

Vandalia Butler High School
Student Handbook

2018-2019



BUTLER

H I G H S C H O O L

www.vbcasd.com
Home of the Aviators

Vandalia-Butler City Schools



Student/Parent Handbook 2018-2019

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Cover designed by Alexandra Kapis

Dear Aviators,

Welcome to the 2018-2019 school year!

Our Butler High School is truly a special community of wonderful people – you, your parents and family, and our staff, with the support of our entire Vandalia-Butler City School District, City of Vandalia and Butler Township. Together, we accomplish incredible achievements!

Success is intentionally earned through hard work and enthusiastic perseverance. Rarely does it happen by chance. Its rewards are tremendous, so take advantage of every opportunity to attain it. Make this school year the best so far!

Academically, create your personal dream of your future and challenge yourself to turn that vision into reality. Commit to the pursuit of excellence as you use these high school years to discover the excitement of your future career and corresponding path of college or other form of post-secondary education. Put forth your finest effort each day, realizing that every grade affects your official transcript, the permanent record of your high school scholastic performance.

Butler offers a great deal of opportunities for you. Enjoy them by getting involved in the wide variety of our school teams, clubs, and organizations. Be an active participant in several of them this school year and enjoy their rewards. And, when you are not on the field, court or stage, attend as many of our school events as you can. Fill the stands, cheer as a united student block for your fellow Aviators, go to the drama and music performances, attend our school's social events – and through them all, create positive memories of this school year which you will cherish forever.

Between now and your graduation day, when you will join the ranks of our successful alumni, enjoy the experience of the greatness of Butler!

We wear our Purple with Pride because ---

We ARE Aviators!

School Year 2018-2019 Calendar

August 20	First Day for Teachers
August 21	Professional Development Day for Staff – No School
August 22	First Day for Classes at Butler
September 3	Labor Day – No School
September 7	District-wide Pep Rally
October 1-6	Homecoming Week
October 1	Flight Night
October 10	PSAT
October 18	End of 1 st Quarter
October 19	Professional Development/Report Day for Staff – No School
November 21	Conference Day – No school
November 22-23	Thanksgiving – No School
December 19-21	1 st Semester Exams
December 21	End of 2 nd Quarter
Dec. 22 - Jan. 6	Winter Break – No School
January 7	Report Day for Staff – No School
January 8	Students return
January 21	Martin Luther King, Jr. Day – No School
February 11-15	Winter Spirit Week
February 18	Presidents' Day – No School
March 12	State of Ohio ACT for all Juniors
March 14	End of 3 rd Quarter
March 15	Professional Development/Report Day for Staff – No School
April 15	Conference Day – No school
April 26-21	Spring Break – No School
April 22	Professional Development Day for Staff – No School
April 29-May 3	BSEP Week
May 6-17	AP Exams
May 20-21	Senior Exams
May 24	Memorial Day Program
May 27	Memorial Day – No School
May 28	Graduation
May 28-30	2 nd Semester Exams
May 30	End of 4 th Quarter
May 31	Report Day for Staff – No School
May 31, June 3-6	Possible Calamity Make-up Days (Staff Report Day would change)

PARENT/TEACHER CONFERENCES

Thursday, September 20	3:00 - 6:30 p.m.
Thursday, November 15	3:00 - 6:30 p.m.
Thursday, February 7	3:00 - 6:30 p.m.
Thursday, April 11	3:00 - 6:30 p.m.

Butler High School Administration

Thomas Luebbe, Principal
Ryan Williamson & Shalyn Leighner, Assistant Principals
Jordan Shumaker, Athletic Director

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Vandalia-Butler Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building administration. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails.

BUTLER ALMA MATER

Come and join in song together
Sing with might and main
Our beloved Butler High School
Sounds her praise again,
Here's to her whose name we'll
ever cherish in our song.
Honor, love, and true devotion
to her belong.

SCHOOL COLORS: Purple and Gold

BUTLER PEP SONG

Oh cheer, cheer, cheer for Butler High.
The pride of Ohio. We'll ring out the
glory and we'll tell all the story of
the school we love the best.
Oh cheer, cheer, cheer for Butler High
our Alma Mater true, and we'll always
stand every heart in hand, for
the honor of Butler High.

MASCOT: Aviator

MISSION OF THE SCHOOL

Educating the student through an interactive environment that promotes critical thinking, a strong work ethic, personal responsibility, and a sense of pride in school and community

PHILOSOPHY

The staff and administration of Butler High School realize that the core of their responsibility is to meet the educational needs of each student. However, "educational needs" must extend the scope of providing for a student's intellectual development. Areas of physical, cultural, aesthetic, and social awareness must also be expanded so that students will be prepared for that aspect of their lives which extends beyond graduation, whether it be education or movement directly into the job market. Each individual should be equipped with the knowledge, skills, and motivation necessary to make the transition to mature, responsible citizens of the world community, capable of leading productive life-styles.

We believe that:

1. Learning is a life-long process that contributes directly to quality of life.
2. Every child is unique and capable of learning.
3. The learning process is strengthened by a cooperative effort among staff, student, parents, and community.
4. Stable home and school environments are important to a child's overall growth and development.
5. The school should be willing to adapt to a changing world.
6. Every child should have the opportunity to develop positive attitudes toward self and others.
7. A challenging learning environment encourages academic excellence.

The high school years are often the most important and best-remembered years in an individual's life. Thus, school should essentially be an enjoyable experience. Students need to develop a feeling of self-worth and, as such, must be accorded respect. To this end, the school is responsible for providing a safe environment as well as one conducive to learning by being both stimulating and challenging in and out of the classroom. As individuals, all students have the right to expect wise counseling tailored to their needs, as well as a quality education that reflects the changes in the development and to help the student gain status as a person through a variety of courses and extra curricular activities. But realizing that our greatest commitment is to people, we must extend ourselves beyond programs and facilities. By utilizing the variety of individual personalities and capabilities found throughout staff and student body, a desirable atmosphere for learning can take place. Such learning can be described as sharing knowledge, mutual respect, interest, caring, and understanding.

It is the belief of Butler High School that the five (5) major ingredients that a student must demonstrate in order to experience successful achievement in school can be identified as follows:

1. Regular attendance to school and class, including being on time for all classes
2. A willingness to accept instructions and directions in a spirit of cooperation with the staff and other students
3. A willingness to demonstrate a sincere work effort as it relates to completing assignments, bringing appropriate

- materials to class, and participating with a serious intent to learn
4. Displaying acceptable behavior on school campus and at school activities/events
 5. Being responsible for following all rules and guidelines as outlined in the student handbook and code of conduct

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment on the basis of "Protected Classes" that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

Brandon Hartley
Director of Curriculum & Student Services
937-415-6403
500 S. Dixie Drive
Vandalia, OH 45377
Brandon.Hartley@vbcsd.com

Shannon White
Principal, Morton Middle School
937-415-6647
8555 Peters Pike
Vandalia, OH 45377
Shannon.White@vbcsd.com

BELL SCHEDULES

There are 4 standard bell schedules at Butler High School. The regular bell schedule sets the periods at 52 minutes each. Occasionally, due to an assembly or special program, an alternate bell schedule is used. On most Tuesdays when we are in session, subject area teams will be meeting from 7:30-8:30 a.m. We will be on **bell schedule #4** (Team meeting day). This is an important part of our Professional Development program.

<u>#1 Regular</u>			<u>#2 Early Dismissal</u>		
Warning Bell		7:40 AM	Warning Bell		7:40 AM
Period 1	7:45 AM -	8:41 AM	Period 1	7:45 AM -	8:14 AM
Period 2	8:45 AM -	9:37 AM	Period 2	8:18 AM -	8:47 AM
Period 3	9:41 AM -	10:33 AM	Period 3	8:51 AM -	9:20 AM
Period 4	10:37 AM -	11:29 AM	Period 4	9:24 AM -	9:53 AM
Period 5	11:33 AM -	1:03 PM	Period 5	9:57 AM -	10:24 AM
Lunch A	11:33 AM -	12:03 PM	Period 6	10:28 AM -	10:57 AM
Lunch B	12:03 PM -	12:33 PM	Period 7	11:01 AM -	11:30 AM
Lunch C	12:33 PM -	1:03 PM			
Period 6	1:07 PM -	1:59 PM			
Period 7	2:03 PM -	2:55 PM			
 <u>#3 2-Hour Delay</u>			 <u>#4 Team Meeting Days (Tuesdays)</u>		
Warning Bell		9:40 AM	Warning Bell		8:30 AM
Period 1	9:45 AM -	10:21 AM	Period 1	8:45 AM -	9:31 AM
Period 2	10:25 AM -	10:57 AM	Period 2	9:35 AM -	10:17 AM
Period 3	11:01 AM -	11:33 AM	Period 3	10:21 AM -	11:03 AM
Period 5	11:37 AM -	1:07 PM	Period 4	11:07 AM -	11:49 AM
Lunch A	11:37 AM -	12:07 PM	Period 5	11:53 AM -	1:23 PM
Lunch B	12:07 PM -	12:37 PM	Lunch A	11:53 AM -	12:23 PM
Lunch C	12:37 PM -	1:07 PM	Lunch B	12:23 PM -	12:53 PM
Period 4	1:11 PM -	1:43 PM	Lunch C	12:53 PM -	1:23 PM
Period 6	1:47 PM -	2:19 PM	Period 6	1:27 PM -	2:09 PM
Period 7	2:23 PM -	2:55 PM	Period 7	2:13 PM -	2:55 PM

When students enter the building on Team Meeting Days, they are expected to go to the Cafeteria. The first bell to report to 1st period will ring at 8:30 a.m. 1st period begins at 8:45 a.m.

