

Helke Elementary  
School  
Student Handbook  
2016-2017





# Table of Contents

Section 1 – GENERAL INFORMATION	
Letter from the Principal.....	3
Staff Roster.....	4
Change of Address/Custody.....	5
Answers to Common Questions .....	6
Daily Schedule.....	9
Alternate Schedules.....	10
Home Folders.....	11
Parent-Teacher Conferences.....	12
Parent-Teacher Association (PTA).....	13
Visiting the School.....	14
FERPA .....	15
Section 2 – ATTENDANCE	
School Attendance Policy.....	18
Notification of Absence.....	18
Student Absence and Excuses.....	18
Truancy.....	19
Tardiness.....	19
Vacations.....	19
Vacation Request Form.....	20
Section 3 – ACADEMICS	
Standards-Based Report Cards.....	22
Sections 4 – STUDENT ACTIVITIES	
Safety Patrol.....	23
Section 5 – TRANSPORTATION	
Getting to and from Helke.....	24
Bus Safety.....	25
Section 6 – BEHAVIORAL EXPECTATIONS	
Rules at Helke.....	26
Playground/Equipment Rules .....	26
Positive Behavior Interventions and Supports (PBIS).....	28
Code of Conduct.....	29
Section 7 – CO-CURRICULAR CODE	
Co-Curricular Code.....	49

# Letter from the Principal

*Our Helke Mission is to work collaboratively to meet the needs of individual students by providing learning experiences that enable them to reach or exceed grade level standards through the alignment of differentiated instruction and assessment.*

Dear Parents,

Welcome to the 2016-2017 school year at Helke Elementary – a school where staff and community members are dedicated to working with and for your child. As our mission statement indicates, our goal is to meet the needs of individual learners through differentiated instruction and assessment.

Please join us in this endeavor by supporting your child. I urge you to discuss each school day with your child, carve out quiet time for reading and homework, and listen carefully to his or her concerns, hopes and dreams. Feel free to conference with the Helke teachers and keep us informed about issues, questions, and concerns you may have. Close ties between home and school are key ingredients to your child's success.

We invite you to become an active participant in our school programs and activities and encourage you to volunteer as much as you like. Our PTA is a wonderful organization dedicated to supporting quality programming for the children and teachers in our school. Please join! Your involvement in your child's school is an important factor in our success. We depend on you.

This handbook is designed to help you get to know our school. It covers schedules, calendars, important health and safety information, behavioral expectations, rules and regulations.

The rules can be defined simply. Students are expected to be eager learners, to do their personal best, to respect and be careful of the rights of others, and to take good care of all personal and school property. The Helke staff is committed to modeling those skills and attitudes for the children.

I am always happy to discuss any concerns or questions that you may have regarding your child's education at Helke. Please feel free to contact me here at school. Meanwhile, I wish you and your family an enjoyable as well as rewarding school year!

Sincerely,

Brian Tregoning

# 2016-2017 Staff Roster

**PRINCIPAL** – Mr. Brian Tregoning

**SECRETARY** – Mrs. Dana Robbins

**Attendance Aide** – Mrs. Ashley Trupp

## **KINDERGARTEN**

Mrs. Kristina Sucher

Mrs. Patty Vance

## **GRADE ONE**

Mrs. Emily Boggs

Mrs. Amy Heis

Ms. Lori Loper

Mrs. Mirinda Roberts

## **GRADE TWO**

Mrs. Rhonda Davis

Mrs. Lisa Eardly

Mrs. Diane Spiller

Mrs. Chris Zink

## **GRADE THREE**

Mr. Chad Arnett

Mrs. Molly Bardonaro

Mrs. Alison Deisher

Mrs. Julie Mahl

## **MULTIPLE-DISABILITY UNIT**

Mrs. Katie Tipple

Mr. John Fleming

Mrs. Amy Sheranko

**Art Teacher:** Mrs. Kimberly Anderson

### **Cafeteria:**

Mrs. Jennifer Davis

Mrs. Ashley Barrowman

**Counselor:** Mrs. Ginger Ross

**Custodians:** Mr. Tony Sheffield

Mr. Tom Tipton

**ESL Resource Teacher:**

Mrs. Ann Quinter

**Intervention Specialists:**

Mrs. Teresa Blakley

Mrs. Nicole Monroe

**Latchkey BASE Facilitator:**

Mrs. Diane VanHoose – AM

Mrs. Liz Aroca – PM

**Media Aide:** Mrs. Shanna Beck

**Music Teacher:** Mrs. Pam Horner-Sherman

**Physical Education:** Mr. Todd Baker

**Psychologist:** Mrs. Jeany Smith Stouffer

**School Nurse:** Mrs. Teresa Buttelwerth

**Special Education Aides:**

Mrs. Cathy Donathan

Mrs. Casandra Trick

Mrs. Diane VanHoose

**Speech Pathologist:** Mrs. Betsy Stiffler

**Title 1:** Mrs. Renee Nicholas

Mrs. Tifanie Vicars

# Change of Address or Custody



If you have a change of address, you will need to provide NEW proof of residency information that proves you are residents of the Vandalia-Butler School District. You will be required to bring the corrected student information change form and supporting documentation to the Central Enrollment Office located at the Vandalia-Butler Board of Education. Accepted proof of residency documentation consists of: mortgage papers, property tax bill or copy of deed; current, signed lease agreement with the landlords name, address and telephone number.

If you are living with another person or subleasing, you will need to complete a Residency Affidavit from the enrollment office.

If there is a change of custody for the child, a copy of the custody order will be required to be on file. You will be required to bring the corrected student information change form with the CURRENT custody order to the Central Enrollment Office located at the Vandalia-Butler Board of Education.

Student changes of information forms are available on our website at:

[http://www.vbcasd.com/content\\_page2.aspx?cid=4](http://www.vbcasd.com/content_page2.aspx?cid=4)

Enrollment office hours are by appointment, Monday thru Friday from 8:00 am – 4:30 pm. If you have question about address or custody changes please call the Central Enrollment Office at 937-415-6410.

# Answers to Common Questions

## "What Should I Wear Today?"

Taking responsibility for how we dress and how we look is an important part of growing up as well as taking pride in oneself. We believe that there is a direct relationship between dress and conduct. School is really a place of business and students should come dressed and groomed appropriately. Clothing can be comfortable and still attractive. Neatness and cleanliness are strongly fostered.

We all enjoy the convenience of an air-conditioned building; therefore short shorts, bicycle shorts, tank tops, fishnet shirts, halter-tops, and spaghetti straps (think lasagna!) should not be worn to school. Any article of clothing that promotes drugs, alcohol, sex, violence, or other inappropriate activity will not be permitted. Finger length shorts or longer may be worn when weather permits. For student safety on the playground, flip flops, shoes with wheels and high heels are not to be worn to school. Students who are dressed inappropriately will not be permitted to be in class.

## "Get Ready for Gym!"

Elementary physical education offers a wide variety of activities that range from rhythmical activities and relays to the learning of lifetime sports such as volleyball, baseball, etc. Since the boys and girls are always quite active during their weekly gym period it is important that each child have gym shoes for class. Girls should wear slacks or jeans to protect them from floor burns and scrapes during gym activities.

## "Look, Teacher, I Brought My . . . (pen, pencil, book, etc.)"

In any job we perform as adults we must come prepared with the proper tools or materials. The same holds true for the student in the classroom. It is important that as parents you encourage your child to come to his/her classes prepared.

The first few days of school the teachers will send home the elementary school fee list that will detail the standard district fee for workbooks and materials plus any additional items required at that level. Within a reasonable amount of time, all students are expected to have the materials specified. If for any reason, the amounts cannot be paid or the materials provided please call the building principal to make other arrangements.

## Lost and Found:

The school is not responsible for articles brought to school that become lost, stolen, or broken. Students are asked not to bring fragile or breakable items or toys of value to school.

Items of clothing and other personal items that are lost are turned into the office and then placed in a lost and found barrel in the Media Center. Students and parents should check this cart for all lost property. **It is to your advantage to label book bags, lunch boxes and all articles of clothing worn to school by your child.** Those articles not claimed by the end of each semester will be donated to charity.

## **"I Lost My Lunch Money"**

We believe that it is the responsibility of the child and parents to remember to bring a lunch or adequate money to buy lunch at school. However there are times when one forgets or loses lunch money. A coin purse or billfold IDENTIFIED clearly with the child's name is very helpful in preventing money from being lost. In those cases, the child will be sent to the office and he/she will be able to call home.

We strongly encourage students to use the pre-pay program for lunch. You may access the EZ Pay program to apply money to your child's account through the district website or with the following link: <https://www.spsezpay.com/ezpay/Login.aspx>

A check or cash may be sent to school with your child. The student's full name and account number should be placed on the check or cash envelope. Checks should be made payable to the *Vandalia-Butler Food Service Department*. A notice is sent home with each student when an account balance falls below \$0.00.

## **"How Early Can I Come to School?"**

The building will be open at 8:30 a.m. for students to arrive to school. Please know that the school does not have supervision at school prior to 8:30 a.m. If you need to bring your child to school prior to this time, please register them for our "Before and After School Education" (BASE) program. This is a fee-based childcare program. For more information, contact 415-3034.

## **"Cafeteria Guidelines"**

A well balanced diet is vital to a child's classroom performance. For this reason, the Helke staff will encourage the children to eat a nutritious, high protein breakfast. We will also require each child to eat lunch. Whether the child brings that lunch from home or buys it here at school is not important. Students, however, will not have the option of skipping lunch altogether.

