



BUTLER
ELEMENTARY
SCHOOL

200 Brittany Drive
Chalfont, PA 18914
Please Visit our [Website](#)



FAMILY **HANDBOOK**

WELCOME TO BUTLER!

Welcome to a New School Year



Butler Bears "Butler at Its Best"

Welcome to Butler – Home of the Butler Bears! We are a Kindergarten through sixth grade elementary school community that values quality education and student excellence. It is our pleasure to welcome you to our school.

You will see that Butler is a school with a rich tradition of committed educators and professionals who work together to create a positive learning environment that focuses on helping students succeed. The Butler Elementary staff's commitment to ongoing professional development and learning provide the foundation for positive educational experiences for our students. We work diligently to understand the needs of our children – while providing a safe place for all students to learn. As professional educators, we persistently strive to instill that commitment to life-long learning within each of our students - in preparation for a child's personal successes within our changing world.

Equally important to our school community are the hard-working, talented, and caring students who attend this school. The children at Butler know that character matters – and with the support and guidance of their parents and teachers – our students are learning what it means to be dependable, reliable citizens. Specifically, the Butler Bears community focuses on 5-Pillars of Character, including understanding, teamwork, leadership, educational excellence and respect.

Policies and Procedures

The purpose of the Family & Student Handbook is to give Butler students and parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school.

In addition to reviewing our Butler Handbook, we encourage families to review the [CBSD Family Handbook](#) found [HERE](#). You can find all School Board policies [HERE](#)

[HERE](#) is a copy of the District's School Calendar.

Please review this information early in the school year. Should you have any questions about information found here or on any other school-related topic, we encourage you to call us at 267-893-4250.

Best wishes for a successful school year!

School Hours



Butler follows the "C" School Schedule.

Regular hours: 9:05 a.m.-3:45 p.m.; Car riders can begin drop-off no sooner than 8:45 a.m.

AM Kindergarten: 9:05-11:40 a.m.

PM Kindergarten: 1:10-3:45 p.m.

Early Dismissal: 12:25 p.m.

2-Hour Delay: Grades 1-6: 11:05 a.m.

AM students: 11:05 a.m.-12:50 p.m.

PM students: 2:00-3:45 p.m.

Butler's Positive Paw Power

As a member of the Butler community, Butler students follow the five pillars of Positive Paw Power listed below.

B

Butler at its Best

We work together and support each other. We are proud to be a part of this team! We are better together.

U

Understanding

We strive to be accepting of one another's feelings, beliefs, and differences. We act and speak with kindness.

T

Teamwork

We listen to and share our ideas with respect. We encourage each other as we learn and work. We make decisions that are best for everyone.

L

Leadership

We take responsibility for our actions, words, and attitudes. We respect each other and all adults. We follow rules and help others do the same.

E

Educational Excellence

We come to school each day ready to learn, try our best, and push through challenges as a team.

R

Respect

We treat everyone with kindness. We take care of school property and listen to those around us. We use good manners.

Student Attendance

Parents are legally responsible for seeing that their children attend school, and they may be cited for truancy if their children are unexcused more than three days or accrue greater than ten excused absences in one school year. Beyond the requirements of law, parents should be aware that regular attendance in school has a direct relationship with children's academic achievement. Some absences are unavoidable, and certainly children should not be sent to school when they are ill.

The Commonwealth of Pennsylvania requires under the Compulsory Attendance Law that an absence excuse note, signed by the parent or guardian, be on file for every day of a student's absence. The preferred method for reporting absences is the absence request system in [Parent Portal](#). Directions can be found [HERE](#). Alternately, you can send in a handwritten and signed note. An absence not explained by an excuse note, submitted within three days of the child's return to school, is recorded as an unexcused absence.

According to the State Law, the following excuses qualify as excused absences:

1. Religious Holiday.

2. Illness.

3. Family Vacations or Educational trips. As per School Board Policy these days are limited to five days per school year. Submit a request for family travel using the absence request system in Parent Portal. Alternately, a form for approved travel can be obtained from the office.

4. Death in the family.

Students who are chronically signed out early or late may be charged with part or full day absences on the report card to reflect cumulative instructional minutes missed.

For additional information, we encourage families to review the attendance information on page 7 in the CBSD Family Handbook found [HERE](#). Information about School attendance exceptions can also be found in the Handbook on page 9.



Butler Specifics



Annual Student Information Update

In the event of illness or injury an updated Census Verification & Emergency Contact Report must be on file for every child to ensure that contact can be made with a responsible adult in the immediate area. This process is managed through the [CB Parent Portal](#). Please update all details and changes each year: change in address, home or work telephone numbers, emergency contact individuals and phone numbers, etc., - so that our information will always be accurate and up to date. This is a very important item. Please complete no later than the first month of school.

