



STUDENT HANDBOOK

2024-2025

Dr. Blake Poole
Principal
blake.poole@vbsd.us

Mrs. Kim McCormick
Counselor
kim.McCormick@vbsd.us

Mr. Carlos Ceron
Assistant Principal
carlos.ceron@vbsd.us

Mrs. Rachel Morrison
Counselor
rachel.morrison@vbsd.us

Mrs. Beth Sutton
Parent Involvement Coordinator
esutton@vbsd.us

310 N. 11th Street
Van Buren, AR 72956

Telephone: (479) 474-6838
FAX: (479) 471-3101

Website: <http://www.vbsd.us/schools/butterfield-trail-middle-school>

Vision

We are defying the odds in education.

Mission

We are defying the odds in education by focusing on positive and respectful behavior, rigorous academics, and a culture of collaboration and mutual responsibility.

Collaborative Commitments

Students at BTMS will...

- Be responsible by taking care of work and materials.
- Be engaged in learning.
- Be respectful and kind to others.
- Celebrate academic achievements.
- Be role models, displaying leadership skills.
- Be determined to be the best students we can and meet expectations.
- Problem solve and help others if they need it.
- Properly communicate and voice our opinions to continue to make BTMS a great place.

BTMS Student Expectations

- I will be respectful, polite, and take care of all resources.
- I will arrive on time for class, prepared to learn.
- I will complete all assignments to the best of my ability.
- I will persevere to do my best.
- I will learn from feedback.

BTMS Discipline Program

Proactive social skills will be taught using methods such as problem-solving, restorative justice, and conflict resolution. Classroom teachers will handle most behavioral situations and communicate with families.

Students will follow all procedures according to VBSD board policy - 4.3 Student Conduct Behavior

Behaviors which are more serious (fighting, theft, repeated classroom disruptions, etc.) will be referred directly to the administration. Parents will receive communication from an administrator if a student is assigned consequences from the office. The type of action assigned by administration will often depend upon the nature of the infraction and the student's disciplinary history. Actions for misbehavior may include lunch detention, community service, in-school suspension, out of school suspension, or expulsion.

Lunch Detention and BTMS Community Service

Students who are guilty of minor offenses may receive lunch detention or BTMS community service. Any staff member may assign lunch detention. Students should report to lunch detention in the ISS room at the beginning of lunch before getting their food. Students will not be given credit if they are tardy.

Alternatively, a student may be assigned community service to promote restorative justice within the student body.

In-School Suspension (ISS)

Students assigned to ISS are isolated from the rest of the student body. While in ISS, students are monitored and are expected to complete all classroom assignments. ISS rules are available upon request.

Out of School Suspension (OSS)

For severe offenses or repeat offenders school administration may suspend students from school for up to 10 days for each offense. Suspended students are prohibited from the campus and all school functions during the suspension time without prior administrative approval. Parents of the suspended student will be notified of the reason for and the duration of the suspension.

Expulsion

In some rare cases, it may be necessary for the administration to recommend the student for expulsion. The principal of a school may recommend that a student be expelled from school with a loss of credit and shall make a recommendation to the superintendent.

Tardies (VBSD Handbook)

Students are considered tardy if they arrive for class after the tardy bell rings. Disciplinary actions for being tardy may result in the following:

- 1st and 2nd Tardies within a class in a semester - Teacher Warning and parent contacted on 2nd tardy.
- 3rd Tardy within a class in a semester - The teacher will call parents and the student will receive one day of lunch detention.
- 4 or more Tardies within a class in a semester - The teacher will contact parents and the student will receive 2 days of lunch detention.
- 5 or more- Students will be disciplined by the administration. This will begin at 1 day of ISS and increase with continual tardiness.

Arriving And Leaving School Procedures

As we are committed to student safety, we expect students to use the proper procedures for arriving at school and leaving school.