No soda pop or fast-food items are permitted as a part of a student's lunch in the cafeteria. Milk, juice, and water are always available. Although a non-carbonated beverage is preferred, picnic lunches for fieldtrips and special class parties are exceptions to the "no pop" rule.

## **"Hurray, It's Recess!"**

We believe that all children need fresh air and active, free playtime each day. For this reason, recess periods are provided daily. (See daily schedule.)

All children are expected to take part in recess unless a note has been received from parents/guardian stating health reasons that a student should remain inside. If a student must stay indoors for an extended period of time, a doctor's statement is required.

Be sure to dress youngsters appropriately each day. Be sure to send children with coats, hats, and gloves.

The decision for indoor or outdoor recess is the responsibility of the school principal. This decision is generally based on a 20 degree or below temperature, but other factors are also taken into consideration (e.g. sunny, wet, wind chill factor, threatening weather, etc.).

### **“It’s Nice Enough To Ride My Bike”**

In order to ride a bike to school a student must be in grade 3. It is important that students wear a bike helmet, have a working knowledge of bicycle safety laws, and be able to fully control the bicycle. Bikes must be walked on school grounds and on the sidewalks near the school. Bikes must be locked at the bike rack during school.

### **“Will There Be School Today?” “Will School Be Dismissed Early?”**

The Superintendent of the Vandalia-Butler City Schools determines school closings, delays, or early dismissals. Listen for these announcements on Local TV, AM or FM radio stations, and through electronic notifications (One Call Now, etc.). Radio stations are notified as soon as the decision is made, so this is your best source of information. PLEASE TRY NOT TO CALL THE SCHOOL in order to keep the lines open for emergency calls.

### **“Surprise! School’s letting out early.”**

It is important that you discuss with your child alternate plans to follow in the event of an early dismissal. It is possible you may be away from home when one occurs. If you see weather progressively getting worse during the day, tune in to one of the local news stations for possible school announcements.

### **“Goodbye, I’ll Write!”**

As soon as you know when your family is moving out of the Helke School District, you should notify the school office or your child’s teacher. When the teacher has at least one day’s notice, some information can be sent directly with the pupil to the new school. You must visit our school office to formally withdraw your child.

### **“Change In Dismissal”**

Please send a note with your student if there is a change in the way he/she will be going home. If a student is going home with another student, a note is required from both parents. Any changes in dismissal during the day must be made in writing or emailed to [helkeoffice@vbcasd.com](mailto:helkeoffice@vbcasd.com) and received by 1pm.

### **“How Can Parents Volunteer at Helke?”**

Helke Elementary School welcomes and utilizes school volunteers each year. In order to volunteer your services to Helke Elementary School, you will need to contact the Vandalia-Butler Human Resources Department at 937-415-6404 and schedule an appointment. All volunteers must complete a background check through the Bureau of Criminal Investigation (BCI) which includes fingerprinting. Once your reports are approved, you will be welcome to schedule with the classroom teachers, office, or PTA to volunteer within the building.

## “Can I Bring In Birthday Treats?”

Helke Elementary School welcomes and celebrates student birthdays and invites you to do the same! However, with the number of students with severe allergies on the rise, we ask that you consider bringing in non-food treats to share with the classroom. Ideas could include pencils, crayons, fun erasers, pencil-toppers, pencil-grippers, stickers and other celebratory items. Helke Elementary staff will not distribute any invitations for birthday parties at a student’s home or other location.

# Daily Schedule

8:05 - 8:55 a.m.



- Teacher Planning & Consulting Time

8:55 a.m.

- Students enter building and go to pods.

***Walkers should not arrive at school until 8:50 a.m. (Safety Patrol will direct them into the building).***

9:00 a.m.

- SCHOOL BEGINS

-----  
11:35 - 12:20 p.m.

- Lunch & Recess (Grade 2 and MH)

11:50 - 12:35 p.m.

- Lunch & Recess (Grade 1)

12:05 - 12:50 p.m.

- Lunch & Recess (Grade 3)

-----  
3:25 p.m.

- Dismissal Begins  
-----

## BUILDING

Elementary School

## STUDENTS

9:00 a.m. - 3:30 p.m.

## KINDERGARTEN

9:00 – 11:50 a.m.

12:40 – 3:30 p.m.

# Alternate Schedules

## HALF-DAY SCHEDULE

### Kindergarten

9:00 a.m. – 11:50 a.m. – AM Kindergarten ONLY (NO PM Kindergarten)

### Grades 1-3

9:00 a.m. – 12:30 p.m.

## HALF-DAY LUNCH SCHEDULE

	LUNCH	RECESS
GRADE 3	11:05-11:25	11:25-11:50
GRADE 2	11:15-11:35	11:35-12:00
GRADE 1	11:25-11:45	11:45-12:10

## 2-HOUR DELAY SCHEDULE

### Kindergarten

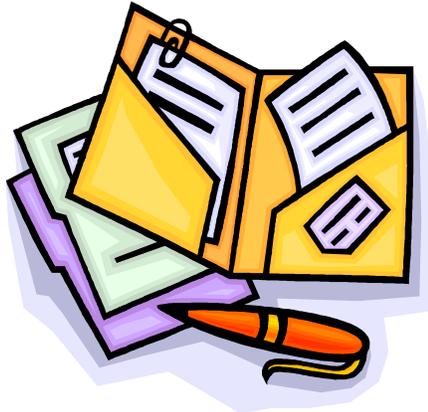
11:00 a.m. – 12:30 p.m. – AM Kindergarten

1:50 p.m. – 3:30 p.m. – PM Kindergarten

### Grades 1-3

11:00 a.m. – 3:30 p.m. (No adjustment to the lunch schedule from previous page.)

# Helke Home Folder Guidelines



Responsibility has always been a key word at Helke. One step in this direction will be the required use of a home folder by all Helke students. At the beginning of the school year each child will receive an official Helke home folder. Within this folder will be all kinds of important information you may need throughout the year. Should the folder be lost, a replacement will be available at cost.

The teacher's role includes issuing the folder, explaining its purpose and use, handing out materials that need to be placed in this folder, and reminding students to put items in the proper place. A simple code will be used to help everyone know where everything belongs and what needs to be returned.

The student's responsibility involves transporting the folder to and from school daily, reminding parents to check the folder, and placing papers in the proper section. Anything that needs to go home will be placed in the HOME side. This section might contain graded work, homework, permission slips, papers that require signatures, correspondence from the teacher or office, fliers, about various events, etc. Any papers that need to be processed and returned to school should then be placed in the SCHOOL section. All other papers should be removed from the folder and kept at home. The SCHOOL section should contain anything that needs to be brought to school. Items in this side might include finished homework, signed permission slips, correspondence from parents, and any other items that need to be returned to school.

Your essential role as a parent is to check this folder every day, remove papers in the HOME section, see that papers in this section are correctly processed at home, and help children remember to bring the folder back to school each day. This standardized system will help each child become more responsible and better organized. Communication between home and school should improve. Together we will have helped produce a stronger more responsible student – the key to a successful educational future.

# Parent - Teacher Conferences



One of the most important factors in assuring that a child has a successful school experience is the interest a child's family shows in the progress the child is making in school. This interest can run the gamut from asking about the student's day, to coming to programs, attending parent-teacher conferences, volunteering, etc.

The picture you get from your child about his/her day or progress may leave you with questions or not be as detailed as you might like. Further, you may wish to share with a teacher something you feel to be important. If the scheduled conference times are too distant, please call for a sooner date or set up a phone conference at your convenience.

In order to provide effective communication between home and school, our method of reporting your child's progress during the first grading period is through parent-teacher conferences. During your conference, your child's teacher will share with you current academic progress, results of any early diagnostic assessments that have been administered, and will be a time for you to ask questions or share concerns.

A second round of parent-teacher conferences are scheduled during the spring. Parents are encouraged to take advantage of time to again meet with the teacher on behalf of their child.

**Elementary Conferences will be held during the following weeks: Grades 1-3 during Sept. 19-23 & Feb. 21-24; Kindergarten during Nov. 7-11 & Mar. 13-17. However, if at any time during the school year you desire additional conferences, please be sure to call Helke to arrange an appointment with your child's teacher(s).**

# **PTA Officers and Committee Members 2016-2017**

## **OFFICERS**

**PRESIDENT:**  
Stacy Worrell

**VICE PRESIDENT:**  
Sarah King

**TREASURER:**  
Tina Dysinger

**SECRETARY:**  
Amber Bent

**COUNCIL DELEGATE:**  
Amy Ogletree

## **EXECUTIVE BOARD MEMBERS**

**PARLIAMENTARIAN:**  
Velinda Tallman

**WAYS & MEANS:**  
Amanda Neely

**PRINCIPAL:** Mr. Brian Tregoning

## **PTA COMMITTEE MEMBERS**

**BOX TOPS:**  
Heather Abney

**BIRTHDAY LUNCHESES:**  
Velinda Tallman

**CAMPBELL'S LABELS:**  
Pat Stephens

**WALK-A-THON:**  
Lindsey Suess

**SPIRIT NIGHTS:**  
Christy Grolnic

**HEART OF HELKE:**  
Lindsey Suess

**HOLIDAY SHOPPE:**  
Stacy Worrell

**SKATEWORLD:**  
Amber Bent

**MEMBERSHIP:**  
Velinda Tallman

**STAFF APPRECIATION:**  
Leah Purdon

**VOLUNTEER COORDINATOR:**  
Jennifer Hernandez

# Visiting the School



The staff at Helke and the Board of Education appreciate and encourage your interest in your student's education. At the same time Vandalia-Butler City Schools have established guidelines that must be observed in order to assure the safety of students and the learning atmosphere of our school.