The appropriate school personnel should know custody arrangements. Should court dictated custody arrangements apply to your child, a copy of the current court order must be filed with your child's records. The school will abide by court directives in its files. Verbal statements of custody will not be enforced.



Back to School Night

In the beginning of the school year Butler hosts grade level Back-to-School Nights for parents to hear about the academic programs, answer questions about the curriculum, and discuss teacher expectations from students throughout the year. Please click [HERE](#) for the specific times and dates. Students should not attend these presentations.



Before & After School Programs

Central Bucks Community School offers both before school and after school care at Butler. The program provides supervised play, activities, and help with homework. Parents pay a monthly fee for the program. For more information call the Community School Office at 267-893-5705 or check the Community School website [HERE](#). Children may attend on a part-time or full-time basis. In case of inclement weather, the school closing number for the Central Bucks Community School is 779.



Butler Specifics



Bikes

Students are permitted to ride their bicycles to school. There are two bike racks at Butler - one in the front and one in the rear of the school.



Birthdays

We have a “no sweets” policy at Butler and encourage parents to instead donate a book to the library in honor of a child’s birthday or provide a non-food item for the class. If parents have additional ideas, they will need to secure permission from the teacher first. Birthday party invitations should be handed out to the entire class, rather than to a select small group of children.



Bullying and Harassment

For complete details of the policy on Bullying and Harassment, please refer to Board Policy 249 found [HERE](#). Any student who intentionally inflicts, or attempts to inflict, physical or emotional pain on another student is guilty of bullying or harassment. Bullying is more than a one-time event and happens repeatedly over time. The bullying could be physical (e.g. hitting, pushing), verbal (e.g. name calling, taunting, spreading rumors), visual (e.g. obscene gestures, unwelcome pictures), or social (e.g. exclusion from a group). Digital harassment (e.g. texting and social media) is considered the same as verbal harassment.

Consequences for bullying follow the CBSD Disciplinary Procedures & Responsibilities found [HERE](#).



Cafeteria Meal Plans

Students are assigned individual accounts for school cafeteria meal purchase, ensuring that the identity of each student is protected. Through myschoolbucks.com, families may make payments online, check balances and purchases, receive low balance alerts, and more. Details at www.myschoolbucks.com. The school district will permit students to charge a full meal and/or offer a reimbursable meal when the student forgets or loses his/her money or when their account has insufficient funds. Students will not be permitted to charge a la carte items such as snacks or drinks.



Butler Specifics



Device Use- District & Personal

District policies govern the use of computers and the internet by students. Students, parents, and guardians should review user agreements and documentation provided with student laptop distribution, as well as [Board Policy 815: Acceptable Use of Electronic Resources](#), [Board Policy 816: Electronic Communications and Social Media/Networking](#), and [Board Policy 816.1: Social Media](#). More information may also be found on the Technology and Innovation department's [website](#).

Cell phones may be carried to school but must remain turned off and in the student's backpack during the school day.



Discipline

Please review the CBSD Disciplinary Procedures & Responsibilities found [HERE](#). Butler works collaboratively with families to support students through every challenge and behavioral incident. We believe that communication is key to helping students and keeping families informed.



Dress Code

[Board Policy 22](#) supports the expectation that students dress appropriately during the regular school day and during school activities. "Appropriate" means dress which is not a safety hazard and is not disruptive to learning or to the operation of the school. Good judgment is the key. Clothes that are too revealing or tee shirts with questionable messages or pictures are not appropriate.



Butler Specifics



Facilities Use

Butler opens up our facilities after hours to groups and organizations that benefit a large number of students. A Central Bucks Facilities Use Form must be complete and submitted to the principal and Facilities Office for approval. This form is located in the Butler office.



Family Travel

Children may also be excused from school for educational tours or trips, the criteria for which is defined in Board Policy 204. Requests for such trips must be made via the Parent Portal at least three days prior to the absence so that students can obtain work to keep current with class progress. The principal must review all such requests and will consider whether the trip is truly educational in nature and whether there is sufficient reason for the trip to be scheduled during school hours. It is the student's responsibility to see that all makeup work is obtained from teachers and completed.



Field Trips

Field trips are offered throughout the year in grades 1-6. Field trips provide educational experiences that extends the learning in the classroom. All field trips are under the supervision of the classroom teachers with assistance from parent chaperones. Chaperones are chosen at random and need their clearances completed prior to attending the field trip.