IMPORTANT CONTACT INFORMATION

- A. General Information about School: Kim Thaler 415-6306
- B. Specific Educational Concerns:
 - 1. Student concerns: Classroom Teacher of the course
 - 2. Staff concerns: Thomas Luebbe 415-6302
- C. General Educational Concerns: Student's Counselor
- D. Attendance: Call the Attendance Line 415-6307
- E. Student Disciplinary Matters: Ryan Williamson 415-6304 and Shalyn Leighner 415-6305
- F. Athletics: Athletic Director – Jordan Shumaker 415-6383
- G. Student Activities:
 - 1. Sponsor of the Organization
 - 2. Activities Director – Ryan Williamson 415-6304
- H. Bus: Transportation Supervisor 415-6691
- I. Clinic/Health: Nurse - Jessica Singer 415-6308
- J. Transcript Information: Guidance Secretary – Cindy Snyder 415-6309
- K. Home Instruction: Student's Counselor
- L. Homework Assignments: Guidance Office 415-6309
- M. Building Use: Thomas Luebbe 415-6302
- N. Career Technological Center: Thomas Luebbe 415-6302
- O. Work Permits/Parking Permits: Sue Zurn 415-6301
- P. Counselors:
 - Mark Peck – student last name A-G 415-6311
 - Kelly Stevens – student last name H-N 415-6312
 - Jennifer Donovan – student last name O-Z 415-6310

PHONE NUMBERS

Butler High School	415-6300
Butler Attendance Office	415-6307
Butler Guidance Office	415-6309
Butler Athletics	415-6383
Board of Education	415-6400

SECTION I - GENERAL INFORMATION

SEARCH POLICY

School lockers, desks, and all other storage space provided for students and owned by the Vandalia-Butler Local School District, including but not limited to desks and lockers, remain the property of the District at all times. Accordingly, students should never assume any expectation of privacy in such property.

Pursuant to Board policy, the Principal or designees may search student lockers and their contents (including person), without parental consent/knowledge, based upon a reasonable suspicion that a violation of a criminal statute or school policy has been committed and that the locker contains evidence of such violation. In addition, school administrators without reasonable suspicion may conduct random searches of lockers and their contents. Drug-sniffing dogs may be used to detect the presence of unlawful items on school property, including cars parked on school property, without prior notice or consent of students. If a dog detects the presence of an unlawful substance, the item may be searched.

LOCKERS

Each student is assigned a locker and a locker combination. Every student is personally responsible to ensure her/his locker is locked. You are responsible for your personal things as well as school items that you may be using. Do not leave valuables or money in your locker. Do not give your locker combination to anyone. Lockers are the property of the school; therefore, any misuse or damage to the locker can result in disciplinary action and/or restitution. All lockers are property of the Board of Education and are subject to search in accordance with policy in the Code of Conduct. Do not mark on your locker or damage it in any way. Purses left unattended in rooms, restrooms, or the band room invite the thief. Give valuables to your teacher during physical education class.

PROCEDURE FOR STUDENT CHANGE OF ADDRESS OR CHANGE OF 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.vbcسد.com> . Enrollment office hours are Monday thru Friday 8:00 am– 4:00 pm. Appointments are welcomed!

If you have question about address or custody changes please call the **Central Enrollment Office** at 937-415-6410.

ASSEMBLIES

During the school year several assemblies may be approved for your educational enjoyment. Students, for religious or other pertinent reasons, may request permission to be excused from assemblies. However, students who attend assemblies are requested to show respect for those participating. Booing, whistling, and any other forms of disrespect will not be acceptable at Butler High School. Students will sit in their designated areas for the assembly.

Various assemblies are held throughout the school year to honor, educate, and entertain students.

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate.

Adult students (age eighteen (18) or older) must follow all school rules.

If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School however, may use the mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills, school safety procedures, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs along with physician documentation to the School office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the clinic. An appropriate adult in the clinic will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. Enrollment takes place at the Vandalia-Butler City School District Board Office. When enrolling, parents must provide copies of the following:

- A. a birth certificate,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

The Vandalia-Butler City School District Attendance Administrator will verify residency.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. A guidance counselor or secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

Students must consider carefully their interests and college/career plans when selecting course requests. Please take the process seriously. RESEARCH your options, INVESTIGATE thoroughly your selections, and DISCUSS your choices with your parents, teachers and guidance counselor prior to submitting requests.

Students and parents, please keep in mind that Master Scheduling is a very complex process. Every effort will be made to provide students with their first requests, giving priority to Seniors first, then Juniors, then Sophomores, and then Freshmen. However, there are numerous factors, e.g., teacher and room availability, class sizes, etc., that have major effects on scheduling. Therefore, it is important for students to make wise choices NOW when selecting preferred and alternate courses for NEXT year.

Many school decisions and teacher preparation activities for the upcoming year are based upon class schedules created from course requests submitted by students. **Once a student meets with her/his counselor to verify course selections, this process commits the student to her/his choices for the 2018-2019 school year. Changes will NOT be permitted after the schedules are generated in the Spring unless there is a reason initiated by the school.**

The school will NOT initiate a schedule change to accommodate early release requests, a different teacher, a different lunch schedule, or classes with a friend.

Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

GUIDANCE PHILOSOPHY

The guidance program is responsible for helping all students understand their abilities, aptitudes, and interests. The program should use a variety of methods including referral services to facilitate the growth of each student. Each student has the right to develop his/her individual talents along with the basic academic and social skills. All students should be afforded the opportunity to utilize the guidance staff, materials, and faculty.

A well-rounded program benefits everyone. The many different services supplied by the department will develop a strong resource area for the community as well as the students. Helping the community is a part of supporting the school as services are rendered from the department having an effect on students, parents, and members of the community.

GUIDANCE AND COUNSELING SERVICES

The Butler High School Guidance Department takes an active role in providing assistance to students in integrating their academic, career, and personal (social/emotional) development through advice and encouragement.

The Butler High School Guidance Department facilitates programs to enable students to become aware of responsibilities, skills, and abilities, and to take full advantage of educational and career opportunities that are available now and for the future. The guidance staff also works with parents to understand the students' educational progress and best utilize the resources available to their children to be lifelong learners, productive workers, and successful citizens.

The Guidance Department maintains and disseminates both educational records information and social/emotional information for students to parents, teachers, and administration. Counselors work individually and in small groups with students to meet the educational, personal, or resource coordination needs of the student body. Most visible of these informational items are the preparation and planning each year of the student's program of study and the recording and review of the student's grade reports. Both small and individual conferences are held for orientation to the course selection process and graduation requirements (in conjunction with parent conferences) annually.

The periodic review of the student's school records is provided through progress reports, grade cards, parent conferences, and phone contacts to both the students and parents.

The Guidance Staff is also responsible for enrollments and withdrawals, testing, Miami Valley Career Technology Center, college admission applications, scholarships and financial aid, career information and planning, home instruction, homework assistance during absences, and assistance with social/emotional issues.

Students are encouraged to take advantage of the resources offered by the Guidance Department and discuss career and college plans with their counselor. A student may make an appointment or make emergency contact with their counselor at any time during the school day.

TRANSCRIPTS

One transcript shall be issued free of charge. There may be a nominal charge for all subsequent transcripts.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or guardian or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission signed by the custodial parent(s) or guardian.

WITHDRAWAL/TRANSFER FROM SCHOOL

Parents must notify Guidance about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion will be transferred to the new school within fourteen (14) days of the parents' notice or request as long as all school fees/fines are paid in full and all school property returned in good condition.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the Director of Curriculum & Student Services (937-415-6400).

All pupils entering 7th and 12th grade are required to be vaccinated against meningococcal (Meningitis) disease. One dose of meningococcal is required prior to entry into 7th grade. A second dose of meningococcal vaccine is required prior to entry into 12th grade.

EMERGENCY MEDICAL AUTHORIZATION

A completed Emergency Medical Authorization form must be on file with the School at the time of enrollment or before each school year begins, as well as in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

CLINIC

The clinic is located in the main office. Its purpose is to provide emergency first aid for minor illnesses and injuries. In case of more serious afflictions, parents are notified. The clinic is not a place to sleep when tired and using it to avoid responsibility will not be tolerated. Misuse of the clinic by any student will be dealt with on an individual basis.

USE OF MEDICATIONS

Students, who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal and/or their designee before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office/District Nurse and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications, for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.
- E. Any unused medication, unclaimed by the parent, will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The building principal and/or their designee will maintain a log noting the personnel designated to administer medication, as well as the date, and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release.

Non-prescribed (Over-the-Counter) Medications

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication for up to two consecutive days on forms that are available from the Principal's Office or online. However, usage of over-the-counter medication beyond two consecutive days will additionally require physician authorization.

If a student is found using or possessing a non-prescribed medication without parent, physician when required, and Principal authorization, the student will be brought to the School office while the student's parents are contacted. The medication will be confiscated.

Any student who distributes medication of any kind or who is found in possession of a non-authorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is complete and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA) and State law. Contact the Director of Curriculum & Student Services (937-415-6400) to inquire about evaluation procedures and programs.

STUDENT RECORDS AND ANNUAL FAMILY EDUCATION RIGHTS PRIVACY ACT NOTIFICATION (FERPA)

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.

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.

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. If the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

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, anti-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, the Superintendent shall ensure that procedures are established whereby 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 is directed to 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

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

FERPA@ED.Gov; and
PPRA@ED.Gov.

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
 500 S. Dixie Drive
 Vandalia, OH 45377**

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Butler High School charges specific fees for activities and materials used in the course of instruction as approved by the Vandalia-Butler City Schools Board of Education. A list of fees can be obtained at the high school office.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges or to return school property in good condition may result in the withholding of credits, diplomas, transcripts, records, etc.

All fees should be paid prior to the start of the school year. Academic school fees must be paid prior to extra-curricular participation fees, and any payments submitted will be applied first to academic school fees that are presently due.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School will not be liable for any loss or damage to personal valuables.