Parents wishing to visit their child's classroom should contact the building principal in advance of the visit, and make arrangements for the visitation. The principal will schedule a classroom visitation as soon as practicable following the request, taking into consideration the parent's desires and the educational program. A 24-hour notice by the parent should be considered reasonable.

To ensure that no unauthorized persons enter buildings all visitors to school must report to the school office when entering, to receive authorization before visiting elsewhere in the building. (This policy does not apply when parents have been invited to a classroom or assembly program.)

Unauthorized persons are not permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on the grounds.

Yes, we know that at some point you will be bringing a forgotten book or making a presentation to a class. We will still need to have you sign in. Our Helke staff thanks you in advance for following our guidelines and joining us at school.

# **STUDENT RECORDS AND** **ANNUAL FAMILY EDUCATIONAL RIGHTS PRIVACY** **ACT NOTIFICATION (FERPA)**

The School District maintains many student records including both directory information and confidential information.

Directory information includes: (District Policy 8330)

a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; or scholarships.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board.

Other than directory information, access to all other student records is protected by (FERPA) and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Building Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, antil-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

State and Federal law requires that student education records be maintained as confidential. State law further exempts certain information and records from public disclosure. As such, the Board of Education is obligated to take appropriate steps to maintain certain information and records as confidential.

### **DESIGNATION OF DIRECTORY INFORMATION**

The Vandalia-Butler Board of Education has designated certain education records as “directory information,” which can be disclosed without the prior written consent of the parent or eligible student, except that directory information is not released for a profit-making plan or activity. Directory information includes the following:

1. The student’s name
2. The student’s address
3. The student’s date of birth
4. The student’s participation in extracurricular activities
5. The student’s achievement awards or honors
6. The student’s weight and height, if a member of an athletic team

If a student’s parent(s) or eligible student does not want directory information to be released without prior written consent, you must notify the School District in writing within two weeks of your receipt of this notice. Send such notification to the Superintendent, at the address below, stating any or all of the items which the student’s parent(s) or eligible student refuses to permit the District to designate as directory information about that student. If no written notification is received, the District will designate the above information as directory information about the student. The designation will remain in effect until modified by the written direction of the student’s parent(s) or the eligible student.

**Superintendent  
Vandalia-Butler City Schools  
306 S. Dixie Drive  
Vandalia, OH 45377**

# ATTENDANCE

## **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities which cannot be replaced by individual study.

In Ohio, children are required to attend school from age six to eighteen unless the pupil has graduated from high school, is employed on an age and school certificate, or has been determined to be incapable of profiting substantially from further instruction. While it is the school's duty to enforce the compulsory attendance law, responsibility for compliance with the law rests upon the parents, guardians, or other persons having control of the child. (Section 3321.01 of Ohio Revised Code).

## **Notification of Absence**

When a student is absent, parents are required to **notify the district at 415-3000 or by sending an e-mail to: [helkeoffice@vbcasd.com](mailto:helkeoffice@vbcasd.com)** If a student should know in advance that he/she will be absent, the office needs to be informed by a parental note.

## **Student Absences and Excuses**

Regular attendance by all students is very important. In many cases, irregular attendance of the major reason for poor school work; therefore, all students are urged to make appointments do personal errands, etc., outside school hours. Students are entitled to 10 days of excused absence each year without medical documentation. Beginning on the 11<sup>th</sup> day a physician's note is required or the absence will be unexcused. Physician's notes documenting school absences must specify the date of the appointment with the physician and the date(s) of the excused absence.

Reasons for which students may be excused include, but are not limited to:

- personal illness of the student
- illness in the student's family
- death in the family
- quarantine of contagious disease
- religious reasons
- pre-approved college visits

Each student who is absent must immediately, upon return to school, make arrangements with individual teachers to make up work missed. Students who are absent from school for reasons not permitted by Ohio law may, or may not be permitted to make up work. Each case is considered on its merits by the principals and the respective teacher(s). Students should supply a note to the school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for non-emergency trips out of the District, however guidelines have been developed for family vacations and are

outlined in the Student Code of Conduct. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher.

### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

If a student is habitually or chronically truant and the student's parent has failed to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

No student is to leave the school grounds during school hours without the permission of an administrator or teacher.

### **Make-up of Tests and Other School Work**

Homework missed for an excused absence shall be made-up. One day for every day absent (maximum 1 week) is given for make-up work. Students are responsible for work/tests that are given on the day of return, if the assignment was made prior to the absence. It is the student's responsibility to take the initiative in making up this work. Parents may request homework/class assignments when the absence is reported before 10:00AM.

### **Tardiness**

Parents are requested to call the school (415-3000) before 9:00AM if their child will be tardy to school that day. There is a recording available 24 hours a day for your convenience. Students who are late to school, except for a late bus, must sign in the office before going to their lockers or to class. Unexcused reasons for tardiness may include but are not limited to: oversleeping, missing the bus, not leaving early enough, etc. A student is considered tardy for the day if arrival is after 9:00 AM but before 11:30 AM. A half-day absence is recorded if a student arrives after 11:30 AM but before 12:30 PM. Three days of unexcused tardiness will count for one day of unexcused absence. Discipline in the form of detentions or Friday/Saturday school may be assigned. **ALL PARENTS MUST SIGN THEIR STUDENT INTO SCHOOL AT THE MAIN OFFICE TO ESTABLISH ATTENDANCE AND TO GET A PERMIT TO ENTER CLASS.**

### **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. However, five days are allowed within the ten-day policy. When a family vacation must be scheduled during the school year, it must be pre-approved by the Principal five days in advance in order for it to be excused. Vacation request forms are available in the office. If a student has already had 10 absences, the vacation will be denied and all days thereafter will be unexcused.

# HELKE ELEMENTARY VACATION REQUEST FORM

**GUIDELINES:**

1. A vacation form must be signed by the principal and all teachers 5 days prior to the departure date.
2. Assignments will be furnished upon return (or in advance if the teacher is able). The student will have one day per day absent to complete and turn in assignments up to four days.
3. Student must be accompanied by their parents/guardians on vacation or the days missed are unexcused and assignments will not be accepted.
4. Five vacation days are allowed within the ten day attendance policy. It must be pre-approved by the principal five school days in advance in order to be excused. If the student already has ten absences, the vacation will be denied and days thereafter will be unexcused.
5. All vacation days taken will be considered excused unless the above rules are not followed. **YOU WILL BE NOTIFIED IN WRITING ONLY IF THE VACATION IS NOT APPROVED.**
6. Return request form signed by teacher and parent(s) to the Principal.

-----  
*To be filled out by the parent.*

Student's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Grade \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Dates of vacation: From \_\_\_\_\_ to \_\_\_\_\_

Parents' signature \_\_\_\_\_

-----  
*Signatures below verify the vacation.*

Teacher's Signature: \_\_\_\_\_ Date \_\_\_\_\_ Approve Deny

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_ Approve Deny

Date form is completed and filed in the Helke Office: \_\_\_\_\_



# ACADEMICS – Standards-Based Report Card

Beginning in the fall of 2008, Vandalia-Butler City Schools transitioned to a standards-based report card. When a standards-based reporting system is implemented effectively, a report card reports what a teacher has assessed and evaluated over time. At the end of a marking period, a teacher will evaluate all the evidence and identify patterns and trends in a student's level of understanding. The teacher will then use these patterns and trends to report the level of the student's achievement.

A standards-based report card has several distinct features:

- provides specific information on a student's academic achievement
- reports student proficiency as demonstrated throughout a marking period
- reports elements such as use of class time, homework completion and cooperation separately from a student's academic achievement

## WHAT DOES THIS REPORT CARD SAY ABOUT MY CHILD'S PROGRESS?

### **4 = Exceeds Standards**

*Exceeds grade level expectations by applying and utilizing concepts and skills with independence.*

- A student earning a "4" independently uses and applies knowledge in ways that demonstrate higher level thinking skills.
- Typically, FEW students perform at this level.

### **3 = Achieving**

*Demonstrating grade level expectations for concepts and skills.*

- A student earning a "3" demonstrates understanding of grade level skills and concepts and requires minimal support.
- A "3" throughout the school year indicates strong, excellent work at grade level.
- The "3" mark is the GOAL for the grade level and should be celebrated.

### **2 = Developing**

*Progressing toward basic understanding of grade level concepts and skills with assistance.*

- A student earning a "2" has not yet met the standards but is progressing toward achieving skills and learning grade level concepts. Moderate support from teachers, parents, and/or peers is needed.
- A "2" indicates ongoing growth.

### **1 = Beginning**

*Shows an emerging awareness of concepts and skills.*

- A student earning a "1" is currently not meeting the grade level standards. The student demonstrates an inconsistent understanding and application of knowledge.
- Intervention

# STUDENT ACTIVITIES

## **Safety Patrol**

Safety Patrol is a duty in which third grade members assist students to and from school in a safe way. It is a duty that is respected and admired by students, staff, and community members. This is a job that requires good academic standing, responsibility, leadership, excellent behavior, good attendance, and a tolerance for heat, cold, snow, and rain.

The Safety Patrol Advisor and Principal, along with input from second grade teachers and other staff members, select students for Safety Patrol in during the spring of the student's second grade year. Students may be added throughout the third grade year based on school need.