Free and Reduced Meals

Information about free or reduced lunch payment options, including an online application are available at www.cbsd.org/freeandreduced. Paper applications are also available in your school's health office. Eligibility for free and reduced-price meals is established according to federal guidelines:

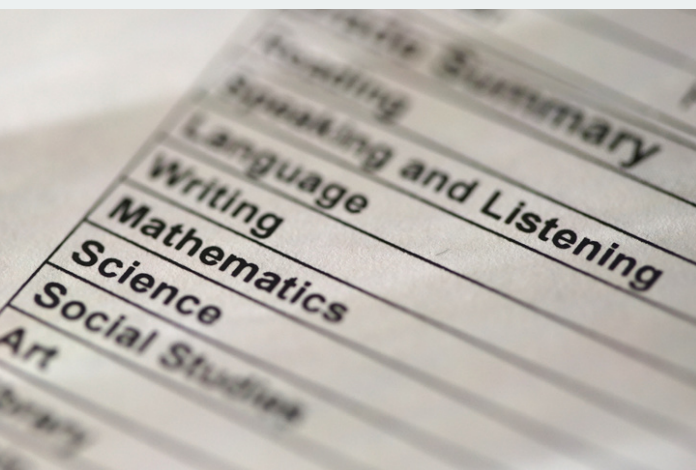
- All children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits are eligible for free meals.
- Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits indicated on Federal Income Eligibility Guidelines.



Butler Specifics

GRADING

Additional information can be found in the [CBSD Family Handbook](#) on page 6.
PSSAs are administered in grades 3-6 during the Spring.



Progress Reports

Elementary student achievement is reported on a trimester (3 times a year) basis. Students are assessed using a Standards-Based Reporting System. This system helps parents and students understand more clearly what is expected of a student in each grade level.

Conferences

Conferences are held at the end of the first and second trimesters to discuss growth, strengths, and goal areas with the teacher. Teachers will send home information about scheduling closer to the date.



Infinite
Campus

Parent Portal

Parent Portal

The Parent Portal allows families to view student information including progress reports. To log in to the system, please click [HERE](#).

Butler Specifics

HEALTH OFFICE

To contact Butler's Health office, please call 267-893-4265. For additional information please visit the [Health Office site](#).

For information in children's health insurance program, click [HERE](#).



Screenings & Exams

To review information on immunizations, medication policy, communicable diseases, and other health services, please visit the District's School Health Services, found [HERE](#).

Please visit our Health Office website on required health exams, [HERE](#).

Medicine

Students must register all medications brought to school with the school nurse. This includes nonprescription medications such as pain relievers, decongestants, inhalers, or cough medicine. Medications must be delivered to the nurse in the original container. The Medication Dispensing Form must be completed and signed by both the parent and the physician. A copy of the medication dispensing form may be downloaded at www.cbsd.org/medication.



Illness & Injury

Parents will be notified of an illness or injury that occurs at school. All symptoms and injuries will be treated by the nurses. Students need to be fever free for 24 hours before returning to school. To help maintain a healthy school environment, please keep students home when they are ill.

Butler Specifics



Parties

There are three parties during the school year, those include Halloween, Winter Celebration, and End-of-the Year. The PTO Homeroom Parent coordinates these parties with the classroom teacher. Three to four volunteers will be able to assist at the party. All volunteers need their paperwork completed prior.



Paw Power Press

Butler Administration sends home a bi-weekly electronic newsletter home to all families through email. The newsletter shares school updates, information, and descriptions about events happening at the school.



Photographs

School staff may take photos throughout the year to post on our website or in our Paw Power Press newsletter. These photographs or videos are not used for commercial purposes. If families do not wish to have photographs or videos used, please indicate "DO NOT" consent when you complete the District's annual student information update on the [Parent Portal](#).



PTO

Our Butler PTO is very active in our school community. Through their hard work and planning, our students experience various assemblies and enjoy numerous school community events throughout the year. Our PTO sends out a weekly newsletter that features information about events and opportunities to volunteer and support the students. Please visit their website by clicking, [here](#).