Late Arrival/Early Checkout During The School Day

- Students who are late to the first period class must check in at the office to be admitted to class.
- Students are not allowed to leave school at any time during the school day without a permit from the school office or a parent/guardian signing them out.
- A student may sign himself/herself out only if his/her parent or guardian has spoken with an authorized office staff member.
- Students who do not follow proper check-in, check-out procedures may be considered truant and will be subject to disciplinary action.

Bus Riders

Students who ride buses will exit and enter the bus on the east side of campus.

Car Riders

Students who are car riders will exit and enter the building from 11th Street on the west side of the building. Due to safety concerns, parents should not drop students off at any location other than those designated for that purpose.

Walkers/Bikes/Skateboards

- In the afternoon, walkers will exit the building through the north door between the classroom halls and the mall. Walkers/bike riders are expected to go directly home in the afternoon.
- Once a student leaves campus, he or she should not return to school, unless approved by BTMS staff.
- Bicycles and skateboards must be stored in their respective designated area immediately upon arrival.
- Riding bicycles or skateboards during regular school hours is prohibited.

Communication

Butterfield Trail Middle School believes a successful partnership with families is the key to student success. BTMS staff will use the following to communicate regularly with parents concerning classroom goals and activities, as well as individual information on student progress.

- [HAC](#) - Home Access Center for student grades
- [SchoolStatus](#)
- [BTMS Website](#)
- [Teacher email](#)
- [Facebook](#)
- Twitter - Follow us @ButterfieldTMS
- Instagram - Follow us @butterfield.pointers

Academics

VBSD has an internet program called Home Access Center (HAC), which enables students and parents to view grades and attendance. Parents may come to the school office to request login information. The academic grading scale will be as follows:

A	=	90%	-	100%
B	=	80%	-	89%
C	=	70%	-	79%
D	=	60%	-	69%
F	=	59%		and below

Homework Policy

Homework is designed to serve as an extension of the classroom to reinforce learning through independent practice and will fall within the following guidelines:

- Homework will be purposeful and will not be assigned as busy work or as punishment
- 6th grade students shall receive 60 minutes or less per day
- 7th and 8th grade students shall receive 80 minutes or less per day

Additional information can be found on the [VBSD Homework Policy Link](#).

Late Work Procedures

Late work procedures have been determined for each grade and are listed below :

- All Grades - provide 1 week from the due date to complete and return work. Penalties for this period of time are specific to each grade
- 6th Grade - 5% penalty for one week after the due date (the first five weeks of school are an adjustment period)
- 7th Grade - 10% penalty for one week after the due date
- 8th Grade - 15% penalty for one week after the due date

STAR (Students, Teachers, and Relationships)

As a way of providing additional support for our students, approximately 40 minutes are set aside each week for social emotional learning, advising, and building relationships.

Counseling Services

Each student is assigned a professional school counselor. Students whose last name starts with letters A-M are assigned to Mrs. McCormick. Students whose last name starts with letters N-Z are assigned to Mrs. Morrison. They are located in the counseling office next to the main office. Professional school counselors work extensively with teachers of our school to assist students with personal, social, and academic concerns. They work with students in and outside of the classroom, individually, and in small

groups. To best meet student needs, appointments are encouraged for counseling services, except in the case of an emergency.

Dress Code- Students will follow VBSD board policy 4.3.4 - Appearance Code

One of the goals of Butterfield Trail Middle School is to promote a professional learning environment. One way that occurs is through appropriate dress.

Some examples of appropriate dress are:

- Straps and tank tops that are at least a dollar bill in width
- Shirts that fully cover the midriff
- Shorts that are at an appropriate length.
- Jeans that do not contain holes on the upper thigh.

Sagging pants, clothes which advertise alcohol, tobacco or drugs, hats or other head coverings, blankets, sleepwear, sun glasses, face paint, & costumes are prohibited. In the event the school has a dress up day, those details will be shared with students and their families of what is acceptable on those days.

These examples are not all-inclusive; the administration and teaching staff reserve the right to make final decisions on dress issues.