Students that do not continue to meet the requirements of membership with the Safety Patrol may be removed from their duties and membership. If there is a situation of potential removal from the Safety Patrol, the Safety Patrol Advisor and Principal will meet with the student and parent/guardian to discuss specific concerns and develop an improvement plan to help the student meet the expectations of Safety Patrol. Failure to improve specific concerns will result in removal from the Safety Patrol.

# TRANSPORTATION

## Safety – Getting To and From Helke

Safe traffic control at Helke School has been studied by School Officials, P.T.A., the Vandalia Police Department, and the City Engineer's Office. Potentially dangerous situations to be avoided mostly involve parents dropping off and picking up their children.

### **AVOID DOUBLE PARKING**

This is particularly serious during bad weather. Double parking will eventually lead to an accident.

### **AVOID PULLING INTO THE SCHOOL PARKING LOT**

The parking lot is not large enough for private cars and the school buses that need to pull in to unload numerous children. Traffic jams result as well as dangerous situations for students getting out of cars.

### **CHILDREN NEED TO USE CROSSWALKS!**

Our crossing guard is in the front of the school each day to provide safe crossings. Likewise, Safety Patrol students are stationed at each of the other major crosswalks. Students should cross only at these spots. Jaywalking is hazardous and illegal. Help us reinforce safe pedestrian practices!

Helke Elementary School provides two drop-off points: one at the Pool Ave. (end of Randler) and the other at the tennis courts parking lot. Both drop-off points would require your child to walk a short, safe distance to school. In most weather, dressed appropriately, this short walk is good for the students, and best of all it's SAFE. REMEMBER NOT TO DOUBLE PARK.

**Stay out of the parking lot until before and after school traffic has dispersed and buses have gone. Ropes and stop signs will be placed across the parking lot entrances from approximately 8:30-9:15 A.M. and again from 3:00 – 3:45 P.M. Other exceptions need to be approved by the office. REMINDER: NO VEHICLE SHOULD PULL AROUND/PASS A SCHOOL BUS WHEN LOADING/UNLOADING.**

Safe pedestrian and bicycling practices are each student's own responsibility when coming to and going from school. Our 3<sup>rd</sup> grade Safety Patrol will usually be on duty to give students assistance and help enforce school rules. Threatening weather, such as strong winds, electrical storms, and chill factors below zero occasionally make it necessary to cancel safety patrol duties.

## **TENNIS COURT PICK-UP**

Please use the following guidelines for safe pick-up at the tennis court parking lot:

- a. Never run across the lot to a waiting car/van.
- b. If you walk between or behind cars, make sure none are backing up.
- c. When taillights are on, a car may be ready to back out.
- d. The safest pick-up spot is alongside of the tennis courts.

## **Bus Safety**



The Board provides transportation for resident students, kindergarten through grade eight. Elementary students who live more than one (1) mile from school and for all students with physical or mental disabilities which make walking impossible or unsafe are eligible for bussing. The transportation of high school students is optional and will not be provided during the 2016-2017 school year.

Students who live outside the one (1) mile limit are to ride only their assigned bus. Middle and elementary school students who do not have access to sidewalks will not be permitted to walk to school. Transportation to and from school is the responsibility of the parents.

Bus transportation to and from school and fieldtrip locations should be considered a privilege. It is important that students riding buses follow all rules for everyone's safety. Children who ride a bus must remain seated at all times when the bus is in motion. In addition, bus students must refrain from excessive noise and from pushing or throwing any objects. Other rules set by the bus driver will also be followed. Failure to do so will result in the student being reported to the school principal. The bus suspension will occur after reasonable warning and parent notification. Transportation will then be the parent's responsibility.

School bus safety starts with you, every morning and every afternoon. Just keep these ten rules in mind. They are easy to learn, simple to follow, and they start before the bus ever stops:

1. Be on time.
2. Never run to or from the bus.
3. Stand back from the curb.
4. Don't push or shove.
5. Stay in your seat.
6. Don't yell or shout.
7. Always obey the driver.
8. Wait for the driver's signal before crossing.
9. Always cross at least ten feet in front of the bus.
10. Never crawl under a school bus.

# BEHAVIORAL EXPECTATIONS

## Rules at Helke

This and the following pages give you and your child an explanation of the rules enforced throughout the building. Those rules, along with the District Code of Conduct will be discussed in the classrooms. Still, the great number of rules can be defined simply. Students are expected to be eager learners, to do their personal best, to respect and be careful of the rights of others, and to take good care of all personal and school property.

The majority of the building will be using our Assertive Discipline program or our “tag” system. This system at Helke provides a consistent building wide method of reinforcing appropriate behavior of students, while providing consequences for those who choose to disobey rules of the classroom or building. The intent of the program is to teach students responsibility for their own behavior, thus provide an organized educational environment conducive to learning.

As in all of our programs, we encourage your support and look forward to working with you in helping your child develop the academic and social skills that are so important for success. Your child’s teacher will send home information at the beginning of the school year about classroom behavior policies. Please be looking for this information. Read it carefully, discuss the details with you child, and then return it to your child’s teacher with your signature. Discussing the plan with your child will help support our efforts to be an effective school.

### General Rules:

1. Students coming to and from school are under the direction of the Helke Safety Patrol and will follow their directions.
2. Students will walk when in the school building as well as around playground equipment.
3. Students will speak quietly when walking through the school building, hallways, learning center, and cafeteria.
4. Students will respect other individuals' clothing and/or personal possessions.
5. Students will not hurt each other. No fighting, intentional bumping, shoving, tripping, or "chicken fighting" will be permitted in school or on the playground.
6. Students will not chew gum in the building or on the playground.

### Playground Rules:

1. Students will walk when around the playground equipment. Running will be permitted in the open playground field only.
2. Students will not throw stones, hardballs, or any other object that could hurt a person.
3. Before throwing a ball the student needs to wait until the catcher sees the throw and is ready to catch it.
4. Students will not throw snowballs unless targets are up. In that case, the snowballs may be thrown only at the targets.

**Games:**

1. Tackle football is not permitted. Touch football is permitted as long as it is played by the rules.
2. Tetherballs are to be used by only two people at a time and must be given up when the next grade level comes out for recess.
3. Rough and tumble games are not permitted on the playground.

**Equipment:**

Students will use the playground equipment as it was designed to be used.

**SWINGS**

- No pushing anybody on swings
- Take fair turns
- Everybody swings in same direction
- One student on a swing
- Do not swing crooked on swings
- Hold onto swing with both hands while swinging
- Do not hang on support bars of the swings

**TEETER TOTTER**

- One student per seat
- Tell your partner before you dismount
- Do not bounce
- Do not stand on the teeter-totter

**MONKEY BARS AND JUNGLE JIM**

- Do not play tag or run near equipment
- Do not stand, walk, sit, or run around on top of the equipment
- Do not hang from the bars by your legs
- Your head must always be above you feet
- Do not touch others while on equipment
- Drops should be with feet spread apart; knees flexed and head slightly forward and up

**SLIDE** - One student at a time on the ladder

- One student at a time going down the slide
- Go down the slide sitting up with feet in front of you

**Injuries:**

All injuries are to be reported to a playground supervisor who will determine if the injury requires the attention of the nurse or the office.

**Coming Back to the Building:**

1. No one is to come back into the building from the playground without permission from the playground supervisor. The restroom is to be used before going on the playground.

### **Off Limit Areas During Recess:**

1. Woods
2. Baseball bleachers
3. North side of school except when entering or leaving the building
4. Area that is designated as unsafe by playground supervisors
5. No farther east than the front of the building
6. Along-side of cafeteria by dumpsters

### **Wearing Apparel:**

1. During cool days, unless the weather warms sufficiently, all classes will wear coats or jackets outside for recess. The playground supervisors will help decide when coats will not be needed.
2. Sturdy shoes that are in good condition are safest for playground activities. Long shoestrings often cause students to trip and fall even when tied.
3. For student safety on the playground, flip flops, shoes with wheels and high heels are not to be worn to school.



### **Positive Behavior Intervention and Supports (PBIS)**

The District is committed to the use of Positive Behavior Intervention and Supports (PBIS). PBIS is a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students. It is integrated with the district's Code of Conduct. Parents are an important part of PBIS implementation and we encourage parents to use the same expectations and rules that the school teaches. This common language creates consistency and a unified support for expected student behavior. Children and young adults thrive when they have consistent, predictable expectations and consequences.

## **STUDENT CONDUCT CODE**

### **CODE OF CONDUCT**

A major component of the Vandalia-Butler Schools educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

#### **Expected Behaviors**

Each student shall be expected to:

1. abide by national, state, and local laws as well as the rules of the School;
2. respect the rights of others;
3. act courteously to adults and fellow students;
4. be prompt to school and attentive in class;
5. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
6. help maintain a school environment that is safe, friendly, and productive;
7. act at all times in a manner that reflects pride in self, family, and in the School.

The District is committed to the use of Positive Behavior Intervention and Supports (PBIS). PBIS is a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students. It is integrated with the district's Code of Conduct. Parents are an important part of PBIS implementation and we encourage parents to use the same expectations and rules that the school teaches. This common language creates consistency and a unified support for expected student behavior. Children and young adults thrive when they have consistent, predictable expectations and consequences.

Your possession of the student code of conduct along with your signature acknowledging that you understand the contents of the student code and handbook constitutes a first warning for disciplinary purposes. Refusal to sign does not excuse you from complying with the rules set forth in the student code of conduct nor does a refusal to sign exempt you from the disciplinary consequences outlined within the code.