MEAL SERVICE

Butler High School participates in a **closed lunch**. The School participates in the National School Lunch Program and makes lunches available to students for a reasonable fee. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific permission from the Principal. Students may not order food or arrange for food to be delivered to the school without prior permission from the administration.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the building office.

LUNCH TIME ACTIVITY

It is expected that all students cooperate with the Lunch Time supervisors. Students are to remain out of hallways and entranceways. Students may use the restroom facilities located near the cafeteria.

FIRE, TORNADO, AND SCHOOL SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The School also conducts regular school safety drills as prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building, as required.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the Superintendent will notify the Dayton Area radio and television stations.

Information concerning school closings or delays can also be found on the District's web page at <http://www.vbcasd.com/>

Parents and students are responsible for knowing about emergency closings and delays.

EMERGENCY NOTIFICATION

In the event of a school closing or delay, emergency, or serious threat to student safety, parents will be notified via our One Call Now calling system. The phone number to which the call will be made is the primary number provided/verified by parents during the annual information verification. Notification of any changes to the primary number is the responsibility of the parent.

VOLUNTEERS

All volunteers must complete a background check through the Background Investigations Bureau (BIB).

VISITORS

The Vandalia-Butler City Board of Education continues to welcome parents and other guests as visitors to the Vandalia-Butler City Schools and encourages the use of school facilities for meetings, programs, entertainment, or other activities approved by school officials. Trespassing or loitering is prohibited in all school buildings and on all school grounds. All persons entering Butler High School must report immediately to the main office. If the person is a visitor, they must request

a visitor's pass. No person shall remain in the school building or on the school grounds after being requested to leave the school premises by the principal, teacher, custodian, or member of the administrative staff of the Vandalia-Butler City Schools or a member of the Vandalia Police Department or the Montgomery County Sheriff's Office. **If a parent wishes to visit a classroom, notification to the principal must be done 24 hours prior to visitation.** The principal of each school in conformity with Section 2917.211 of the Revised Code shall post a copy of these rules and regulations.

Students may not bring visitors to school without prior written permission from the Principal.

MEDIA CENTER

The Media Center is open before, during, and after school from 7:30 a.m. until 3:00 p.m. to provide you with computer access, books, magazines and other materials to support classroom study and reading interests. On Tuesdays when classes begin at 8:45 a.m., students can use the Media Center between 7:30 and 8:30 a.m. provided they have made prior arrangements with the Media Center Coordinator. The people who work in the Media Center try very hard to purchase books and materials that are interesting to high school students and welcome any suggestions that you have.

Please keep these items in mind when you borrow materials:

- The loan period for books is 2 weeks, with two possible renewals.
- Overdue fines are .5 cents per school day, with a maximum of \$10.
- Reference books may be borrowed overnight and the overdue fine is .25 cents per school day.
- Replacement cost for lost books will be determined by the Media Coordinator, with a minimum of \$10 per item.
- Report cards/diplomas are held until Media Center fines are cleared.

Audiovisual equipment may be checked out to a student for use at Butler High School if a teacher co-signs. Please remember that the Media Center is an academic area. Your teachers will bring you to the Media Center throughout the school year with your classes, and sometimes, depending on space, you may be able to sign up or obtain a pass to use the Media Center during study hall times. Appropriate behavior is mandatory at all times.

STUDY TABLES

There will be Study Tables on Tuesday and Thursday afternoons from 3:00-4:00. This is a wonderful opportunity for students to receive additional help in their academic areas. **Students who participate in co-curricular activities and have less than a 2.0 average will be required to attend study table two afternoons a week in order to maintain their eligibility to participate.**

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to use of any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use personal cell phones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.

CHILDREN OF STUDENTS

Children of students attending Butler High School will not be brought to the school during the regularly scheduled school day.

STUDENT AIDES

(Media Center, Teacher, Office Aides)

Students are permitted to be aides for teachers, guidance, front office, or athletics during their study hall period. Student aides will help teachers and secretaries with organization, deliveries, or other tasks. To be eligible to be a student aide you must have a minimum of a 2.25 GPA (on an un-weighted scale) for the previous quarter. Additionally, you must complete a contract and return it to the front office for approval. Contracts may be picked up in the front office. While multiple aides are permitted in offices, only one student aide per period per classroom is permitted.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

No student shall be required, as part of the school program or the District's curriculum, without prior written consent to the adult student or minor student's 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 family;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-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).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

STUDENT EMPLOYMENT

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents.

WORK PERMITS

Work permit forms are available online through the BHS website (Forms Tab under Quick Links). Forms should be completed and submitted to the main office. A part-time permit is required for all students' ages 14 thru 17 who are employed in a part-time job except those jobs categorized as irregular employment (i.e. mowing lawns, baby-sitting, except on a full-time basis, paper boy, etc.). A full-time work permit is required for any youth ages 16 thru 17, who is not attending regular school, but is regularly employed.

LOCAL SERVICES

Alcoholics Anonymous	222-2211
American Red Cross	226-6711
AL-ANON Hope Group	427-5439
Children Services	276-6121
Dettmer Hospital	440-7620
Children's Medical Center	641-3600
Kettering Youth Services	534-4620
United Health Services (Health Info Resources)	220-6600
Health Care (Teens) Montgomery County Adolescent Wellness Center	222-9355
YWCA Teen Connection	461-5550
Domestic Violence – Artemis Center	222-7233
YWCA Shelter Services for Domestic Violence	461-5550
Health Insurance Care Source	224-3300
Medicaid Hotline	1-800-324-8680
Job Center	225-6347
DayBreak Shelter (Runaways)	461-1000
Suicide Prevention Hotline (24/7)	229-7777
Alcohol & Drug Abuse – Samaritan Crisis Care (Alcohol & Drug Assessment Services)	224-4646
Narcotics Anonymous	640-1813

NATIONAL SERVICES

Child Find/Missing Children	1-800-431-5005
National Runaway Switchboard Hotline	1-800-621-4000
Parents Anonymous – For abusing parents and abused children	1-800-421-0353
Poison and Drug Information Center	1-800-762-0727
National Youth Emergency	1-800-972-6004
Information for Parents about Drug and Alcohol Abuse (Ohio)	1-800-282-9254
Hot Line – Information on Missing Children Program	1-800-325-5604
Drug Hotline (Ohio)	1-800-282-DRUG

SECTION II - ATTENDANCE

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).

- A. Absence from School Procedures
1. On, or before, the day of absence, a parent/guardian should call the attendance line before 8:00 a.m. The number is 937-415-6307.
 2. Even if the school has been notified of an absence, it is necessary to present a note to the attendance office. If a parent/guardian has not notified the school of an absence, the student must present a note stating:
 - a. Date(s) of absence
 - b. Reason of absence
 - c. Signature of parent/guardian
 - d. Phone number where parent/guardian may be reached
 3. Students who are 18 years or older are required to follow this same procedure.
 4. If the appropriate school officials are not notified of an absence, the student will be considered unexcused. Students will not receive any academic credit for the period of time the absence is considered unexcused, and they will not be granted credit for missed class work, assignments, or exams. Students have 2 school days after they return to school to provide documentation to change an unexcused absence to an excused absence.

*The school district has the right to investigate the cause of each single absence as warranted.

- B. Students are only permitted 10 days of absence each year. Beginning on the 11th day documentation is required. Professional notes documenting school absences must specify the date(s) of the excused absence. Two (2) school days will be granted for submittal of documentation for professional excuses.
- C. This is the purpose for reporting students' attendance to the State of Ohio not for tardy discipline. Students arriving after 10:00 a.m. (after 4th period) will be counted as a ½-day absence. Students who arrive to school after 12:00 p.m. noon (5th period/lunch) will be counted as a full day of absences. If a student leaves early and returns the same day, they must attend four periods to be considered a ½ day of attendance. Any unexcused late arrival to school will follow the Tardy policy as outlined on page 21.
- D. As cited in the Ohio Revised Code, absences from school that are excused, but count toward allotted hours absence are:
1. Personal illness
 2. Illness in the family necessitating the presence of the child
- E. Excused absences that do not count toward the student's ten days: Documentation may be requested upon student return
1. Funerals – Immediate Family members (permanent members of the household and grandparents)
 2. College visits will be excused and will not count against perfect attendance if the visit is pre-approved by a counselor or administration and is verified upon return with letter from the college visited. The College Visit Request Form must be turned in one week prior to the visit. The principal will answer any questions concerning this matter.
 - a. Maximum Number of Visits
 - i. Juniors – 3 during the 2nd semester
 - ii. Seniors – 5 for the entire school year, but 4 in one semester.
 - iii. Extenuating circumstances will be taken into consideration.
 3. Religious Holidays
 4. School sponsored activities.
 5. Military Testing
- F. Excused absences that do count toward the student's ten days:
1. One-half day of absence may be granted for driver's examination.
 2. Funerals – other (Documentation may be required)
 3. Court appearances w/verification from the courts
 4. Family Vacations – Family vacations will be excused, if the following guidelines are met:
 - a. A vacation form must be signed by the principal, parent, attendance secretary (HS only)

and all teachers at least **one week prior** to the departure day. If a teacher does not sign the form due to the student's excessive absence or poor grades, the teacher will contact the student's parents.

- b. Assignments given prior to departure must be turned in on the date of return. Assignments given upon return will have one day per day of absence to complete assignments (up to four days total).
- c. Students must be accompanied by their parent/guardian on vacation or days missed are unexcused and make-up assignments will not be accepted.
- d. There is a five-day limit on number of days. Vacation days will count towards the ten-day limit before a doctor's note is required.
- e. Religious Reasons (such as mission trip, etc.)
- f. **NO** vacation days will be approved during *Semester* exams.