Library/Media Center

The library will be open from 7:15 until 3:15 each day for your convenience. The library is located inside the main entrance across the hall from the school office. Students may be charged for lost books and materials when they are not returned to the library.

Extracurricular Clubs And Organizations

In addition to athletics, band, and choir, BTMS offers many clubs and organizations which are of benefit to the school and community. Interested students should contact the sponsor of that club to learn about requirements.

Student Council – Ms. Beckham & Mrs. Wallace	6th Grade Quiz Bowl - Ms. Beckham
Student Voice – Ms. Beckham & Mrs. Wallace	7th & 8th Grade Quiz Bowl – Ms. Beckham
Honor Society (8th Grade) – Mrs. McCormick	Yearbook Staff - Mrs. Wallace
Honor Club (7th Grade) – Ms. Morrison	BNN – Mrs. Wallace/Mr. Altman
Chess Club - Mrs. Behm	Cheer – Mrs. Maierhoffer
Robotics – Mrs. Beckham	Dance – Ms. Burgess
ESports -	Musical - Mrs.

Lost And Found

Students who find lost articles are requested to take them to the office where they can be claimed by the owner or directed to the lost and found holding area outside of the ISS room. Items will be discarded every 9 weeks. BTMS does not assume any responsibility for any lost or stolen items.

Adding Money To Cafeteria Accounts

Please visit: <https://linqconnect.com/HC346K>

Free And Reduced Lunch Application

Please visit: <https://lincconnect.com/public/meal-application?identifier=HC346K>

Paper copies are available upon request.

Telephone

A telephone is available for student use in the office. Use will be limited to emergencies or other important messages as determined by the office staff. Students should ask permission before using the phone. Students will not be allowed to use their cell phones from 8:00-3:05 including calls made to parents.

Search and Seizure

BTMS will follow VBSD Board Policy - 4.4 Personal and Property Searches.

Lockers And Locks

Each student is assigned a locker to be used for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept in good working order at all times. The home base (2nd period) teacher should be notified immediately if there is a problem with the locker. The locker should be locked at all times, but students are advised to not place valuable items in their lockers as the school cannot assume responsibility for lost items. Students are not to share lockers with other students and may not move from assigned lockers without approval. Vandalizing a locker may result in withdrawal of locker privileges. Students may be responsible for the contents of their locker and administration has the right to search lockers with reasonable suspicion. LOCKS ARE PROVIDED.

Chromebooks

- Students are required to bring their school issued Chromebook to class every day. If a student leaves the Chromebook at home, loaner chromebooks may be available. Repeatedly leaving a Chromebook at home will be dealt with by school administrators.
- Students should bring their Chromebook fully charged everyday. There are charging stations and chargers available for emergencies, however, students should stay in a habit of bringing their device charged.
- Chromebooks are to remain free of any writing, drawing, stickers, and labels.
- If your child intentionally damages the Chromebook, the use of the Chromebook may be revoked. Intentional damage will be referred to administration and the school resource office.

Public Display of Affection (PDA)

Any student engaged in PDA will be sent to the office. Examples of PDA include hugging, kissing, holding hands, etc..(depending on the severity of the display any of these actions may be taken for the 1st offense).

- 1st offense - Warning
- 2nd offense- Lunch Detention
- 3rd offense - ISS

Technology Violations

Students are subject to the following consequences when they misuse their Chromebooks. These violations may include and are not limited to: Using alternate browsers, playing games, extensions, etc.

1st offense: Warning and explanation of the appropriate usage of technology.

2nd offense: Loss of technology privileges for a minimum of one week or a maximum of two weeks.

3rd offense: Loss of technology privileges for a minimum of one month or a maximum of one grading period.

Additional offenses will be subject to further disciplinary action as determined by the principal.