#### **Substitute and Student Teachers**

Substitute teachers are to be treated with the same respect as a guest in your home. You are in a position to help your substitute teacher in a number of ways. It is up to you to give a substitute teacher the best impression of the school that you can possibly give. The reputation of the school is upheld by the action of each individual student. Remember that the substitute is here to help you; please give him or her opportunity to do their best.

## **Dress and Grooming**

The following styles or manners of dress are prohibited:

1. Anything that can be considered a disruption, distraction, or a health and safety issue.
2. Shorts, skirts or dresses which can be defined as a length that is shorter than fingertip length of the index finger when arms, hands, and fingers are fully extended downward alongside the torso. Or shorts with less than a 3” inseam.
3. Spandex and/or biker shorts.
4. Shirts/Blouses must not be low cut, off the shoulder or otherwise revealing.
5. There should be no bare midriff. Clothing which shows the stomach or back area when arms are extended directly outward perpendicular to the body.
6. Apparel with excessive/inappropriate holes, rips, cuts or tears.
7. Sleep apparel is not appropriate; this includes but is not limited to pajamas, robes, lounge pants, and slippers.
8. Clothing or personal possessions containing messages that are obscene, sexually suggestive, or make references to violence, illegal drugs, alcohol or tobacco products.
9. Hats, hoods, sunglasses, or other head apparel, unless approved by the administration.
10. Excess ornaments that might cause damage or injury (examples: chains on pants, wallet chains).
11. Clothes that expose undergarments.
12. Students will refrain from wearing/using excessive fragrance/cologne both on the bus and at/during school.

In all instances, **school officials will determine when an item of clothing is disruptive or objectionable above and beyond and including the list above.** If it is determined that the above guidelines are not met then the student will be requested to change their clothing immediately, be given clothing to wear or a parent call will be initiated and the student will be sent home (this time will be unexcused) to change the apparel or style which is objectionable. If a student is waiting in the office for clothes, they will be counted as unexcused. Students refusing to cooperate will be considered to be insubordinate and handled accordingly.

Students who are representing Vandalia-Butler Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

## **Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

## **Care of Property**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **Zero Tolerance**

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

## **STUDENT DISCIPLINE CODE**

This code is a general standard that should be used as a guide by all students. The following is an enumeration of some of the main areas of conduct that may lead to disciplinary action. This code is also applicable to co-curricular activities and the rules and regulations established by the respective coaches/advisors.

No student shall engage in activity that would constitute a violation of the Ohio Revised Code or federal, state, and local laws on school grounds, in a school vehicle or at a school sponsored event. Any activity that may be determined to be a violation of federal, state, or local law may result in notification of local law enforcement officials for immediate removal from school or activity.

Students are subject to school disciplinary action, up to and including suspension and expulsion for all actions, which affect the good order, efficiency, morale, management and welfare of the school. Primary emphasis will be directed to activities taking place on school premises, at any school activity, function or event during any school transportation (in a school vehicle or in any mode of transportation arranged by the school), and near school premises before, during or after any school-related activity. However, any student action or behavior, which directly affects the school, regardless of place or time, will be subject to disciplinary control by the school. The following rules shall be in effect:

### **1. Disruption of the educational process**

Any actions or manner of dress that materially and substantially disrupts, induces panic, or interferes with school activities or the educational process or which threatens to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

## **2. Alcoholic Beverages, Drugs, or Narcotics**

Students shall not knowingly possess evidence of consumption, sell, transmit, or have the distinct odor or any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, mood-altering substance of any kind, anabolic steroid, or HGH in any form.

Prescription drugs and over the counter drugs: Use of a drug authorized by a medical prescription from a licensed physician and over the counter drugs is authorized by the administration of medication policy. Use of prescription drugs authorized by a medical prescription from a licensed physician and over the counter drugs shall not be considered a violation of this rule when the administration of medication policy is followed and the substance is in a prescription bottle, presented to the nurse in the principal's office. Such medication shall be kept in the security of school personnel in a locked cabinet.

## **3. Drug Paraphernalia and/or Counterfeit Controlled Substances**

Students shall not use,\* possess, transport paraphernalia that is commonly associated with or construed to be used for any of the above-mentioned chemicals or substances. Counterfeit controlled substances, as per O.R.C. 2925.37 and outlined in the Vandalia-Butler Board of Education policy, will be considered violations of this policy.

- A. A counterfeit controlled substance is defined as:
  - 1. Any drug that bears, or whose container or label(s) bears a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark;
  - 2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed packed or distributed by a person other than the person who manufactured, processed, packed or distributed it;
  - 3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
  - 4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in size, shape, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
- B. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, and offer to sell, give, package, or deliver a counterfeit controlled substance.
- C. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a controlled substance.
- D. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.  
Example: Pass off oregano as marijuana. This makes the oregano a counterfeit controlled substance and selling the counterfeit substance would carry the same penalty as selling marijuana.

Students will be held responsible for all actions regarding the selling or provision of counterfeit substances as if they are the controlled substance offered.

#### **4. Tobacco/Nicotine/Vapor/E-Cigarette Substances**

No student is permitted to use tobacco substances in or on school property or on any school bus or other Board authorized transportation. Students will not be permitted to have tobacco substances in their possession while in the school building or on school grounds, including offsite school sponsored events. Students possessing such items (pockets, purses, etc.) even though they are not using them will be subjected to three (3) Friday/Saturday study sessions for the first offense. A cigarette, cigar, etc., in the student's hand, lit or not lit, will be treated as though the item(s) were being used.

All future infractions of this rule will result in further disciplinary action.

#### **5. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline set forth in Board Policy 5610/5611.

Firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm which is inoperable but which can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

#### **6. Use and/or possession of a weapon**

A weapon is any device which may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

#### **7. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

**8. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

**9. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

**10. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous on school property and offsite at school sponsored events. Use or possession of explosives may subject a student to disciplinary action.

**11. Bomb Threats**

Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.

**12. Unauthorized Physical Contact of a staff member/student/person associated with the District**

Unauthorized physical contact of a staff member, student, or other person associated with the District which may or may not cause injury will not be tolerated.

**13. Verbally threatening a staff member/student/person associated with the District.**

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault and is prohibited. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault which may subject a student to discipline.

**14. Physical Altercations/Fighting/Assault**

No student will intentionally assault, cause or attempt to cause physical injury or to behave in a manner that creates an environment of intimidation for students or school personnel. All students involved in fighting will be disciplined; however if self-defense can be clearly established by an administrator during the investigation the punishment for the student acting in self-defense shall be taken into account. Assault\* of any other individual may result in criminal charges and may subject the student to expulsion.

*\* an intentional act by one person that creates an apprehension in another of an imminent harmful or offensive contact*

**15. Violent Conduct**

Students may face expulsion for up to one school year for committing an act at school, or on school property, at an interscholastic competition, or co-curricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or directing a violent act toward their property if such an offense results in serious physical harm to the person/property.

**16. Misconduct against a school official or employee or the property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee including but not limited to harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property (school or personal), on any school bus, in transit to school or during any school sponsored activity.

**17. Misconduct off school grounds**

Students may be subject to discipline for student misconduct even when such misconduct occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

**18. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law and is prohibited by the Student Discipline Code.

**19. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering and is prohibited by the Student Discipline Code. Students who bet on any school activity in which they are involved may also be banned from that school activity.

**20. Forgery**

Students shall not falsify school forms, school records, correspondence, examination papers, parking permits, student ID cards, or other school data not herein listed.

**21. Cheating**

Students shall not cheat. Cheating shall include but not be limited to plagiarism, copying homework, copying digital media/files, using cheat sheets, using a test not expressly provided by the teacher as a study guide, obtaining answers from another student on a test or quiz, and allowing other students to use your materials with the intent to cheat.

Zeros (0) will be given on assignments, tests, or quizzes, parents will be notified.

Co-curricular code of conduct may include additional discipline.

**22. False alarms and false reports**

A false emergency alarm or report endangers the safety forces that are responding to the alarm. It also endangers the citizens of the community, the persons in the building and/or may induce panic. What may seem like a prank is a dangerous stunt that is against the law and may subject the student to disciplinary action.

**23. Trespassing**

Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded from school, the student must not be present on school property without authorization of the Principal.

**24. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property shall be subject to disciplinary action.

**25. Theft, Damage or Misuse of School and Private Property**

Students shall not steal, damage, or misuse school or private property either on school premises, on any school bus, in transit to and from school, or during any school sponsored activity. Students are encouraged not to bring anything of value to school. The School is not responsible for personal property.

**26. Disrespect or Non-compliance with Directions of Administrators, Teacher and Other School Personnel**

Students shall be respectful to, and obey all directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers, and all other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel.

**27. Out of Assigned Area**

No student shall be out of their assigned area or in hallway during class time without an authorized pass. This includes leaving class prior to the bell or leaving school after arrival in the morning.

**28. Aiding or abetting violation of school rules**

Students assisting other students in the violation of any school rule will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**29. Public Displays of affection (PDA)/sexual activities**

Public displays of affection (PDA) such as kissing, embracing, and other physical contact of this manner are in poor taste and do not have a place in school. Students involved in this type of behavior will be punished.

**30. Sexting**

Sexting is defined as the act of sending sexually explicit messages or photos electronically, primarily between cell phones. Such activity is prohibited.

**31. Possession of electronic equipment/Cell Phones/Tablets/Laptops/Personal Computers**

No student shall visibly possess or use radios, portable TV's/DVD players, electronic toys, pagers, cellular telephones, beepers or other paging devices, walkie-talkies, iPods/MP3 players, look a likes, or other such related devices during school hours without the permission of the administration. Students are permitted to possess and use electronic equipment before and after school, during class changes, at lunch, and at other times as directed by teachers for approved instructional purposes in the classroom.