The taking of family vacations during the school year is highly discouraged. Please try to plan around the approved school calendar.

- G. Students requesting an early dismissal or arriving late to school because of a medical appointment will be excused if a note from the medical office is presented on the day of return. Two (2) school days will be granted for submittal of documentation for professional excuses.
- H. All students, regardless of age, must abide by all school rules. No student can sign himself or herself out without parent permission.
- I. When a student is ill, the parent/guardian must call the Attendance Office. If the parent does not call, a note from the parent is **required the next day** before the start of the school day. Student absences called in by a parent **do** count toward the attendance policy.
- J. Upon arrival back to school after an absence, the student must provide documentation of their absence to the office.
- K. If a student does not attend school on a school day due to illness, fever or communicable disease, he/she is not permitted to attend school/co-curricular activities on that day.

TRUANCY (Ohio HB 410 – County of Montgomery)

The normal school day for Butler High School is 7:45 – 2:55 p.m. (a daily total of 7 hours and 10 minutes, i.e., 6 hours and 40 minutes of academic time and 30 minutes of lunch)

Habitual Truant:

Habitual truant is a student of compulsory school age who is absent without legitimate excuse from the school:

- a. 30 or more consecutive hours;
- b. 42 or more hours in one school month; or
- c. 72 or more hours in a school year.

Intervention:

If a student is habitually truant during a school year, the parent/guardian and student will be notified. HB 410 requires the parent/guardian and student to participate in a mandatory 60-day building intervention plan. If a student is placed on an absence intervention plan, the student must successfully complete the plan within the allotted time frame. If the student fails to successfully complete the intervention program, the district attendance officer (if applicable) will:

- a. File a complaint with Montgomery County Juvenile Court
- b. Make a referral to Montgomery County Children Services
- c. Notify Ohio BMV to have the students driving privileges suspended

The district reserves the right to:

- a. Suspend the student ability to participate in or attend any school related extracurricular activities to include but not limited to: Sports, dances, clubs etc.
- b. Revoke the students work permit
- c. Assign additional sanctions as necessary until the attendance issue is resolved.

Enforcement of School Attendance Law

Juvenile Court has jurisdiction over children alleged to be unruly and truant and can order said child to:

- Require the child to attend an alternative school if one has been established by the district.
- Require the child/parent to participate in any academic program or community service program
- Require the child to participate in drug/alcohol abuse program
- Require the child to receive medical/psychological treatment
- Juvenile Court can make any further orders that the court finds proper to address the child's continued truancy.

Notice of excessive absences:

A parent, guardian, or custodian will be notified by mail when a child is absent with or without legitimate excuse for 38 hours in a school month or 65 or more hours in a school year.

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

MAKE-UP POLICY

- A. Students will be given one (1) day per day missed to make up work.
- B. When a test or paper is assigned in advance of absence, students will be expected to take the test or turn in papers immediately upon their return.
- C. No make up work will be permitted for an unexcused absence. A “zero” will be recorded.

MAKE – UP WORK DUE TO ILLNESS

If students are absent due to illness, parent/guardian may request assignments by contacting the Guidance Office secretary. The student must be out of school 2 consecutive days to request assignments.

EARLY DISMISSALS

Early dismissals for the purpose of medical appointments will be approved under the following circumstances:

- A. Call the Attendance Line (415-6307) or present a written note by parent/guardian to the main office before the start of the school day with the student’s grade level, phone number, and where the parent/guardian can be reached.
- B. Early dismissals that cannot be verified will be denied.
- C. Medical notes must be presented upon return.
- D. Senior pictures or other personal requests will not be accepted. They should be scheduled outside of the school day and will go against attendance policy.
- E. Students need to sign out in the main office before leaving for their early dismissal.

TARDIES - *A student is considered tardy for the day if arrival is after 7:45 am*

Parents need to call the Attendance Line (415-6307) 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 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, personal vehicle problems, etc. ***A student is considered tardy for the day if arrival is after 7:45 am.***

To School:

Students who are tardy to school more than one (1) time during a grading period (9-week period) shall be disciplined according to the following: ***The student will receive zeroes for all missed work for the tardy periods missed.*** Also, the **first** and **second** tardy to school per quarter will be handled by the office by issuing a warning and a pass to class. Subsequent tardies during a quarter can result in additional consequences, including, but not limited to, various levels of administrative detention, Friday School, Saturday School, In-School Restriction (ISR), and/or community service.

To Class:

Any student who is late to class up to five (5) minutes shall be disciplined by the teacher. Three tardies to class may result in an office/disciplinary referral.

ALL STUDENTS MUST REPORT TO THE MAIN OFFICE TO ESTABLISH ATTENDANCE AND GET A PASS TO ENTER CLASS UPON ARRIVAL TO THE BUILDING.

Please refer to the Attendance Policy Section C for determining ½ or full-day absences.

PERFECT ATTENDANCE AWARD

Perfect Attendance is given to students who were not absent during any part of the school day. In order to be recognized for perfect attendance, a student must be on time each day and remain in school until dismissal. Exception: Excused absences do not count toward the student’s ten days. Documentation may be requested upon student return. See Attendance Policy, Section E.

SECTION III - ACADEMICS

GRADES

Butler High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired the necessary learning. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The following components may be used in determining nine week grades:

1. Tests and quizzes
2. Homework
3. Reports and projects
4. Labs and demonstrations
5. Class and/or performance participation

GRADING AND REPORTS

Report cards are issued every nine weeks (4 times a year) to notify parents of progress.

Parent-Teacher Conferences are scheduled 4 times during the school year, one at interim of each quarter. We feel a close partnership and relationship with parents is helpful to many students.

Semester grades will be determined by averaging the 2-nine week grades with the semester exam grade such that:

1. All grades in the calculation are expressed as percents.
2. Each nine week grade counts two times as much as the semester exam grade.
3. After rounding, semester grades are converted to and reported as letter grades using the following scale:

BUTLER HIGH SCHOOL GRADING SCALE

GRADE POINT AVERAGE COMPUTATION

Letter Grade	Percentage	Non-Weighted Course Point Value	Weighted Course Point Value
A	93-100	4.0	5.0
A-	90-92.999	3.7	4.7
B+	87-89.999	3.3	4.3
B	83-86.999	3.0	4.0
B-	80-82.999	2.7	3.7
C+	77-79.999	2.3	3.3
C	73-76.999	2.0	3.0
C-	70-72.999	1.7	2.7
D+	67-69.999	1.3	1.3
D	63-66.999	1.0	1.0
D-	60-62.999	0.7	0.7
F	below 60	0.0	0.0
P	No point value, but passing; credit is awarded		
W	No point value; no credit; student is withdrawn		
N	No point value; no credit; student is auditing		

All Honors and AP courses are weighted for grades C- and higher and are indicated by an asterisk () before the course title

Grade-point averages are figured for each quarter and an honor roll published for those students earning a "B" (3.0) or better. Students are ranked each semester based on all courses in grades nine through twelve. Final class rank for seniors is based on eight semesters.

HONORS OR ADVANCED PLACEMENT COURSES

Honors: These courses challenge the student to go beyond the content and work required in the college preparatory courses. These courses are exceptional preparation for the talented student working toward a college or university career. These courses have specific requirements which are listed under course descriptions and are weighted.

Advanced Placement: In preparation for the college experience, students are encouraged to take Advanced Placement classes in their areas of interest or strength. Colleges and universities look favorably upon students who take rigorous courses of study. AP test results of 3, 4, or 5 may qualify students for college credit. Advanced Placement classes not only prepare students for college, but can also translate into financial savings.

All AP (Advanced Placement) and some subject area courses for honor credit are indicated by an asterisk on the transcript and are weighted one (1) point "A" through "C-." Any student transferring into Butler High School will have honors classes

weighted in figuring cumulative grade-point-average and rank in class if a weighted grading system was in effect at the student's former school; however, honors credit will be granted only for those courses which also have honors status at Butler High School.

Reminder: once the student accepts his/her invitation into the AP program (this includes both parent and student signature on the course registration form), he/she must remain in the program through the entire school year.

GRADE POINT AVERAGE

All grades earned at Butler High School will count in the calculation of the student's grade point average. To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, school year or for a series of school years. Averages will be calculated and rounded to three decimal places.

GRADING PERIODS

Students will receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term as long as fees/fines are paid in full.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

GRADE REPORTS

Report cards are issued to all students at the end of each quarter. First, second, and third-quarter report cards will be available online. Fourth-quarter report cards will be mailed to parents. Throughout the school year student's grades are available online by going to either the VBCS District website or the Butler High School website and clicking on the PowerSchool Parent Access link located under the Parents tab.

SEMESTER EXAMS

Semester exams will be given in all courses each semester. All students are required to take these exams. Semester exam schedules will be published at least 4 weeks prior to the exams. All students are required to take a semester examination during the period of time established for each class. Seniors may become exempt from some of their second semester final exams by meeting criteria involving attendance, discipline, academics, and financial and classroom performance standards as set each year. Semester exams count for 20% of the student's grade for each semester.

WAIVER OF 2nd SEMESTER EXAMS FOR SENIORS

The following criteria will be used to exempt seniors from 2nd Semester exams at the end of second semester.

1. Attendance – A combination of excused absences, excused tardies, and excused early dismissals not to exceed five (5) with no more than three (3) being absences. The attendance criterion starts at the beginning of the second semester and continues through the last week of regular classes.
 - College visits will not count toward the attendance criteria if the visit is pre-approved by a counselor or administration and is verified upon return with a letter from the college visited.
 - An unexcused absence or unexcused early dismissal immediately disqualifies the student from 2nd Semester exam exemptions.
 - More than one unexcused tardy per quarter disqualifies the student from 2nd Semester exam exemptions.
 - Extended medical situations approved by the administration and/or medical emergencies will not count towards the excused absences, tardies, or early dismissals.
2. Discipline – No discipline problems. This includes office referrals, Friday sessions, Saturday sessions, and suspensions. The discipline criterion starts at the beginning of the semester and continues through the last week of regular classes in May.
3. Academics – The senior must receive a minimum of B work in each of their classes (including honors) for both third and fourth grading periods. Seniors will only be exempt from a 2nd Semester exam in those classes where grade requirements are met.
4. Financial – all fees and fines are paid.