Cell Phone Rule

Students may properly use electronic devices before school and after school. Any student phone that is visible or being used during school hours (**8:00am-3:05pm**) will be subject to confiscation and consequences. If a student brings a phone to school, the phone must be put away and silenced before the 8:00am bell. Students should place the phone in their locker during the school day. The consequences for failure to follow the cellphone rule are as follows:

1. Confiscation of phone and office may require the phone be picked up by a parent.
2. Confiscation of phone, office may require phone be picked, and 3 days lunch detention
3. Confiscation of phone, office may require phone be picked, and 1 day of ISS
4. Confiscation of phone, office may require phone be picked, 2 days of ISS
5. Confiscation of phone, office may require phone be picked, 3 days of ISS

Additional offenses will be subject to further disciplinary action as determined by the principal. Refusal to turn over devices for confiscation will result in a minimum of one day of ISS.

The expectations and procedures for cell phones includes the use of headphones or smart watches. Any and all of these devices should be turned off and put away. If staff members can see the device it will be assumed that it is being used. Staff members should not allow students to use their phones for any reason without prior approval from the office. Students must use the office phone to contact their parents at all times.

Fighting/Assault

Fighting or violent behavior will not be tolerated under any circumstances. Students who fight at school will be suspended out of school. Students who are caught recording a violent offense may receive the same punishment as the offenders.

Tobacco, E-Cigarettes, and Tobacco Products

Smoking, possession, distributing, or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, vaping devices, etc) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited; this also includes any school events. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

Minimum consequences are as follows;

1st Offense: 3 days of ISS, confiscation of tobacco materials, and parent notification.

2nd Offense: 3 days of OSS, confiscation of tobacco materials, and parent notification.

3rd Offense: 5 days of OSS, confiscation of tobacco materials, and parent notification.

4th Offense and beyond: Disciplinary action at the discretion of the Principal.

Minors found in possession of tobacco in any form will also be subject to a citation under Van buren City Ordinance number 09-2019.

Truancy/Off Limit Areas

A student who is absent without parent/guardian consent is considered truant. A student is also truant if he/she leaves school without permission; he/she obtains a pass and does not report to the place for which the pass was abstained; or he/she does not report to his/her assigned class.

- 1st offense - 3 days lunch detention
- 2nd offense - 1 day ISS
- 3rd offense - 3 days ISS

Students are not allowed to congregate in unsupervised areas (including restrooms and stairwells). Being in an area that is not presently supervised may result in truancy.

Transportation

Students are expected to follow directions from the bus driver and school staff at all times in order to maintain a safe, efficient, and orderly environment while being transported to and from school. The bus driver has the same authority on the bus as the teacher has in the classroom. Any student found to be in violation of bus procedures will be written up and reported to the school administration. Disciplinary action ranges from warning to loss of transportation privilege indefinitely depending on severity or frequency. For more information, visit the [VBSD Transportation Procedures Link](#).

Deliveries And Messages

BTMS will not make deliveries of gifts for students. Parents are encouraged to not make any deliveries for their student unless absolutely necessary. Necessary items can be left in the foyer and students will be notified when they have a delivery or a message from a parent by the end of the day unless the message is an emergency. Examples of necessary items include forgotten school supplies, athletic gear, or band instruments.

Visitors

All visitors must check in through the front office before they can enter the main building. Parents and

legal guardians are encouraged to attend all regularly scheduled events such as Parent Teacher Conferences.

Safety Drills

Fire Drills, Tornado Drills, Evacuation Drills, and Lockdown Drills will be performed throughout the school year for staff and student safety. Students will follow the procedures practiced by the staff.

Video Surveillance And Other Student Monitoring

Video/recording devices may be in use in school buildings, on school grounds, and in school vehicles as determined by the VBSD. Refer to policy 4.48.

Summary Statement

BTMS reserves the right to address inappropriate conduct which disrupts the learning environment in the school even though such behavior is not specified in the preceding written rules. Information contained in this trail guide does not supersede Van Buren School District Policy. For policies addressing attendance, technology usage, truancy, fighting, bullying, weapons, sexual harassment, drugs, illegal substances, etc. [CLICK HERE](#) to access the VBSD handbook.