A student that refuses to relinquish their electronic device when asked reasonably by a staff member will be considered non-compliant (#26).

**32. Violation of bus rules**

Misconduct on school buses may result in the loss of privileges of riding the school bus to and from school for a period to be determined by the school principal. The transportation of the student to and from school after such removal then becomes the sole responsibility of the parent/guardian.

**33. Bullying (Policy 5517.01)**

Bullying is any intentional, persistent, and repetitive written, verbal, graphic, electronically transmitted, or physical act that a student or group of students exhibits toward another student and the behavior both: a) causes mental or physical harm to the other student: AND b) is sufficiently severe that it creates an intimidating, threatening or abusive educational environment for the victim.

The harassment and/or bullying of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Individuals engaging in such conduct will be subject to disciplinary action.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by a student, should contact the building school counselor or administrator. Any student who believes that s/he is the victim of any of the above actions or has observed such actions by a staff member, or other person associated with the District should contact the District's Complaint Coordinator:

Robert O'Leary  
Director of Pupil Services  
937-415-6400  
306 S. Dixie Drive  
Vandalia, OH 45377  
Robert.Oleary@vbcasd.com

Shannon White  
Principal, Morton Middle School  
937-415-6600  
8555 Peters Pike  
Vandalia, OH 45377  
Shannon.White@vbcasd.com

The student may report his/her concerns to the Complaint Coordinator either by written report or by telephone or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and/or bullying and the nature of the harassing/bullying incident(s). The Complaint Coordinator will promptly compile a written summary of each such report which will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All individuals involved in an investigation as either a witness, victim or alleged harasser/bully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment/bullying complaint is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment/bullying or its recurrence.

Given the nature of harassing/bullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment/bullying allegations or charges.

Under no circumstances will the School tolerate threats or retaliation against anyone who makes harassment/bullying complaint or participates in an investigation. Individuals who engage in retaliation are subject to disciplinary action.

#### **34. Harassment (Policy 5517)**

Harassment, intimidation, or bullying behavior by any student in the Vandalia-Butler City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert by a student or group of students toward other students including violence within a dating relationship with the intent to harass, intimidate, injure, threaten, or ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other students.

Conduct constituting harassment on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected

by Federal civil rights laws may take different forms, including, but not limited to, the following:

1. Verbal: The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's "Protected Class" as referenced above.
2. Nonverbal: Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's "Protected Class" as referenced above.
3. Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon the person's "Protected Class" as referenced above.

### **35. Sexual Harassment**

Conduct constituting sexual harassment may take different forms, including, but not limited to, the following:

1. Verbal: The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a fellow staff member, student, or other person associated with the District, or third parties.
2. Nonverbal: Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow staff member, student, or other person associated with the District, or third parties.
3. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a fellow staff member, student, or other person associated with the District, or third parties.

Such offensive behavior includes, but is not limited to the following:

- a. Unwanted sexual advances, propositioning, or repeatedly asking someone out for a date after it is clear that the person is not interested.
- b. Explicitly or implicitly offering benefits of any nature in exchange for sexual favors.
- c. Making or threatening reprisals after a negative response or refusal of sexual advances.
- d. Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters.
- e. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.

- f. Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- g. Physical conduct; touching, assault, impeding or blocking movement.
- h. Creating an environment of intimidation.

### **36. Sexual Misconduct**

Students shall not intimidate or be a party to the intimidation of another student for the purpose of sexual interests, engage in any form of exhibitionism, or engage in any act of sexual misconduct during school or school-sponsored activities, on school grounds, on a bus or in other Board authorized transportation, or in transit to or from school.

### **37. Hazing**

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator, teacher, coach, student club advisor/supervisor and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **38. Student Computer Resource Policy**

This policy is intended to promote the responsible and ethical use of resources by students in the Vandalia-Butler City School District ("school district.") It covers all computers and computer resources owned, leased, operated or contracted by the school district. This includes, but is not limited to: electronic mail; Internet use; software programs; VBNet; and microcomputers, mini-computers and mainframes.

The Vandalia-Butler City School District's network is referred to as "VBNet." Students are permitted to use VBNet for educational and research purposes consistent with the mission of the school district. Access to all computer resources is a privilege granted to students. All computer resources and communications transmitted by, received from, or stored in computer systems belong to the school district and should not be considered confidential and/or the property of the student.

Students, who use the school district's computer resources, including the Internet, are responsible for using resources in an authorized, legal, and legitimate manner. Computer resources should only be used for school purposes, and not for personal use.

## **PROHIBITED CONDUCT**

Students including student groups must adhere to the following rules when using the school district's computer resources, including the Internet.

- Students must not use computer resources for product advertising or for commercial or political purposes. Computer resources may only be used for legitimate school purposes related to the student's curriculum or authorized school activities.
- All school policies, including the student harassment and bullying policies apply to the use of school computer resources. Students are prohibited from engaging in any conduct and/or behavior that constitutes any form of harassment, including sexual harassment, through the use of computer resources and/or communication systems. This includes sending harassing or libelous electronic mail or computer messages to others over the VBNet. It also includes sending, accessing, and/or displaying harassing jokes, cartoons, inappropriate web site addresses, or materials of a similar nature
- If a student receives offensive or harassing material from others over the VBNet, the student should immediately notify his/her teacher or the principal.
- Using computer resources to access and/or alter confidential school records, whether paper or electronic records, is specifically prohibited.
- Students are specifically prohibited from using the Internet and other school computer resources to download, access or send pornographic, lewd, offensive, indecent, obscene or vulgar materials.
- Students are prohibited from negligently and/or intentionally damaging, destroying, or altering the school computer resources in any unauthorized or illegal manner (i.e. computer hacking, uploading/creating or forwarding viruses, etc.) Any malicious attempt by a student to harm or destroy data that is connected to the VBNet is specifically prohibited.
- Students are prohibited from using computer resources, including the Internet, in a manner that would substantially and materially interfere with the function and operation of the school district.
- Students may not use computer resources to conduct illegal activity that would violate State, Federal, or local law, or any other school policy.

## **ACCESS ISSUES**

The school district reserves the rights to monitor, access, inspect, intercept, and take appropriate action with respect to all computer resources and communications. Common examples of when the district may need to access computers, software, or stored communications include: investigation of suspected misuse of the computer or Internet; conducting systems repairs; or any other legitimate purpose in accordance with school policy, or federal, state, or local law. Students cannot access or retrieve stored communications unless authorized to do so by the systems administrator.

The school district also reserves the right to search and seize computer resources used by students, such as computers, disks/media storage, Internet materials, etc. The search will be conducted at the discretion of the school district and will be reasonable and justified at its inception. An administrator will be involved in all searches and seizures. Federal copyright laws protect computer software, and students are prohibited from engaging in unauthorized duplication, distribution, or alteration of any licensed software. Students

must abide by all software licensing agreements and may not illegally use or possess copy righted software. Students are also prohibited from installing their own personal software on the school's computer resources. Students must not use software that the student knows has been illegally copied.

## **SECURITY**

Computer security is a high priority for the school district. If a student identifies a security problem on the Internet or other computer resources, the student must notify his/her teacher or the school principal. Students must keep their account and password information confidential and may not share it with others. Students are prohibited from using another individual's account and/or password. Students are also prohibited from using a personal code not registered with the system administrator when using computer resources. Finally, students must not log onto the Internet as the system administrator.

### **39. Protests, Marches, and Picketing**

No student shall participate in or encourage any other student to participate in any protest, march, picketing, or similar activities that may result in the disruption of any function or activity of the school.

### **40. Use of Profane or Abusive Language**

Students shall not use profane, abusive, and/or intimidating language or use obscene gestures.

### **41. Repeated School Violations**

Students who repeatedly fail to comply with any or all of the above rules and regulations are subjecting themselves to additional discipline.

## **POTENTIAL CONSEQUENCES**

Natural Consequences, Verbal Warnings, Restriction of Activities, Lunchtime intervention, Restitution, Detention, Confined Lunch/Recess, Extended Detention, Saturday School, In School Discipline, In-School Suspension, Out-Of-School Suspension, School Community Service, Unruly/Delinquency/Criminal/Civil Charges, Expulsion. (Based upon the severity, nature, and frequency of the behavior). For serious offenses such as, but not limited to, weapons, drugs, alcohol or threats, administrative policy calls for a police report to be filed.

Students who are in possession of inappropriate items or items in violation of the Code of Conduct will turn the items over to a teacher, the Assistant Principal, and/or Principal. Parents may pick up the item(s) at the end of the day when it is the student's first offense. Parents may pick up the item(s) at the end of the year when it is the student's second offense.

## DEFINITION OF DISCIPLINARY TERMS

**Classroom Discipline** - Each teacher establishes basic rules of classroom conduct for students. Each teacher then establishes a series of progressive consequences for violation of these basic rules. The consequences vary from teacher to teacher and from one grade level to the next.

**Detention** - A teacher may assign a maximum of one-hour (1-hour) detention to a student for a violation of classroom or school rules, after giving the student and his/her parents one day's notice. It is the responsibility of the student to notify their parents of the detention and arrange transportation home. The school is not obligated to furnish transportation to students who have been detained. Detention will take precedence over all extra-curricular/co-curricular activities and after school employment.