Exempt seniors will not remain in their respective classrooms. They will go to an alternate location (study hall) during their exam time. If a senior is exempt from all exams on a particular day, he/she, with parental consent, need not attend that day. Any additional questions or concerns regarding this plan should be directed to the principal. Students eligible for a waiver of exams will be notified before exam week.

BSEP (Butler Senior Exit Project)

During the second semester of the school year, seniors (or early graduates) at Butler High School select a topic of interest to research and prepare a 10-12 minute presentation. Students select a partner and determine a topic related to a participating BSEP class for their research and presentation. Throughout the second semester, students work toward deadlines for

assignments including topic sign-up, outline, and required conferences with the team's BSEP advisor (staff member). In the course of their completion of the BSEP, students will work toward the achievement of the following Academic Content Standards: research, communication, and cooperative learning/work. The expectation is that students will complete ALL BSEP assignments, research, and preparation outside the school day. Students are required to access the school's Blackboard page in order to view and download assignments, forms, and rubrics. BSEP information, including specific information regarding the BSEP process, requirements, and deadlines, is discussed with students at a senior class meeting held in January. Final presentations are scheduled for Spring. The second semester grade for seniors in Participating BSEP Classes will be determined as follows:

- The third quarter grade will count as 32.5%; the fourth quarter grade will count as 32.5%; the semester exam will count as 20%; and the BSEP presentation will count as 15% of the student's grade.
- The third quarter grade will count as 42.5%; the fourth quarter grade will count as 42.5%; and the BSEP presentation will count as 15% for senior students who qualify for the second semester final exam waiver.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the achievement tests, Ohio End-of-Course Tests, other various standardized tests, and High School Graduation. Parents may call the school to request homework.

GRADE LEVEL CLASSIFICATION

Students are given grade classification based on the following schedule of credits. These are **ONLY** guidelines used to determine if a student is on track for graduate:

Grade 9 - less than 5 credits	Grade 11 - must have 10 credits
Grade 10 - must have 5 credit	Grade 12 - must have 15 credits

Credit for all courses is given (or denied) at the end of each semester. The semester average in each course is the grade that determines whether or not a student earns credit.

STANDARDS FOR GRADUATION

The Ohio CORE (Senate Bill 311) curriculum is the standard expectation for all students entering ninth grade for the first time at a public or chartered nonpublic high school on or after July 1, 2010. A student may satisfy this expectation through a variety of methods, including, but not limited to, integrated, applied, career-technical, and traditional coursework.

The stated purposes of the Ohio CORE are:

- To establish the Ohio CORE as the standard expectation for all students graduating from high school
- To prepare Ohioans to apply increased knowledge and skills to meet the demand of the 21st century
- To prepare high school graduates to succeed in their post-secondary endeavors including entry-level jobs, apprenticeships, military service, and college
- To create stronger coordination between high schools and institutions of higher education in order to prepare students to take more challenging curriculum
- To reduce remediation at the college level

STUDENTS NOT COMPLETING THE CORE CURRICULUM

Students not completing the CORE curriculum who enter ninth grade on or after July 1, 2010 and before July 1, 2014 may qualify for graduation from a public or chartered nonpublic high school even though the student has not completed the Ohio core curriculum if all of the following conditions are satisfied: After the student has attended high school for two years, as determined by the school, the student and the student's parent, guardian, or custodian sign and file with the school a written statement asserting the parent's, guardian's, or custodian's consent to the student's graduating without completing the Ohio core curriculum and acknowledging that one consequence of not completing the Ohio core curriculum is ineligibility to enroll in most four year state universities in Ohio without further coursework.

Butler High School students are required to earn 22 credits to graduate. Ohio graduation requirements mandate instruction in economics and financial literacy and completion of at least two semesters of fine arts.

Financial Literacy

The Ohio Core Amended Substitute Bill HB 311 requires every school district in Ohio to integrate economics and financial literacy with social studies classes or another class. Students will meet this graduation requirement by taking the Career & Financial Management course, the Introduction to Money & Business course, or the Financial Literacy & Career Exploration course. There are nine different instructional topics that will be covered:

- 1.) *Economic Decision Making and Skills*
- 2.) *Fundamentals of Economics*
- 3.) *Government and the Economy*
- 4.) *Global Economy*
- 5.) *Working and Earning*
- 6.) *Financial Responsibility/Money Mgmt.*
- 7.) *Saving and Investing*
- 8.) *Credit and Debit*
- 9.) *Risk Management*

PHYSICAL EDUCATION WAIVER OPTION

(APE – Alternate Physical Education Plan):

This Physical Education Option is available to students (grade 9-12) participating in Butler High School Interscholastic Sports, Cheerleading, Marching Band/Flag Corp, and/or Kickline. Daily participation paralleling an official sport season must be successfully completed and approved by each respective coach/director.

To qualify for the Physical Education Waiver, a student must complete two (2) full-seasons in one or more qualifying activities. Once successfully completed, the two (2) Physical Education classes (1/4 credit each) required to meet BHS graduation requirements will be waived. As well:

1. No extra/co-curricular activity (participation) prior to August 2012 can be counted toward APE.
2. A student cannot mix one P.E. class with one activity to meet the BHS graduation requirement. A student must successfully complete two activities **or** successfully complete two P.E. classes to meet the graduation requirement.
3. No credit is earned toward graduation requirements for participation in the activities. Students opting for the APE will be required to fulfill the minimum 22 credits for graduation by successfully completing another class offering.
4. APE does **NOT** include Health. All students are required to successfully complete Health class to meet the graduation requirement.
5. **Student must submit APE documentation** to the High School Guidance Office.

GRADUATION REQUIREMENTS:

Essentially it is the student’s responsibility to see that requirements for graduation are met. Students can check graduation progress on PowerSchool at any time. Butler High School will make every effort to keep up-to-date records and to inform the student and parents about the student’s progress toward the completion of graduation requirements. However, it is the student’s responsibility to be acquainted with the necessary requirements to meet this goal.

A minimum of **22 credits** is required for graduation. Specific credits required by the Vandalia-Butler Board of Education are:

English (including English 9, 10, 11 and 1 credit of senior elective)	4 credits
Math (including Algebra I, Geometry, Algebra II, plus 1 additional credit)	4 credits
Science (including Physical Science, Biology, plus 1 additional credit)	3 credits
Social Studies (including World Studies, U.S. Studies, American Gov’t or AP American Gov’t)	3 credits
Physical Education OR P.E. Waiver (see following)	0.5 credit OR 0 credit
Health	0.5 credit
Speech/Communications or Technology	0.5 credit
Financial Literacy (can be fulfilled by taking the Career & Financial Management course, the Introduction to Money & Business course, or the Financial Literacy & Career Exploration course.	0.5 credit
Fine Arts (Fine Arts is defined as a course in music or art) **Middle school fine arts will be recognized toward the fulfillment of the Ohio Core requirement of 2 semesters	1 credit
+ Elective Credits	5 – 5.5 credits

Ohio’s State Tests (Class of 2019 and beyond)

In addition to the 22 credits noted above, to earn a high school diploma, students will be required to **earn a cumulative passing score of 18 points**, using seven end-of-course Ohio State tests. To ensure students are well rounded, they must earn a minimum of 4 points in Math, 4 points in English, 6 points across Science and Social Studies, and an additional 4 points in any of the subject areas.

End-of-course exams are:

- Algebra I and Geometry or Integrated Math I and II
 - English I and English II
 - Biology
- American History and American Government

Students studying Advanced Placement (AP) courses in Biology, American History or American Government may take and substitute test scores for end-of-course Ohio State tests. Students also may substitute grades from College Credit Plus courses in these subjects for end-of-course Ohio State tests.

OR

College admission test: Students must earn “remediation-free” scores on a nationally recognized college admission exam. The State of Ohio will pay one time for all 11th-grade students in the classes of 2018 and beyond to take the exam free of charge.

OR

Industry credential and workforce readiness: Students earn a minimum of 12 points by receiving a State Board of Education-approved, **industry-recognized credential or group of credentials** in a single career field and earn a 13 on WorkKeys, a **workforce readiness score**. The State of Ohio will pay one time for those who take the WorkKeys test.

VALEDICTORIAN AND SALUTATORIAN - District Policy 5430

The Board authorizes a system of class ranking, by grade point average, for students in grade(s) 9-12.

The grades of students transferring to the high school from a public school will be recognized; however, such students shall have no established class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed eight (8) semesters.

Students entering the high school from non-public or home-based schooling shall have no established grade point average (GPA) or class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed eight (8) semesters.

No student shall be eligible for graduation honors, such as Valedictorian, etc. unless they have been enrolled for six (6) consecutive semester(s) prior to the final semester utilized for purposes of determining such honors.

The Board, in the interest of encouraging outstanding academic achievement, shall recognize a valedictorian and a salutatorian for each high school graduating class. A student must earn a minimum of 25 credits to be considered for valedictorian and/or salutatorian.

Students at Butler High School are ranked each semester based on the semester grades earned for all courses granted credit in grades 9 through 12. Final ranking, including determination of valedictorian and salutatorian, is based on eight (8) semesters.

The Valedictorian(s) is defined as the graduating Senior(s) with the highest cumulative grade point average during high school. The Salutatorian is defined as the graduating Senior(s) who have received the 2nd highest cumulative grade point average during high school.

