIZED AREA

First occurrence	3 days ISAP/parent conference/ probation
Second occurrence	3 days suspension/parent conference/ recommend withdrawal

FORGERY (Including changing of grades)

First occurrence	3 lunch detentions/parent conference/probation
Second occurrence	3 days ISAP/parent conference (in-person)/recommend withdrawal
Third occurrence	3 days suspension

CHEATING/PLAGIARISM

First occurrence	Zero/teacher call home/minimum 3 lunch detentions
Second occurrence	Zero/teacher call home/1 day ISAP/probation
Third occurrence	Zero/teacher call home/3 days ISAP/recommend withdrawal

PROFANITY/VULGARITY

First occurrence	3 lunch detention/teacher call home
Second occurrence	1 day ISAP/parent conference/probation
Third occurrence	3 days ISAP/parent conference (in person)/behavior probation

Profanity/vulgarity directed toward a staff member will result in a minimum of 3 days suspension.

FIGHTING

First occurrence	6 days suspension to the Board of Education/probation
Second occurrence	10 days suspension to the Board/recommend withdrawal

GAMBLING

First occurrence	3 days ISAP
Second occurrence	3 days suspension/recommend withdrawal

STEALING

First occurrence	Items returned/3 day school level suspension/recommend withdrawal
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USE/POSSESSION OF DRUGS AND/OR ALCOHOL

First occurrence	3 days suspension and 3 days ISAP and completion of school based program
Second occurrence	10 days suspension and recommend withdrawal

POSSESSION OF WEAPONS, SALE/DISTRIBUTION OF DRUGS/ALCOHOL

Recommended for alternative placement and exit from Butler Traditional High School

VANDALISM

\$100 or less	Repayment or replacement required/parent conference/2 days ISAP/recommend withdrawal
Over \$100	Repayment or replacement required/ parent conference/6-20 day suspension/recommend withdrawal.

SMOKING (OTHER TOBACCO USE)

First occurrence	6 lunch detentions
Second occurrence	1 day ISAP
Third occurrence	3 days ISAP and recommend withdrawal

PAGING DEVICES/CELL PHONES/CD PLAYERS

First occurrence	Confiscate device until parent picks up the device
Second occurrence	Confiscate device for 7 calendar days & return to student at end of 7 th day
Third occurrence	Confiscate device for 15 calendar days & return to student at end of 15 th day
Fourth occurrence	Confiscate device for 30 calendar days and parent pick-up at the end of 30 th day

- Fifth occurrence** 3 days ISAP /confiscate device for 30 calendar days & parent pick-up end of 30th day
- Sixth Occurrence** 3 days suspension/confiscate device for 30 calendar days & parent pick-up end of 30th day
- Refusal to relinquish ANY TELECOMMUNICATION DEVICE TO THE PRINCIPALS WILL RESULT IN A 3 DAY SUSPENSION AND LOST OF ALL ACTIVITIES*
- Refusal to relinquish ANY TELECOMMUNICATION DEVICE TO A TEACHER OR STAFF WILL RESULT IN A 1 DAY OF ISAP.*

EAR BUDS/HEADPHONES – Cannot be visible

Each occurrence Confiscated & Parent Pick-up

Student Suspension from School

On a suspension, students make request make-up work by emailing the teacher. It is recommended to complete work by return from suspension so not to fall behind in classes.

POLICY REGARDING COURSE FAILURES

1. A student **must** be on grade level each year to remain in the traditional program.
2. Failures for the year in English, Health, Physical Education, Science or Social Studies must be taken care of by repeating course either in summer school, eSchool or by independent study. These courses cannot be repeated at Butler during the school year.
3. A student failing three courses in one year may not return to Butler the following school year.
4. If a student fails English, the course will need to be repeated **before** returning in the fall.
5. A maximum of only two (2) credits can be made up during the summer, whether in summer school, eSchool or independent study. Independent study courses

may not be taken during the school year. **Note:** *The limit of courses that can be made up while in high school through independent study is three (3) as per the independent study office.*

6. Grade(s) from independent study or eSchool must be received by the Counselor before the opening day of school.
7. Completion of a research paper is a requirement of Senior English at Butler. The Research paper will serve as the Senior English Final Exam. Research papers must be completed and turned in at the end of the first semester.