Portrait of a Graduate

The Portrait of a Graduate is a visual representation of the skills and attributes that the district wishes its graduates to embody and possess. It is the goal of the Central Bucks School District that upon graduation from any of the district's three world-class high schools, Central Bucks School District graduates will possess the attributes below:



Portrait of a Graduate



Balanced Individuals

- Manage activities, expectations, and self-directed goals
- Foster positive relationships with others
- Maintain cultural and community awareness
- Value and prioritize healthy physical, social, and emotional wellness



Responsible Citizens

- Act with integrity and empathy while demonstrating personal responsibility
- Demonstrate sensitivity to and compassion for others
- Advocate for self and others in a diverse world
- Seek opportunities to serve our community



Resilient Learners

- Demonstrate persistence
- Embrace challenges
- Develop a healthy relationship with failure as a means for improvement
- Actively seek feedback to improve outcomes



Critical Thinkers

- Maintain an open-minded perspective
- Apply analytical tools to make meaning of new and existing knowledge
- Consider multiple viewpoints
- Employ an inquiry-based approach when seeking solutions to complex problems



Effective Communicators

- Actively listen to alternative viewpoints
- Develop effective verbal and nonverbal communication skills
- Demonstrate excellence in written communication
- Identify audience and purpose



Thoughtful Collaborators

- Listen intently and seek to understand
- Exercise curiosity by asking questions
- Actively draw upon diverse expertise and skills
- Deliberately create space for others to lead



Adaptable Innovators

- Demonstrate flexibility and thoughtfulness
- Value creativity and exploration
- Exhibit confidence to take risks and embrace failure
- Utilize self-reflection and accountability to initiate process and product

For more information about Portrait of a Graduate, including videos demonstrating each attribute, click [HERE](#).

Butler Specifics

SCHOOL SAFETY

Additional information can be found on the District's School Safety webpage, found [HERE](#).



Practice

Each school has a detailed emergency plan that includes lock-down procedures and drills for school evacuation and shelter-in-place emergencies.

Visitors

Staff members and visitors must sign in at the front office and wear district identification badges at all times. Our facilities have a single main door entrance during school hours and are constructed so that all visitors must be “buzzed” into the building to check-in with the main office. All visitors are required to present state-issued identification, which will be used to produce a visitor’s badge.



Collaboration

School administrators and local law enforcement have worked cooperatively to review all school safety plans.

Butler Specifics



School Closings, Early Dismissal, Late Starts

The district announces weather-related school closings, late starts, and early dismissals in several ways:

- www.cbsd.org.
- Local television news and KYW, 1060 AM
- Via text message for those parents who registered at www.cbsd.org
- Via email to parent addresses registered in the Parent Portal.
- Vis Social Media: @CBSDSchools on Twitter and @CBSDSchoolDistrict on Facebook
- CBSD mobile app (More information at www.cbsd.org.)

If school is delayed for two hours, kindergarten will be conducted according to the following modified schedule:

• C Schools: AM Students 11:05 a.m. - 12:50 p.m. | PM Students 2 p.m. - 3:45 p.m.

If schools are closed because of inclement weather, all activities scheduled in school buildings in the evening are also canceled unless otherwise noted on the district's website. Occasionally, bad weather occurs after school starts, and the superintendent may decide that it is in the best interest of student safety to close schools early. Parents should be alert to this possibility and make sure that their children know what to do if we dismiss early.



Student Material Drop Off

Upon arriving at Butler, you will ring the doorbell. The office staff will take your name, student name, and homeroom teacher information. The office will then buzz you into the vestibule where you will leave materials on the student drop off table. The office staff will then deliver the materials to the students.



Student Late Arrival

Students who arrive at Butler after 9:05 am will need to be escorted into the building by the family member. The students will need to be signed in and the reason for the tardiness will be recorded.



Butler Specifics



Textbooks/ Materials/Devices

Students are responsible for all textbooks, devices, and materials provided by the District. All lost and damaged supplies must be paid for before the end of the school year. Please contact the school whenever textbook or library book is lost. The office can assist with the replacement process and subsequent fees.



Visitors

Visitors to Butler will need to present their picture ID (driver's license) and purpose for their visit. Visitors obtain a name tag that will be required to wear at all times throughout the building. Visitors will sign in and sign out prior to leaving. Visitors will only be allowed to volunteer at their specific location.



Volunteers

Throughout the year, Butler welcomes family members in to help assist with parties, class and school events. To volunteer at Butler you will need to complete the following paperwork:

- PA State Police Criminal Background Check
- PA Child Abuse History Certification
- FBI Fingerprinting
- Volunteer Affidavit
- Volunteer Agreement

Additional information and links can be found [HERE](#). This needs to be completed, no exceptions.