Students whose curriculum has been significantly modified are not eligible to receive Valedictorian or Salutatorian honors

EARLY GRADUATION

Students who meet all graduation requirements may elect to graduate in August or January, provided a conference with the counselor, parent(s) or guardian, and student is held prior to the expected date of graduation. This is to give ample time for arrangements that may be necessary. Application for high school graduation in August or January must be submitted to your counselor, who will review and present it to the high school principal. The principal will present it to the Board if the student has fulfilled all conditions and requirements for high school graduation. Also, be advised that once a student elects early graduation, she/he may not participate in any subsequent school activities or social events, e.g., extra-curricular activities, dances, prom, senior picnic, senior trip, etc.

Any student who graduates in August or January may elect to have her/his diploma held by the school so she/he can participate in the commencement exercises during the following May/June. (Participation in commencement exercises prior to graduation is not permitted). It shall be the responsibility of the August or January graduate to keep informed of such things as obtaining cap and gown, practice for commencement, etc. Butler High School will assume no responsibility for continuing this type of communication with students who have severed their association with the high school through early graduation.

GRADUATION CEREMONY

The following procedures must be followed to participate in the final commencement service:

1. Meet all requirements established by Vandalia-Butler Board of Education
2. Order and pay for the cap and gown
3. Register your official name through the guidance office if you intend to participate
4. Pay and clear all obligations with high school or CTC
5. Attend and participate in the mandatory graduation rehearsal

CLASS COMPOSITE

Graduating classes of Butler High School, dating back to the early 1900s, have their pictures displayed in the high school. Many past alumni come to Butler to see their pictures and are very proud of their high school past.

ACADEMIC HONORS DIPLOMA

High school students can gain state recognition for exceeding Ohio's graduation requirements through an Academic Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students.

Students must meet ***all but one*** of the following criteria, unless it is a minimum graduation requirement. Students must meet general graduation requirements to qualify for honors diplomas.

ACADEMIC HONORS DIPLOMA	
Math	4 units
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	1 unit
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: 27 or higher/SAT: 1280 or higher

Please visit the Ohio Department of Education webpage <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas/Academic-Honors-Diploma> to review further details regarding each of the Honors Diploma criteria.

COURSE LOAD

Students shall carry a **FULL CLASS LOAD** (i.e., only 1 study hall per semester), unless permission is granted by the school administration to do otherwise. Seniors **ONLY** may be approved for up to 2 study halls as long as all graduation requirements are met or on track.

EARLY RELEASE OPTION

Since colleges and universities are increasingly becoming more selective, students are highly encouraged to take a challenging course of study during their years at Butler. An additional course can many times prove more beneficial than early release.

Having a study hall during 6th or 7th period is purely by chance. To be eligible for early dismissal, students must be classified as a junior (dismissal after 6th period) or senior (dismissal after 5th period) with no deficiencies. Approval requires appropriate paperwork to be turned in with all required signatures. **Early release is a privilege and can be revoked at any time by administration or parent.** Any student who will participate in early release will have their grades checked quarterly to determine the following quarter's eligibility. Any student with a GPA lower than 2.500 for the quarter, attendance concerns, outstanding financial obligations, and/or multiple discipline referrals may have their early release revoked. In addition to satisfying administrative criteria, students must also meet with guidance counselors in order to fulfill requirements. **Class schedules will not be re-arranged to accommodate early dismissal/late arrival.**

EDUCATIONAL OPTIONS

Butler High School provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals.

A list of the approved Educational Options (including Credit Flexibility) is available in the Guidance Office. Further descriptions of various Educational Options/Opportunities are listed in the annual Program of Studies.

Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript.

Student performance shall be evaluated as either pass or fail, or by awarding letter grades.

CREDIT FLEXIBILITY

Butler High School offers a special "flexible" plan for students to earn credits for graduation beyond traditional accrual of high school credits.

Credit flexibility shifts the focus from "seat time" to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills. Credit Flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study available for a particular subject and tailor the learning time or conditions needed. In these ways, students can customize

aspects of their learning around more of their interests and needs. Credit flexibility options are designed for those students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area and have the opportunity to pursue it outside of Butler High School.

Students can earn high school credit by:

1. completing coursework;
2. showing mastery of course content;
3. pursuing an educational option and/or an individually approved option and/or
4. any combination of the above.

Credit Flexibility Applications are available on our website and in the Guidance Department. We highly encourage any student interested in Credit Flexibility to schedule a meeting with her/his guidance counselor to learn more information.

Students must submit completed plans to the Guidance Office no later than May 1 for the upcoming first semester credit(s), December 1 for the upcoming second semester credit(s), or May 1 for a full-year credit(s).

COLLEGE CREDIT PLUS (CCP)

What is it?

Eligible students can take a course and earn high school and college credit that appears on both their high school and college transcripts. Teachers who teach a College Credit Plus course in a high school must receive professional development and be an adjunct professor at a college or university. All courses offered through College Credit Plus — even courses offered in the high school — must be the same course that the college offers. The course must apply to a degree or professional certificate.

Why?

Ohio needs more students who graduate college and career ready. College Credit Plus increases access for students who have not taken full advantage of the opportunity to earn college credits while in high school.

Where?

The student is enrolled in both high school and college and can attend the class in any setting arranged by the college.

Who?

Ohio public school districts and Ohio public colleges, and universities must participate in College Credit Plus. Nonpublic high schools and colleges or universities may choose to participate. To be eligible, students must meet the admission standards of the participating college or university to which they apply for enrollment.

How does a student get started?

All participating public and private high schools, colleges and universities must promote College Credit Plus opportunities on their websites. Additionally, they will hold an annual informational event for students and parents.

Cost:

At this time, there is no cost for the student to participate in College Credit Plus when the student is enrolled in a public college or university. The high school and college or universities share the cost for the course. Students choosing to enroll in a participating private college or university might incur costs. If a student withdraws from or fails a CCP class, the student will be responsible for repaying the district for tuition, books and other expenses before the student can receive a diploma.

COURSE REQUESTS AND CLASS SCHEDULES

Students must consider carefully their interests and college/career plans when selecting course requests. Please take the process seriously. RESEARCH your options, INVESTIGATE thoroughly your selections, and DISCUSS your choices with your parents, teachers and guidance counselor prior to submitting requests.

Students and parents, please keep in mind that Master Scheduling is a very complex process. Every effort will be made to provide students with their first requests, giving priority to Seniors first, then Juniors, then Sophomores, and then Freshmen. However, there are numerous factors, e.g., teacher and room availability, class sizes, etc., that have major effects on scheduling. Therefore, it is important for students to make wise choices NOW when selecting preferred and alternate courses for NEXT year.

Many school decisions and teacher preparation activities for the upcoming year are based upon class schedules created from course requests submitted by students. **Once a student meets with her/his counselor to verify course selections, this process commits the student to her/his choices for the following school year. Changes will NOT be permitted after the schedules are generated in the Spring unless there is a reason initiated by the school.**

The school will NOT initiate a schedule change to accommodate early release requests, a different teacher, a different lunch schedule, of classes with friends.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Office.

At the end of each (nine weeks) grading period, an **Honor Roll** is published. All students earning a 3.0 average or better are included.

COLLEGE ENTRANCE TESTS (ACT/SAT OPPORTUNITIES)

College entrance tests are given several times a year according to dates and test centers established by the testing company. Students can pick up ACT/SAT test information packets in the guidance office. These packets contain registration information, which will be filled out by the student and sent directly to the testing company. The packets also contain sample tests, which are valuable for test preparation. Students are urged to take college entrance tests seriously and prepare for the tests by working through the sample questions. Practice, practice, practice! It is also important to get a good night's sleep before the test and eat a nutritious breakfast the morning of the test for energy and concentration.

A typical testing program for college-bound students is as follows:

Pre-ACT

This test is administered at school in the Fall. It is open to all students. Fee associated with the test is paid by the students. The testing will result in information about academic skills and development, personal interest, plans, and needs.

PSAT (Preliminary Scholastic Assessment Test)

Butler High School administers the PSAT in October. Fee associated with the test is paid by the students. Besides being a good practice session for the SAT, results from the 11th-grade test, if they meet annual benchmarks, will qualify a student for National Merit Scholarship and/or National Achievement and/or National Hispanic Scholar Award considerations.

ACT

The State of Ohio requires all high schools to administer the ACT or SAT to their students in the Spring of their Junior year. At Butler, we administer the ACT. Additionally, students should take the ACT no later than April or June of their Junior year, and consider taking it again in the Fall of their Senior year. The ACT is required for students considered for the Ohio Academic Scholarship.

- ✓ **What is the ACT?** The ACT is a national college admissions examination that consists of subject area tests in: English, Mathematics, Reading and Science (and optional Writing).
- ✓ **When Should I take the ACT?** First Time - Spring of Sophomore Year or Fall of Junior Year.
- ✓ **SCORING** - Your Composite score and each test score (English, Mathematics, Reading, Science) range from 1 (low) to 36 (high). The Composite Score is the average of your four test scores, rounded to the nearest whole number. Fractions less than one-half are rounded down; fractions one-half or more are rounded up.
- ✓ **For More Information on Registration, Test Prep, Scores, College Planning, Financial Aid, Career Planning, Student Blogs and FAQs go to: www.actstudent.org/index.html**

SAT

- ✓ **What is the SAT?** The SAT is a national college admissions examination that consists of subject area tests in: Reading/Writing and Mathematics.
- ✓ **When Should I take the SAT?** First Time - Spring of Sophomore Year or Fall of Junior Year.
- ✓ **SCORING** - Each section of your SAT (critical reading/writing and mathematics) will be scored on a 200- to 800-point scale, for a possible total of 1600.
- ✓ SAT Subject Tests are hour-long, content-based tests that allow you to showcase achievement in specific subject areas where you excel. These are the **only** national admission tests where **you** choose the tests that best showcase your achievements and interests. There are 20 SAT Subject Tests in five general subject areas: English, history, languages, mathematics and science.