**Administrative Detention** – The principal may assign an after school or morning detention to a student for a violation of classroom or school rules. It is the responsibility of the student to notify their parents of the detention and arrange transportation home. The school is not obligated to furnish transportation to students who have been detained. Detention will take precedence over all extra-curricular/co-curricular activities and after school employment.

**Saturday School** - Program is being offered as an alternative to some out-of-school suspensions. It has the potential to help students maintain academic standing while modifying unacceptable behavior. Students will report to school on Saturday as directed. They will be required to bring work, etc. Skipping Saturday School will lead to further disciplinary action. The school is not obligated to furnish transportation to students who have been detained. Saturday School will take precedence over all extra-curricular/co-curricular activities and after school employment.

**Friday School** - Sessions are offered as an alternative to some out of school suspensions. Such sessions have the potential to help students maintain academic standing while modifying unacceptable behavior. Students will remain at school during the designated times. They will be required to bring work, etc. Skipping Friday School Sessions will lead to further disciplinary action. The school is not obligated to furnish transportation to students who have been detained. Friday School Sessions will take precedence over all extra-curricular/co-curricular activities and after school employment.

**In School Restriction (ISR)** – The removal from regular classes and school related activities to a designated in-school restriction site. This may be used as an alternative to out-of-school suspension as determined by the appropriate administrative staff. **MAKE-UP PRIVILEGES APPLY**

**Community Service** – Community service is volunteer hours spent with an organization outside the regular school day. The time is to be documented and submitted to the principal or his designee on letterhead from the organization. Failure to complete the required hours will result in further disciplinary actions.

Examples of organizations that could fulfill the community service: Nursing Home, Retirement Home, Churches, Hospice, Hospitals, City, or any non-profit organizations.

**Emergency Removal** - The term emergency removal shall be understood to mean the removal of a student from curricular or extra-curricular/co-curricular activities or from the school premises because the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. The time out of school will be unexcused resulting in zero's (0) for all missed work.

**Suspension** - The removal from school and/or school related activities by the principal or superintendent for a duration up to ten (10) school days. Absences are unexcused and students may not come to school or attend extra-curricular activities. Students will receive "0's" for the work missed during the suspension days.

**Expulsion** - The term expulsion shall be understood to mean the exclusion of a student from all school attendance and related activities by the superintendent. Students will receive "0's" for the work missed during the expulsion days. These days may be carried over from one year to the next with the approval of the superintendent.

*Should there be a reason school is not in session during disciplinary action, the student will be expected to serve the disciplinary action continuing with the next school day in session.*

## **DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the Superintendent of Schools.

During the appeal process, the student shall not be allowed to remain in school. If the appeal is heard by the Superintendent or the Board designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Students serving suspension will not be awarded grades or credit during the period of suspension.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. The athletic director or athletic supervisor may remove the student from any extracurricular activity or from the school premises that is under their supervision. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the students' right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A formal hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the formal hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the

reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee and the right to request that the hearing be held in executive session.

Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school functions;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds or at a school functions, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an

opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

### **SEARCH AND SEIZURE**

School authorities are authorized to search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent, whenever the School authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School Officials may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is found in the course of a search that maybe used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The School reserves the right not to return items which have been confiscated.

### **SURVEILLANCE AND STUDENT PRIVACY**

The use of surveillance cameras is intended to increase our students' safety and welfare. Video surveillance cameras are placed throughout the common areas of the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

When a tape or digital image becomes evidence of a student violating the Student Code of Conduct, in a disciplinary action, this tape/digital image is and will remain confidential, and may be viewed by designated school officials only. If the tape/digital image shows any student other than the student involved, the other students' privacy must be protected. Therefore, the tape/digital image will be treated as any other student record, and the school has the obligation to protect the other students' identities. However, in the event of criminal prosecution, the tape/digital image may become evidence at a criminal hearing and will probably become a public record. Under such circumstances the tape/digital image is under the control of the courts not the school.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. With administrator approval, students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
  - 1. is obscene to minors, libelous, is pervasively indecent or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. is considered to be insulting or harassing,
  - 4. incites fighting or presents a likelihood of disrupting the school environment.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the administration twenty-four (24) hours prior to display.

**Vandalia-Butler City School  
District  
Co-Curricular Code**

FAILURE TO SIGN THE CODE OF CONDUCT WILL RESULT IN NON-PARTICIPATION IN ANY CO-CURRICULAR OR EXTRA-CURRICULAR ACTIVITIES  
REFUSAL TO SIGN DOES NOT EXCUSE YOU FROM COMPLYING WITH THE RULES SET FORTH IN THE STUDENT CODE OF CONDUCT NOR DOES A REFUSAL TO SIGN EXEMPT YOU FROM THE DISCIPLINARY CONSEQUENCES OUTLINED WITHIN THE CODE.

The Vandalia-Butler Co-Curricular Code is applicable to all those students who participate in activities and sports or perform, to those trying out for an organization, to all support personnel, student trainers of the following but not limited to:

Academic Challenge	Student Council
Team	Student Government
Marching Band/Color	Swimming, Boys
Guard	Swimming, Girls
Baseball	Tennis, Boys
Basketball, Boys	Tennis, Girls
Basketball, Girls	Track, Boys
Bowling, Boys	Track, Girls
Bowling, Girls	Volleyball
Chamber Choir	Wrestling
Cheerleading	
Chess Club	
Cross Country, Boys	
Cross Country, Girls	
Drama – Fall and Spring	
Football	
French Club	
Future Educators of America	
Golf, Boys	
Golf, Girls	
Interact	
JCOWA	
Kickline	
Latin Club	
Mock Trial	
Muse Machine	
Musical	
Octagon	
Pep Band	
SADD	
Soccer, Boys	
Soccer, Girls	
Softball	
Spanish Club	

The co-curricular code contained herein has been approved by the Board of Education. The co-curricular code is in effect year-round and it is in effect from the date of the first participation, including try-outs, and when aboard a school bus or any other Board-owned vehicle. The purpose of this booklet is to inform you and your parents of the rules that are appropriate while you represent the Vandalia-Butler City Schools. It is your responsibility as a student to read these rules and abide by them.

The Vandalia-Butler Board of Education recognizes the value of co-curricular activities in the educational process, and the values that students develop when they have the opportunity to participate in organized activities supplemental to the classroom. The Board believes co-curricular activities are an integral and important part in the development of a student's educational program. However, participation in co-curricular activities is a privilege, and not a right. Students are expected to accept the responsibility accompanying this privilege of participation by maintaining a high standard of personal conduct in the areas of citizenship, ethics, integrity, and sportsmanship.

### **CO-CURRICULAR RULES OF CONDUCT**

Your signature on a receipt for these rules and the fact that you have had these rules reviewed with you by a school staff member (coach/advisor) constitutes a first warning; no further warnings will be given to you. It is your responsibility to familiarize yourself with these rules and the consequence of violating them. The rules herein apply to all students during the course of the school year and when aboard a school bus or any other Board-approved vehicle. Additionally, all athletes will abide by the rules and regulations established by the Ohio High School Athletic Association. Any Vandalia-Butler school personnel or governmental/city official may make a referral to the Vandalia-Butler Administration or the student assistance coordinator.

**Failure/Refusal to sign the code of conduct will result in non-participation in any co-curricular or extra-curricular activities. Refusal to sign does not excuse you from complying with the rules set forth in the student code of conduct nor does a refusal to sign exempt you from the disciplinary consequences outlined within the code.**

### **SPORTSMANSHIP**

Sportsmanship, ethics, and integrity are the number one priority of the Vandalia-Butler Athletic Department. It is the responsibility of the coaches, students, parents, guardians, fans, spirit groups, media, officials, administrators and the Board of Education to provide examples of good sportsmanship, acceptable and unacceptable behavior, and ways to promote good sportsmanship. Participation in athletic contests is a privilege. Each student athlete is expected to conduct herself or himself in an exemplary manner while participating.

#### **Sportsmanship Rules**

Players, staff members, and other team personnel are governed by the sportsmanship policy established by the Ohio High School Athletic Association. It states that any team member or staff member ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests (one in football) are played at the same level as the ejection. (Example of "same level" would be: two Freshman games or two Varsity games.) If the ejection occurs in the last contest of the season, the student or staff member shall be ineligible for the same period of time stated above in the next sport in which the student or

staff member participates. A student or staff member under suspension may not sit on the team bench, enter the locker room, or be affiliated with the team in any way traveling to, during, or traveling after the contest(s).

A student who is ejected a second time shall be suspended for the remainder of the season in that sport. A staff member who is ejected for a second time will be suspended indefinitely and required to attend a mandatory conference with the OHSAA Commissioner.

### **Cancellation of Contests/Practices Due to Weather**

If the Vandalia-Butler City Schools are closed due to inclement weather, a decision on the status of games and practices will be made by the building principal and athletic director at the high school. If cancelled the head coach will contact all team members.

If the Vandalia-Butler City Schools are closed due to inclement weather, all middle school games and practices will be cancelled for the day.

### **Equipment**

Each athlete will be issued equipment which is the property of the school, and athletes are expected to maintain each item of equipment. Please follow care instructions located within most cloth items. All equipment is to be returned at the end of each season. Athletes who fail to return equipment will not be permitted to participate in other activities, and course credits will be held until the item(s) are returned or purchased.