Parental Involvement

Butterfield Trail Middle School Parent Engagement Plan Summary, 2024-2025

Involving YOU in YOUR child's education

The goal of the Butterfield Trail Middle School faculty and staff is to involve families in many ways:

- To encourage and assist guardians in becoming proactive in their child's education.
- To ensure that communication with caregivers is an open and active process so that guardians are recognized as integral to their child's education.
- To provide families with materials and support to help them with their role as a caregiver.
- To include guardians, students, faculty, and staff in decision making and advisory committees to ensure involvement of all parties in the education process.
- Defying the odds in education by focusing on positive and respectful behavior, rigorous academics, and a culture of collaboration and mutual responsibility.

We want to hear from YOU

BTMS will communicate with families in a variety of open and active ways:

- Newsletter with events, student news, parenting tips and resources, and other information. These will be sent out through the Peachjar app. Parents can sign up and view on the website.
- Facebook, Instagram, and Twitter accounts on the school website.
- School website with information on clubs, organizations, activities, etc.
- Contact about upcoming events and important information through SchoolStatus by phone, text, or email.
- Eschool grade viewer for guardians and students to monitor student grades and attendance. Guardians & students can get login information from their student's STAR teacher.
- Feedback available through district family surveys completed at least once per year.
- Interpreter available as needed to interpret for Hispanic, Laotian, and French speaking guardians. This includes Open House, Family-Teacher Conferences, and daytime appointments as needed.

- Communications will be published in appropriate languages to meet the needs of our community.
- STAR Advisors (Students, Teachers, and Relationships—Teacher Advisory Group) are available for guardians to contact as needed. Every student at BTMS will be assigned a STAR group to meet with throughout the years they are at BTMS.
- Email or contact teachers by phone. The BTMS Student Handbook also outlines procedures for families to resolve concerns, encouraging caregivers to start by contacting the student’s teacher.

BTMS Website: <http://www.vbsd.us/schools/butterfield-trail-middle-school>

Facebook: Butterfield Trail MS

Instagram: butterfield.pointers

Family Engagement Activities	
Schedule Pickup	TBD August 2024
Open House/Orientation	TBD August 2024
Book Fairs	Week of October 14, 2024 & Week of March 17, 2025
Family-Teacher Conferences	October 15 & 17, 2024 & March 18 & 20, 2025
Red Ribbon Week	October 23-31, 2024
1 st Semester Parent Engagement Committee Meetings	September 24, 2024 & November 12, 2024
2 nd Semester Parent Engagement Committee Meetings	February 18, 2025 & April 15, 2025
ATLAS State Assessment	TBD April/May 2025
Teacher Appreciation Week	May 5-9, 2025
5 th Grade Student Visit	TBD May 2025
Family Information Night	TBD May 2025
PTA Meetings	3 rd Tuesday of Each Month
STAR Groups	Meet Every Monday

Parents who have concerns about the school and/or their student’s education should conference with the classroom teacher to try to address solutions. If a solution is not forthcoming, the parent should conference with the building principal or assistant principal to work toward a solution.

Non Discrimination Statement

In compliance with federal nondiscrimination laws, the Van Buren Public School District does not discriminate on the basis of race, color, national origin, sex, age, religion, gender identity or disability in its employment and educational practices. <https://www.vbsd.us/assets/uploads/2019/07/20190726091642-district-student-handbookpdf.pdf>

HEALTH SCREENINGS (state mandated)

Vision: (A.C.A. 6-18-1501)

Act 1438 of 2005 requires students in grades PreK, KF, 1, 2, 4, 6, 8, and transfer students to have an eye and vision screen. Only failure notifications are sent home. A child who does not pass the screening shall be required to have an exam conducted by an optometrist or ophthalmologist within 60 days of receipt of the screening report and show proof of the exam. Parents needing financial assistance should contact the school nurse.