GENERAL STUDENT INFORMATION

School Bus

The Department of Transportation provides school bus service to all students who reside one mile or more from the school. Students are encouraged to use this free service. Students must load, ride, and unload school buses in an orderly fashion, follow instructions of the driver, and obey the regulations approved by the JCBE. ***On the school bus, students are expected to abide by the same high standards of behavior that are required in the classroom.*** All bus referrals will be considered as a classroom disruption and consequences will be determined by progressive discipline.

Student Parking

Only senior and junior students are permitted to drive private vehicles and park on school grounds. **There is no exception to this.** Students will be permitted to park only in designated areas. Any student who chooses to drive an automobile to school assumes all risks connected with driving and parking and losses from theft, accidents, or vandalism. Therefore, "car trouble" means an unexcused tardy since the student has elected to provide his/her own transportation.

Telephone Messages for Students

Because of the very heavy volume of telephone calls our counselors, teachers, and principals receive, we ask parents not to call in messages to their child unless it is an **absolute emergency. Students are NOT to receive calls or texts during the school day; therefore, DO NOT call or text them on cell phones. This could result in a cell phone violation for your student.**

Visitors

Visitors are not allowed to visit classrooms during school hours.

College Visits

Seniors who desire to make college visits out of county are to contact the Senior Counselor for the necessary information and direction.

Bear Wear Store

Students are encouraged to purchase school apparel at the Bear Ware Store located on the first floor. We make a special effort to keep the Bear Wear Store stocked with Butler items for student wear. All income derived from bookstore sales is used to improve the school program.

Cafeteria

Student lunch time is scheduled during the fourth period. Teachers will inform students of their lunch time. Students are permitted to go to and from the cafeteria on their own but within the time limits allocated. All students **must** report to the cafeteria for lunch period. While in the cafeteria, students may sit where they like, but they are expected to remain in the cafeteria until dismissed by the tone. Eating lunch any place other than the cafeteria is prohibited. The Senior patio is reserved for Senior use only. Courtesy, good manners, and good conduct are expected from all students while in the cafeteria,

as well as at all other times during the day. Student lunch numbers will be issued to all students.

Failure to act appropriately in the cafeteria will result in 3 days of lunch detention.

Leaving the cafeteria before being dismissed will result in 3 days lunch detention.

No outside food may be brought into the cafeteria by family or friends.

Lockers

Students will be issued an individual locker at registration for storing books and personal belongings. Students are required to keep their combinations confidential and may not share lockers with other students.

Locker and Vehicle Searches

School lockers and parking lots are the property of the Jefferson County Public School District. At no time does JCPS relinquish its exclusive control of lockers and parking lots provided for the convenience of students. Periodic general inspections of lockers and parking lots may be conducted by school authorities for any reason at any time, without notice, without student consent and without a search warrant.

Student Aides

A limited number of seniors will be selected to serve as Teacher and Office Aides. The aide period is served in place of a sixth class. Applications, along with requirements, are available from the Counselor.

Hall Passes

Agendas must be used as a hall pass. Each teacher has an **OFFICIAL HALL PASS** for use when emergencies arise, making it necessary for students to leave class. **STUDENTS MUST HAVE A HALL PASS TO BE OUT OF CLASS DURING CLASS TIME.** It is the student's responsibility to obtain the hall pass from his/her

teacher. Restroom passes – 2 per class per semester. More passes by doctor’s note only. Teachers are responsible for monitoring hall passes.

Solicitation

The selling of items, the posting of information, or the making of announcements not approved by the Principal is strictly prohibited.

First Occurrence – Parent Call

Second Occurrence – 1 Day ISAP

Third Occurrence – 3 Days ISAP

ATHLETICS AND ACTIVITIES

Students remaining afterschool not involved in a sport or extracurricular activity must be with a teacher or at the front loading dock.