Students themselves must be aware of the test requirements for individual colleges and testing dates. If they have questions, they should contact their counselor.

SECTION IV - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Butler High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter. Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

ACADEMIC CHALLENGE TEAM

The Academic Challenge Team is a competitive, academic team. They practice after school from October through April. If students excel in a specific subject or are knowledgeable in many areas of study, they should consider joining the team. Students interested in becoming team members are encouraged to come to the first meeting in September.

AIRLOG

The Airlog is the Butler High School yearbook, planned and designed to give a complete and lasting record of school functions and activities to the students. The students who work to produce the Airlog perform a service for the entire student body. Few people realize how much time and effort go into the production of a yearbook. Working on the staff provides opportunities to learn new skills (photography, writing copy, advertising, layout, to name a few), to accept responsibility, and to work closely with a highly responsible staff and advisor.

ASTRONOMY CLUB

In Astronomy Club, students will be able to keep up to date with what's happening in the sky and how best to view/understand it through the use of social gatherings that include, but not limited to, observing, webcrawling, and use of the planetarium.

CHAMBER CHOIR

The Chamber Choir is a subgroup of the Symphonic Choir. The group consists of 20 - 24 select voices and sings various styles of choral literature. Entrance is by audition only. This group performs many times through the year for community and school functions.

CHESS CLUB

The Butler Senior High Chess Club was established with an eye to furthering an interest in the noble game of chess. The club's goal is to enable beginning chess players to learn the game and to develop a feeling for and knowledge of sound fundamentals of the game. For the more advanced players, the club's goal is to offer an opportunity to polish and perfect their skills to a high level and to utilize one's advanced ability to such competitive situations as local, league play, regional, and interstate tournaments.

DRAMA

The Thespians (Drama Club) serves to promote drama and drama related activities at B.H.S. They traditionally put on two full-length productions in the school year, one in the fall and the other in the spring. Tryouts are open to the student body and any Butler student is eligible for membership in the cast or crew.

FRENCH CLUB

The French Club meets once a month during the school year. Our activities are centered on French culture. The programs for meetings vary and may include games, a presentation, and a sampling of French cuisine. The French Club is open to all students who are currently enrolled in a French course.

FUTURE EDUCATORS of AMERICA

FEA provides students with opportunities to explore teaching as a career. During monthly meetings, various educational speakers or panels of speakers present members with information about what to expect as a future teacher, counselor, school psychologist, or administrator. Members also plan and take part in service projects helping the staff and school. Finally, members job shadow and/or take a field trip to an area school. Any student interested in a career in education will want to be a member of FEA.

HISTORY CLUB

The History Club was created to promote historical learning within Butler High School, to help within our community and the Vandalia-Butler City School District, and to help the Vandalia Historical Society in multiple roles and activities. Our members will attend Vandalia Historical Society meetings and work closely with them in various projects which include taking care of the grounds, archiving, and participating in other Historical Society events. Members will also participate in many events connected with our schools to promote historical learning and a sense of community.

INTERACT

The Interact Club is a service club for Butler High School students, which benefits the school, the community, the sponsoring Vandalia Rotary Club, and its own members. "Service" is the key to this club's activities.

JCOWA

The Junior Council on World Affairs (JCOWA) club at Vandalia-Butler High School is an organization devoted to global studies and international service. Throughout the year, JCOWA is involved in activities with local schools, the local community, and the international community. JCOWA members may participate in the following activities: speakers on foreign affairs and governments, the World Bazaar, field trips in conjunction with the Dayton Council on World Affairs (DCOWA), fundraising for the JCOWA club, and service projects to raise monetary donations for international areas in need. Membership is open to the entire student body. Payment of membership dues, attendance at meetings, and fundraising are requirements for membership in JCOWA.

KICKLINE

The Butler Kickline is a varsity dance team selected by try outs in the spring. They accompany the marching band in performances at football games, parades and pep assemblies. The line also performs at basketball games and other community exhibitions. Their winter competition season consists of area contests in various dance circuits, ending with the State competition in April. Members are expected to abide by the Butler Kickline constitution, co-curricular code of conduct and to commit themselves fully to the group's schedule for the entire year.

LATIN CLUB

The Butler Latin Club affords the opportunity for Latin students to gather socially to learn more about Roman and Greek culture. The programs are designed to be informative as well as fun. Outside speakers who are specialists in the classical era are often included in the programs. It is conducted with Latin in mind with a Roman Banquet. Membership is open to all BHS students currently enrolled in a Latin course and those who had two years of Latin.

MARCHING BAND / COLOR GUARD

All students who play instruments are eligible for membership in the Marching Band during the fall. The Color Guard is also a vital component of the program, enhancing greatly the visual and general effects of the performance. The Band's pageantry and precision marching are enjoyed at the football games. Contests and festivals are also part of the planned program.

MOCK TRIAL

The Mock Trial team and competition is an opportunity for students to study the legal profession and citizenship by preparing and presenting fictional cases about current legal issues. Any Butler student may participate. Each team consists of 4 lawyers, 4 witnesses, and a bailiff. Students are given a case in early November and argue their side of the case before a three-judge panel at district competition in February. Preparations for the competition help students develop logic and reasoning, as well as speech and drama skills.

MUSE MACHINE

The Muse Machine is a club that tries to foster interest in the arts. Students who participate in this organization will not only be able to experience live professional performances in drama, dance, music, and opera here at school, but will also have the opportunity to attend the theater, ballet, concerts, and the opera in Dayton. These students will also be able to audition for a Dayton area wide musical production. Dues will be minimal, and tickets for professional performances are at a very reduced rate. Any student interested in the performing arts will want to be a member of the Muse Machine.

NATIONAL HONOR SOCIETY

To be eligible for membership into NHS, students must meet the following criteria: be a junior or senior; have a GPA of 3.5 or more; be a Butler student for a least one semester; have an average of two school or community participation/ service activities for each year of school starting with grade 9; meet faculty standards for character and leadership qualities. NHS is governed by the Aristotelian Chapter Constitution and By-laws not by the Co-curricular/Extra-Curricular code of conduct.

OCTAGON

The Octagon Club is a service club for Butler High School students, which benefits the school, the community, and its own members. The Optimist Club sponsors the club, and service and positive thinking are the keys to this club's activities.

PEP BAND

All students who play instruments are eligible for membership in the pep band during the winter. The Band's pageantry is enjoyed at the basketball games.

PLANETEERS

Spawned by the award of a "Straight A" Grant, Planeteers is a service club whose primary mission is to travel to other schools in order to teach other students about energy concepts.

SPANISH CLUB

The Spanish Club promotes cultural understanding of Spanish speaking countries. The club through various activities such as field trips, guest speakers, and picnics, enables students who have demonstrated an interest and aptitude in Spanish to broaden their basic interests. The Spanish Club is open to students who are taking Spanish and are interested in learning more about Spanish people and their culture.

STUDENT CONGRESS

Student Congress is a school-wide organization that represents all students, clubs and groups at Butler High School. Our purpose is to promote school spirit, provide services to the community, and enhance the learning environment. These goals are accomplished through strong student leadership, a dedicated staff, and the support of the Vandalia community.

Student Congress organizes blood drives and multiple fundraising opportunities for local and national organizations. Throughout the year, Student Congress prepares pep rallies, spirit days, bonfires, and parades to encourage school spirit. Enhancing the learning environment is addressed by our large and active membership numbers who truly are dedicated to their academics here at Butler High School.

Members must attend monthly meetings and serve on various committees through the school year.

1. CLUBS & CLASS FINANCIAL PROCEDURES

All club expenditures must be handled through the school Treasurer. The club advisor and Principal or Principal Designee must authorize all club expenditures. It is important that no cash purchases be made in order to keep accurate financial records. All purchases must be approved and money encumbered before ordering or purchasing. This is time consuming, so plan ahead.

2. CLUB ACTIVITY CALENDAR

All club activities, dances, car washes, bake sales, and club meetings are to be approved and posted on the school calendar in the office.

TRADITIONS

HOMECOMING

The Homecoming activities begin on Thursday with the homecoming parade, complete with band, Kickline, cheerleaders, Fall sports teams from High School to youth. A Powder Puff football game follows immediately after the parade. Before the Friday night football game the homecoming queen is crowned. The weekend becomes complete with the Saturday night Homecoming Dance.

VICTORY BELL

The first Butler High School bell, now known as the Victory Bell, is located outside the entrance to the auditorium and is rung after victorious sports events.

MEMORIAL PROGRAM

The Memorial idea came out of concern about the present and future of our country. The Memorial Program involves students, faculty, and community members. Programs have ranged from sending students to Washington D.C., to busing the student body to the Veteran's Administration Center National Cemetery.

SENIOR AWARDS PROGRAM

The program is held in the Spring to recognize seniors for various academic, athletic, and civic achievements. The last awards presented are to the class valedictorian and salutatorian.

CO-CURRICULAR ACTIVITIES

It is the belief of the Butler Senior High School Faculty and administration that a sound educational program includes a wide variety of co-curricular activities. Every student is encouraged to become involved in one of our programs in accordance with his/her interests and time availability. Active participation has proven to contribute to your growth as an individual and to the total image of the school.

ATHLETICS

At Butler High School we offer a wide range of athletic activities to our student body. During the school year, we offer to boys: baseball, basketball, bowling, cross-country, football, golf, soccer, swimming, tennis, track, and wrestling. Our girls' offerings include basketball, bowling, cheerleading, cross-country, golf, soccer, softball, swimming, tennis, track, and volleyball.