Hearing: Hearing screens are mandated for students in grades PreK, K, 1, 2, 4, 6, 8, and transfer students. Only failure notices are sent home. Parents have 60 days to show proof that a doctor or audiologist examined their child.

- Insurance is billed for students covered under Medicaid/Arkansas Kids 1st will be billed, where applicable, for hearing and vision screenings conducted at school unless notified in writing, by parents to decline within 60 days of receipt of the handbook.

BMI: (ARK Code 20-7-133 and 3.04)

Act 1220 requires students in grades KF, 2, 4, 6, 8, and 10 to have their height and weight assessed. A parent who refuses to have their child assessed must provide a written request of the refusal to the school. Screening results will be sent home only upon request of the parent/legal guardian.

Scoliosis: Act 95 of 1989 and Act 41 of 1987

The acts require girls in 6th grade and all students in 8th grade be screened for scoliosis. Parents of a child who fails the screening will be sent an information letter stating the need to see a licensed physician. A parent, who refuses to have their child screened, must provide a written request of refusal to the school.

Release of Information: I hereby authorize emergency medical services for my child. I give VBSD staff permission to give my child first aid treatment with OTC ointments and pain relieving sprays, cough drops, band aids and bandages. I hereby authorize the Van Buren School District Health Services to share or discuss my child's health issues with any pertinent person.

Non-Nutritional Days

The Arkansas Department of Education has passed rules governing nutrition standards in Arkansas Public Schools. These rules have an effect on what food item parents are allowed to send to school.

Please note the following rules, sign, and return the bottom portion Indicating you have

read and understand.

- Elementary students will not have access to vended (sold or given away) food and beverage items anytime, anywhere on school premises during the declared school day.
- This does not apply to students with special needs indicated in the student IEP or to school nurses providing health care to individual students.
- Students may be given any food and/or beverage items for up to nine (9) different school events each school year to be determined and approved by school officials.
- Nutritional foods may be used for instructional purposes. The school, as part of the planned instructional program, may also distribute nutritional snacks (kindergarten snacks for example).
- This does not restrict what parents may provide for their own child's lunch or snack.
- To meet state regulations (law), we must ask parents not to provide food/beverage items to other children at school for events such as birthday parties. Parents may provide food/beverage items upon request to support one of up to nine (9) allowable events such as Valentine's Day.

After reading the **Butterfield Student Trail Guide** with your child, this page must be signed, dated and returned to school.

Principal: Blake Poole

I have read and discussed the material in this handbook with my child. I understand and agree that my child will abide with the rules and regulations set by the Van Buren School District and Butterfield Trail Middle School.

Date: _____

Parent Signature _____

Student Signature _____ Grade _____

Homeroom Teacher _____

Release of Information

*I hereby authorize emergency medical services for this student. I give VBSD staff permission to give my child first aid treatment with OTC ointments and pain relieving sprays, cough drops, band-aids and bandages. I hereby authorize the Van Buren School District Health Services to share or discuss my child's health issues with any **pertinent** person.*

Parent/Legal Guardian Signature _____ Date: _____

Van Buren School District Field Trip Permission Slip

This signature of permission will allow your child to attend any field trip sponsored by the school district. You will receive information regarding specific field trips. If you do not want your child to attend a specific field trip, you will need to notify the school.

I give my child _____ permission to attend field trips with their school

Parent Signature: _____ Date: _____

Student Media Release

The Van Buren School District Requests signature permission to use your child's name, recognizable picture or vide image in any district approved media releases. Throughout the year, student pictures may be used in different media formats (social media posts etc..) in an effort to make the public aware of positive things occurring in the schools.

I **GIVE** permission to use my child's name, recognizable picture or image in any VBSD media release.

Student Name: _____

Parent Signature: _____ Date: _____

I **DO NOT** give permission to use my child's name, recognizable picture or image in any VBSD media release.

Parent Signature: _____ Date: _____