Extracurricular Activities

A wide range of extracurricular activities is made available to students at Butler in athletic, academic, service, and social areas. All students are encouraged to participate in a school program or activity. Only when students become involved will they realize the fullest benefits of their high school years.

An opportunity for all students to become involved in extracurricular activities will be provided at the beginning of the school year.

Elected Offices

Students who desire to seek elective office or to represent the school in other student roles are expected to maintain established academic, attendance, dress, and behavioral school standards. Those students who do not will be disqualified or removed from leadership roles.

Athletic Letters

The awarding of a letter to an athlete in any sport or sports-related activity is based on academic proficiency, good attendance, and proper conduct, as well as athletic prowess. The athlete must meet all requirements set forth by the Kentucky High School Athletic Association as well as the Jefferson County Public School District. In addition, a traditional school athlete must meet all requirements of his/her individual sport before a letter is awarded.

Athletic Eligibility

Freshmen	Must pass at least 5 classes.
Sophomores	Must pass at least 5 classes.
Juniors	Must pass at least 5 classes with a 2.0 GPA.
Seniors	Must pass at least 5 classes with a 2.0 GPA.

Scholastic Letters

The following criteria will be used in determining recipients of scholastic letters:

1. All students enrolled in Butler Traditional High School, and whose grades for every grading period of the entire year are received from Butler Traditional High School, are eligible.
2. **Final academic grades for the year** must be A's or B's in all classes with the total number of A's for the year being equal to or exceeding the number of B's. All conduct grades must be A's or B's in all subjects.
3. Any student suspended during the year from Butler Traditional High School becomes ineligible for the award during the year.

An academic banquet will be held each Fall to award Scholastic letters/bars for academic excellence earned the previous year.

TRADITIONAL CURRICULUM AND THE SEAL OF ACHIEVEMENT

While only 22 units are needed to meet the minimum graduation requirements, students are encouraged to complete the 24 units offered.

Students desiring to graduate with the Traditional Achievement Seal must complete the following requirements:

- A.** Twenty-four (24) units are required to graduate. Senior students selected as aides can graduate with twenty-three (23) units. Independent study and summer school courses do not count toward the seal.
- B.** If students have failed a class in high school, they are not eligible for the Traditional Seal.
- C.** Students must have completed at least two (2) years in the Traditional High School program.
- D.** In addition to the Jefferson County and State Graduation requirements, the Traditional High School requires two (2) units of the same foreign language.
- E.** A Valedictorian must be enrolled in a minimum of four (4) courses on campus.

Top Ten Recognition

To determine the Top Ten for the Class of 2012 and beyond, Butler Traditional will use a combination of the student's GPA and ACT score. Both of these numbers are equally important in determining the academic success of each student. The GPA is more subjective while the ACT is an objective nationally-normed score. Each will be equally weighted in calculating the Top Ten ranking.

The following formula will be used so each score represents 50% of the total 2000 points:

Since the highest GPA is 4.0, we will multiply the GPA by 250 to convert it to 1000 points.

Since the highest ACT is 36, we will multiply it by 27.778 to convert it to 1000 points.

Then we will sum the two numbers to determine the Top Ten ranking.

*The last ACT score we will accept will be the April test of the student's senior year. Another requirement is students must take at least 6 honors classes to qualify for the Top Ten

KEES Scholarship and Curriculum Requirements

Kentucky high school students have a great opportunity to make their education pay with the Kentucky Educational Excellence Scholarship (KEES). Students who study hard and make good grades (C+ or above) can earn scholarship money for college or technical school. The higher the grade point average, the more money a student can earn to be applied toward his/her post-secondary education. Bonus money is awarded for a student's highest ACT or SAT score. Students do not have to apply for the scholarship. They work hard, make good grades, and the schools do the rest!

For a Jefferson County Public School student to be eligible, he/she must meet the board approved graduation requirements, maintain a 2.5 GPA and be enrolled in a minimum of five courses each year.