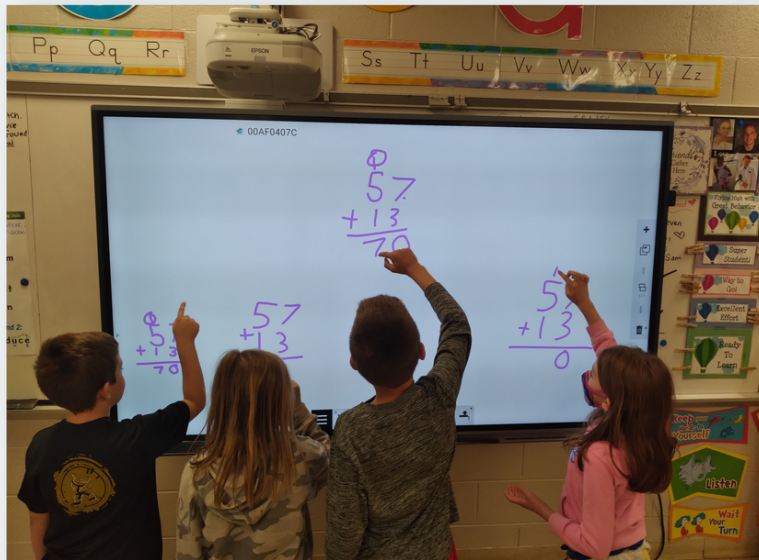
Wednesday Folder

Each Wednesday important information, including tests, PTO flyers, and District/ School information will be sent home in the student's Wednesday folder. This folder will be required to be signed and any materials returned the following day.



Butler Specifics

STUDENT SUPPORT



Special Education

Central Bucks provides special education programs and services for students with disabilities. Most special education programs and services are provided within the district. Eligibility for special education is determined after a student receives a Comprehensive Multidisciplinary Evaluation.

If eligible for special education services, an IEP is developed. The Individual Educational Program (IEP) describes the specially designed instruction needed by the student and the type of program and the level of service.

Multi-Tiered System of Support (MTSS)

Butler has an MTSS team that meets regularly to discuss instructional practices and individual student needs. The team reviews students' progress and suggests strategies for support of students' academic, behavioral, or social needs.

Gifted Program

The District's Program for Enrichment (PEN) provides services to students who qualify for gifted education. Eligibility for the program is determined by a gifted evaluation. If eligible, a gifted IEP is developed which describes the goals and specially designed instruction to be provided. Additional information regarding the screening, evaluation, program and parent and student rights may be obtained from the Pupil Services Department by calling 267-893-2021.

Transportation

CBSD will transport elementary students living a distance greater than one and one half miles from school, and secondary students who live more than two miles from school, unless students must walk on roads declared hazardous by the Pennsylvania Department of Transportation. The district provides transportation to and from school for students in grades 1 through 12.

Students may not have a fellow student ride home with them. All students need to ride their District designated bus only. Buses arrive within a 15 minute window of the assigned arrival and drop off times. School buses are an extension of the school; therefore, all Butler students are expected to show respect and responsibility to school and back home. Parents will be informed of any need for support and reminders.

Kindergarten students attending the morning session are transported to school and those attending the afternoon session are transported from school. Kindergarten, first grade, and special needs students must be met at the bus stop by a parent, guardian, or responsible older sibling. If no parent is available after a series of attempts to drop off, the driver will contact the school and transportation office and the child will be returned to school per school Board Policy 810.

Questions about bus stops and bus routes should be addressed in one of the following ways:

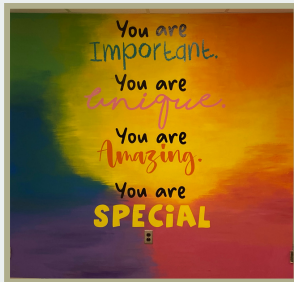
1. Through the website: www.cbsd.org/bus.
2. E-Mail: transportation@cbsd.org.
3. Phone: 267-893-4000, follow menu.
4. Mail: Central Bucks School District Transportation Department, 320 West Swamp Road, Doylestown, PA 18901.

All requests for establishing new stops must be made by mail/email. It may be difficult getting through in September by phone due to the high volume of calls, so we suggest you use the website or mail/email.

For alternative bus stop information, please review the CBSD Family Handbook on page 13, found [here](#).



Contact the Office



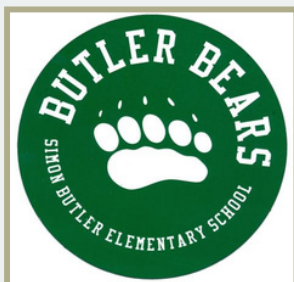
School Address

Simon Butler Elementary School
200 Brittany Drive
Chalfont, PA 18914



Butler Office Number

267-893-4250
Fax #: 267-893-5803



Important Links

School website: click [HERE](#)
District Family Handbook: click [HERE](#)