### **Transportation**

1. All transportation to and from away contests/games is the responsibility of the school system and will be provided by the school system. Athletes are required to travel to and from away contests in transportation provided by the school system. Athletes should not be transporting themselves to or from away contests. If a special situation occurs, the athlete must request in writing approval from the athletic director or school administration prior to the contest. In these cases the athlete will be released only to their own parent by meeting face to face with a member of the coaching staff.
2. The choice of a mode of transportation to and from practices ultimately lies with the athlete and their parents. We strongly suggest that athletes do not ride with other athletes to or from practices. However, if they choose to ride with other athletes (or any other person), the driver accepts the responsibility and liability of the transportation.
3. If a school van is the mode of transportation, the driver must have completed the school system's van certification program. This can be arranged through the Business Services department.
4. Athletes will remain with their squad and under the supervision of the coach when attending away contests. Athletes who miss the bus will not be permitted to participate in the contest unless there are extenuating circumstances. All regular school bus rules will be followed, including food, noise, remaining in seats, and care and respect for equipment. Athletes are expected to dress appropriately.

### **STUDENT'S RIGHTS AND RESPONSIBILITIES**

Co-curricular participants of the Vandalia-Butler City Schools are direct representatives of their school and are expected to conduct themselves in a way that will gain respect for both themselves and their school. Participation is a privilege available to those who have the will and the desire to abide by training and participation rules. A student may temporarily or permanently forfeit his/her right to participate when her/his behavior disrupts the process, deprives others of their basic rights, and violates the student rules established herein.

In accordance the Vandalia-Butler Board of Education believes that the use, possession, or sale of drugs, alcohol, and tobacco has no place in its co-curricular programs.

In order to assist in giving direction to our student co-curricular participants in observing the principles and responsibilities outlined above, the following policy will be observed:

- I. No co-curricular participant shall possess, use, sell, transmit, or have the distinct odor of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, mood-altering substance of any kind, anabolic steroid, or tobacco in any form.
- II. No co-curricular participant shall use, possess, or transport paraphernalia that is commonly associated with or construed to be used for any of the above-mentioned chemicals or substances. Counterfeit controlled substances, as per O.R.C. 2925.37 and outlined in the Vandalia-Butler Board of Education policy, will be considered violations of this policy.
- III. This policy will apply for all co-curricular participants in programs administered by the Vandalia-Butler Board of Education.
- IV. This policy is in effect three hundred sixty-five (365) days a year.
- V. The penalties in the policy are cumulative, beginning with the participant's first involvement with the Vandalia-Butler high school or middle school co-curricular program. Middle school accumulation ends at the conclusion of eighth grade. High school accumulation begins with the ninth grade and concludes with high school graduation, unless the student participates in a school-sponsored activity that extends beyond the graduation date.
- VI. Procedures to be followed in dealing with the possession (including paraphernalia), consumption, use, handling, giving, storing, concealing, or making of alcoholic beverages, drugs, or narcotics:

**First Offense:**

- A. This will result in nonparticipation without alternatives for 30% of the games (athletes) and designated activities or performances (all others). If, when applying the 30% rule (the percentage will be calculated based on the total number of regular season contests/events from the beginning of the season/year), a partial number of contests/events results, the number will be rounded down to arrive at the length of the suspension, (e.g., 30% of 27 = 8.1, which would be a suspension of eight (8) games with a minimum of one (1) contest/event). The penalty will carry through to the next athletic season or school year if the number of suspended contests/events has not been fulfilled.
- B. All End of Season/Post Season Local/Team (Special- i.e., MVP, MOP, Best Defender, Most Improved, etc.) awards lost for one-calendar year.
- C. The student forfeits the privilege to serve in any leadership position for one calendar year.

- D. A Mandatory Assessment may be required at this time due to the severity of the offense.

A student who commits an offense involving drugs or alcohol under this policy will be required, as a condition of continued participation in co-curricular activities, to undergo an assessment by a certified substance abuse counselor at parental expense.

A copy of the assessment, with any ongoing recommendations for treatment or intervention, will be sent to the principal per a signed, HIPPA-qualified release form. The student will be required to comply with all recommendations.

**OR**

Failure to complete the Mandatory Assessment will result in denial to participate in all co-curricular activities until requirement is fulfilled.

**Second Offense:**

- A. This will result in nonparticipation without alternatives for 50% of the games (athletes) and designated activities or performances (all others). If, when applying the 50% rule (the percentage will be calculated based on the total number of regular season contests/events from the A. beginning of the season/year), a partial number of contests/events results, the number will be rounded down to arrive at the length of the suspension, (e.g., 50% of 27 = 13.5, which would be a suspension of 13 games with a minimum of one (1) contest/event) with a **Mandatory Assessment for Second Referral.**

A student who commits a second offense involving drugs or alcohol under this policy will be required, as a condition of continued participation in co-curricular activities, to undergo an assessment by a certified substance abuse counselor at parental expense.

A copy of the assessment, with any ongoing recommendations for treatment or intervention, will be sent to the principal per a signed, HIPPA-qualified, release form. The student will be required to comply with all recommendations.

**OR**

Failure to complete the Mandatory Assessment will result in denial to participate in all co-curricular activities until requirement is fulfilled.

The penalty will carry through to the next athletic season or school year if the number of suspended contests/events has not been fulfilled.

- B. All End of Season/Post Season Local/Team (Special- i.e., MVP, MOP, Best Defender, Most Improved, etc.) awards lost for the duration of high school career.
- C. The student forfeits privilege to serve in any leadership position for the remainder of the student's high school or middle school career.

**Third Offense:** This will result in denial to participate in all co-curricular activities for one calendar year.

**Fourth Offense:** This will result in denial to participate in all co-curricular activities for the remainder of the student's high school or middle school career.

VII. Academic Eligibility for Co-curricular Activities

The Vandalia-Butler Board of Education has established requirements for student eligibility and participation. Students must have a GPA of 2.0 and/or no more than one "F" in the preceding grading period to be eligible. Students who do not meet this standard but who wish to continue to participate in co-curricular activities must attend a

mandatory “Study Table” until the standard is met. Incoming ninth graders must have passed 75% of the subjects in which they were enrolled the preceding grading period. This requirement is in effect for 7th and 8th grade students participating in athletics.

#### VIII. Athletic Eligibility

Eligibility requirements, as established by the Ohio High School Athletic Association shall be observed. Copies of the rules will be distributed separately to student athletes, and VIII parents and athletes should consult the athletic director or head coach for clarification of OHSAA rules.

#### IX. Procedure for Implementing the Co-curricular Code

- A. If the violation occurs at school or during a school-sponsored event or activity, the principal or assistant principal will administer the disciplinary policy. The student would be subject to the Student Code of Conduct as well as the Co-curricular Code.
- B. If the violation occurs away from school and away from school events, the athletic director will conduct the review for athletes /cheerleaders and will explain the code to the athlete, parents, or guardian. For other co-curricular participants, the principal/assistant principal will conduct the review and will explain the code to the participant, parents, or guardian.
- C. It will be the shared responsibility of the principal and athletic director to inform one another when an athlete has completed the mandatory assessment and any recommendations from a physician or outside agency.

#### X. Penalty Guidelines

Students will be disciplined for violations of the Co-curricular Code. The level of discipline will be left to the sound discretion of the coach/advisor after considering the nature of the violation with the exception of drugs, alcohol and tobacco which are specified elsewhere in this policy. Penalties may carry over from one co-curricular activity or season to another.

- A. Denial to Participate: The removal from the activity for a period not to exceed ten (10) days.
- B. Removal: Removal from the activity for a specific period of time in excess of ten (10) days.
- C. Permanent Exclusion: Denial to participate in co-curricular activities for the remainder of the student’s school career.
- D. Restitution: The student will be responsible for paying for economic losses occasioned by a violation of the Co-curricular Code.

#### XI. Appeal Procedure

- A. Conference with the head coach/advisor of the activity. For athletes, the athletic director may also be present.
- B. A written request for an appeal should be directed to the athletic director or coordinating principal, and must occur within five (5) school days following notification of the infraction. The participant will not be allowed to participate in contests/events during the appeal process.
- C. If not satisfied with the decision of the athletic director or coordinating principal, then a written request for an appeal should be directed to the building principal. The decision of the principal is final.

## XII. Attendance

Regular attendance is expected. (See the VBCS District Attendance policy – 10-day rule.)

### A. Excused absences

1. Illness verified by physician's note, parent contact, or coach/advisor awareness.
2. Death in the family, verified by adult contact, coach/advisor awareness.
3. Parental decision – requires mandatory prior approval of coach/advisor.

### B. Unexcused absences

Any absences not covered by excused absences.

- ### C. Students must attend at least four classes during the day of a scheduled co-curricular activity to be eligible for participation, unless the principal has approved a valid excused absence.

## XIII. Expectations of Co-curricular Participants

### A. Maintain eligibility

### B. Sign acknowledgment/receipt of Co-curricular Code

### C. Display proper behavior both in and out of school

### D. Model a strong commitment to abstain from tobacco, alcohol, and other drug use

### E. Respect authority – parents, officials, teachers, coaches, administrators, and others

### F. Demonstrate a dedication to high standards in the classroom

### G. Demonstrate a dedication to hard work and training

### H. Students will not steal, damage, or misuse any school or private property

### I. Students will not threaten, assault, cause or attempt to cause physical injury to other students or any school personnel or officials

### J. Students will not intimidate or be party to the intimidation of another student for any purpose including sexual interest, nor engage in any form of exhibitionism, nor engage in sexual misconduct

### K. Students will not violate the Ohio Revised Code

This policy supplements the District's Code of Student Conduct, and is administered independently of that Code. A violation of this policy may also violate the Code of Student Conduct. A student may be disciplined under the Student Code of Conduct in addition to being disciplined under this policy