All courses in Jefferson County Public Schools meet the academic rigor and course content required by the Kentucky Department of Education and therefore meet eligibility requirements for the Kentucky Educational Excellence Scholarship. In addition, the student's social security number must be on file for the student to receive this scholarship.

Academic Competition Letters

Butler Traditional High School, in cooperation with the office of academic competitions, will award letters for students competing in Governor's Cup Competition in English Composition, Language Arts, Science, Mathematics, Social Studies, Quick Recall, Future Problem Solving, and Humanities.

The following criteria will be used to determine recipients:

1. Conduct grades must be A's and B's.
2. Suspensions will result in ineligibility.
3. Attendance at matches and practices is mandatory.
4. Attendance at Governor's Cup is required.
5. Coach's recommendation is required.

Awards will be presented at the academic banquet during the fall semester.

Parent/Student Commitment

Being a member of the Traditional program involves more than placement in a Traditional School. Total commitment by both parent and student to support the Traditional program involves:

1. Cooperation between the school, parent, and student
2. Support of financial requirements, fund-raisers, and class dues
3. Required student attendance at certain school functions, ie., Graduation, Awards Night, etc.
4. Parental involvement **includes PTSA**, Parent/teacher conferences, and Open House.

The administrative staff is obligated to provide students with the very best possible educational experiences in accordance with traditional program expectations.

Student Responsibility to Teachers

Teachers must be provided with a calm, serene, and well-disciplined environment in which to teach. All of the instructor's time and energy must be directed toward the educational process.

Students will not be permitted to indulge in discourteous behavior to anyone in the building. Replies to teachers shall be courteous and prompt. Tardiness, failure to do work, disturbance of routine, and refusal to obey orders of the teacher are all a basis for firm teacher reaction. Professional educators and other staff members must be fully supported in their effort to teach. At Butler Traditional they are supported.

The administration pledges that the staff will be professional and courteous as well as firm, fair, and consistent.

BUTLER TRADITIONAL HIGH SCHOOL CERTIFICATION

We, the parent(s) and the student, certify that we have read the Student Guide and will conform to all rules and regulations of Butler Traditional High School.

We, the parent(s) grant permission for my child to access Internet email following JCPS's Acceptable Use Policy.

We, the parent(s) and the student, believe in the Traditional Program and will support the total concept, goals, and views to the best of our abilities.

Advisement Grade/Section: _____

Date: _____

Parent's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

Principal's Signature: _____

Note: This is to be returned to your Advisement teacher on the Friday after school begins.

"Educational excellence is traditional"

COMPLETE THIS FORM TO EXERCISE YOUR RIGHT TO PRIVACY

DIRECTORY INFORMATION OPT-OUT FORM

The District has designated a student's **name, address, grade level and major field of study** as Directory Information. If you **do not** want this information released to persons requesting Directory Information, **the parent/guardian or eligible student (18 years of age or older) must sign this form and return it to the school office by the first Friday in September.**

I hereby exercise my rights under state and federal law and hereby request that the name, address, grade level and major field of study of

_____ (student name), currently a student at Butler Traditional High School, **NOT** be released without prior written consent.

Signed by: (check one): [] eligible student [] parent

_____ Signature

_____ Print Name

_____ Address

_____ City/State/Zip

For and explanation of the state and federal laws applicable to this form, see the *Code of Acceptable Behavior and Discipline and the Student Bill of Rights.*

**COMPLETE THIS FORM TO EXERCISE YOUR RIGHT
TO PRIVACY**

MILITARY RECRUITER OPT-OUT FORM

If you do not want the student's name, address and telephone number released to military recruiters, the student (regardless of age), parent or guardian must sign this form and return it to the school office by the first Friday in September.

I hereby exercise my rights under state and federal law and hereby request that the name, address and telephone number of

_____ (student name), currently a student at Butler Traditional High School, NOT be released to military recruiters without prior written consent.

Signed by: (check one): student parent

_____ Signature

_____ Print Name

_____ Address

_____ City/State/Zip