ATHLETIC INSURANCE

The school does not provide insurance for our student-athletes. Parents assume the responsibility for providing insurance for all students including those who are involved in athletics. The Board of Education does provide information for parents to obtain insurance from an outside agency.

ATHLETIC ELIGIBILITY

As interscholastic athletics and school-sponsored activities are considered a valued part of the school program, students who participate are expected to focus first on their academic responsibility, then on their participation in the extra-curricular or co-curricular activities.

Athletic eligibility is determined by regulations established by the Ohio High School Athletic Association (OHSAA). Some of the OHSAA regulations are as follows (visit www.ohsaa.org or talk with our Athletic Director for a full explanation or to obtain answers to any questions):

- *In order for a student to be eligible for the first quarter upon entrance into grade 9, the student must have received passing grades in a minimum of five (5) of the classes in which she/he was enrolled in the immediately preceding grading period.*
- *In order to maintain eligibility for grades 9-12, a Butler student must have received passing grades in a **minimum of five one-half credit semester courses, or the equivalent, in the immediately preceding grading period.** Semester and yearly grades have no effect on eligibility.*
- *Students taking postsecondary school courses, including College Credit Plus, must comply with OHSAA scholarship requirements.*
- *Summer school and other educational options, including College Credit Plus, may not be used to bring a student into compliance with scholarship bylaws, nor can they compensate for lack of courses taken in the preceding grading period.*

The Vandalia-Butler City School District also determines that students participating in activities must meet those same OHSAA standards plus maintain a 2.0 GPA or better on a 4.0 grading scale for the previous grading period. If the student does not meet these criteria then the student will attend mandatory supervised study table sessions as academic intervention. Failure to attend the intervention study table sessions may cause that student to be denied eligibility from further participation unless academic standards are met.

Students entering Butler High School for the first time must bring with them an official transcript grades that fall within parameters of this policy to be eligible for the activities for their term of attendance.

ATHLETIC ATTENDANCE

To participate in an athletic event, the athlete must attend school for a minimum of four periods on the date the athletic contest is held. Under extenuating circumstances, with prior approval, the high school administration may make an exception and will be the final decision.

ATHLETIC TRAVEL

All student/athletes will be under the supervision of the coaching staff to and from all contests. The only exception would be if the coach releases the athlete directly to his/her parent or legal guardian. The release must be pre-approved in writing by the Athletic Administration.

ATHLETIC TRAINING RULES

The Board of Education has established training rules, which are to be followed during the athlete's involvement throughout the school year. It is hoped that all athletes would abide by the rules during their athletic career at Butler High School. The use of tobacco, alcohol, drugs, or possession or transportation of it is strictly prohibited. Violations of the code will be cumulative for violation of this type. First offense will cause the athlete to be denied participation in 30% of games, activities, or performances. The second violation during the athlete's career will cause the athlete to be denied participation in 50% of games, activities, or performances. A third violation of this kind will result in the athlete being denied participation for one full year.

BUTLER CHEERLEADERS

Varsity, reserve, and freshman cheerleaders are selected each year. To be eligible to try out, students must attend the required practice sessions and meet the academic eligibility requirements. All cheerleaders will follow the same rules as the athletes. The cheerleaders' coach or designee will make selection of the cheerleaders after having observed each candidate in practice sessions and try-outs.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The School encourages students to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

If a student does not attend school on a school day due to an unexcused absence from school, illness, fever or communicable disease, he/she is not permitted to attend school/co-curricular activities on that day.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

SECTION V – TRANSPORTATION

TRANSPORTATION TO MIAMI VALLEY CAREER TECHNOLOGY CENTER (MVCTC)

VBCSD will transport the student from BHS to and from the MVCTC. The High School Guidance Counselor will give approximate time schedules to each CTC student in August.

BUS TRANSPORTATION TO SCHOOL

The Board provides transportation for resident students, kindergarten through grade eight, who live more than one (1) mile from school and for all students with physical or mental disabilities which make walking impossible or unsafe. The transportation of high school students is not provided.

BUS CONDUCT

Students being transported on transportation provided by the school **for any reason** are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

During the trip

Each student shall:

- a. remain seated while the school transportation is in motion;
- b. keep head, hands, arms, and legs inside the school transportation at all times;
- c. not litter in the school vehicle or throw anything from the vehicle;
- d. keep books, packages, coats, and all other objects out of the aisle. Unless permission is given from the transportation supervisor or administration;
- e. be courteous to the driver and to other riders;
- f. not eat, drink or play games, cards, etc.;
- g. not tamper with the school vehicle or any of its equipment.

Exiting the school vehicle

Each student shall:

- a. remain seated until the vehicle has stopped;
- b. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- c. be alert to a possible danger signal from the driver.

Videotapes on School Buses

The Board of Education has the right to install and use video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the administration and may be used as evidence of misbehavior.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

DRIVING & PARKING REGULATIONS

Driving to school is considered a privilege and convenience, and in order to maintain that privilege, a student must drive in a safe and courteous manner.

Violations of the school speed limit (10 mph), driving/parking in a reckless manner, or failure to comply with entrance and/or exiting procedures may result in loss of driving privileges. Students in violation of parking/driving procedures may be subject to disciplinary action (ticketing, towing of vehicle). Vehicles that are towed will be subject to local service charges. Students who drive to school may apply for a parking permit to park in the school lot. There is a one-time fee of \$10 for a parking permit hanger, and then \$10 per school year for a parking sticker. Parking applications are available online. Hanger/sticker should be purchased in person prior to the start of the school year and displayed on the vehicle starting on the first day of school.

Butler will issue students all the spaces possible. Students must have a parking permit to park in the school parking lot. Students who do not have a parking permit must park off campus.

- 1) Parking permits are not transferable. Only the person who was issued the permit may use it on campus. Students with permits who hope to drive an alternate car may simply transfer the permit and notify the office.
- 2) Unless permission is given by the administration, students are to use the north lot only, park between the lines, and not in the gravel areas.

- 3) Students must not loiter in their vehicles. Students are expected to lock their vehicles and enter the school building.
- 4) Parking permits are placed hanging from the rear-view mirror facing out with the appropriate semester tag placed on the parking permit.
- 5) Students must not visit the parking lot during the day unless they have permission from the administration.
- 6) Entrance to student lot is from Dixie Drive.
- 7) Exiting from the student lot going south bound is at the traffic light at Elva Court. Exiting from the student parking lot going north bound is next to the public library.

Requirements to obtain parking permits:

- 1) Possession of a current driver's license
- 2) Possession of a current insurance policy listing the student as a driver and listing local agent.
- 3) Acknowledgement in writing of having read and understood the school driving rules.

SEARCH AND SEIZURE (refer to page 48 in handbook)

SECTION VI - STUDENT CONDUCT

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. A cigarette, cigar, etc., in the student's hand, lit or not lit, will be treated as though the item(s) were being used. Possession of lighters, matches, etc. are prohibited.

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. Possession of lighters, matches, etc. are prohibited.
- 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), vandalism, 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. No student shall place a bomb threat, false fire alarm; use without authorization, tamper with, or discharge/employ safety devices and/or any other emergency equipment, including fire extinguishers, smoke detectors, automated external defibrillators, and Bearcade® devices. What may seem like a prank is a dangerous stunt that is against the law and may subject the student to disciplinary action, up to and including expulsion from school.
- 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 without proper authorization.
- 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.

High School: 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.

Middle School (Morton): Students are only permitted to possess and use electronic equipment before and after school and at other times as directed by teachers for approved instructional purposes in the classroom. Cell phones should be out of sight (in lockers, purses, etc.) during the school day.

Elementary School (Smith, Demmitt, Helke): 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.

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:

Brandon Hartley	Shannon White
Director of Curriculum and Student Services	Principal, Morton Middle School
937-415-6403	937-415-6647
500 S. Dixie Drive	8555 Peters Pike
Vandalia, OH 45377	Vandalia, OH 45377
Brandon.Hartley@vbcsd.com	Shannon.White@vbcsd.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 "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 serving suspension may make up work during the period of suspension for partial credit.

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, in writing, with the Treasurer of the Board or the Superintendent within three (3) calendar days after the date of the notice to suspend.

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 may make up work during the period of suspension for partial credit.

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 three (3) calendar 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 College Credit Plus program 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 may be 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.

SECTION VII – CO-CURRICULAR CODE

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 Team	French Club	Soccer, Girls
Airlog	Future Educators of America	Softball
Astronomy Club	Golf, Boys	Spanish Club
Marching Band/Color Guard	Golf, Girls	Student Congress
Baseball	History Club	Swimming, Boys
Basketball, Boys	Interact	Swimming, Girls
Basketball, Girls	JCOWA	Tennis, Boys
Bowling, Boys	Kickline	Tennis, Girls
Bowling, Girls	Latin Club	Track, Boys
Chamber Choir	Mock Trial	Track, Girls
Cheerleading	Muse Machine	Volleyball
Chess Club	National Honor Society	Wrestling
Cross Country, Boys	Octagon	
Cross Country, Girls	Pep Band	
Drama – Fall and Spring	Planeteers	
Football	Soccer, Boys	

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. In order for a student to be eligible for co-curricular activities in 7th and 8th grade, a student must earn passing grades in five (5) classes and earn no more than two (2) F's in the previous quarter.

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.

GUIDELINES FOR EXTRA-CURRICULAR AND CO-CURRICULAR CONFLICTS

As a member of both a curricular music ensemble such as band or choir, as well as a member of an athletic team I understand that I have obligations to both organizations. I also understand that my music ensemble is a curricular organization, which means I receive a grade for my participation in both in school and out of school activities. While I will work to avoid all conflicts I understand that some may still arise. When they do I will follow these guidelines that will dictate which activity takes precedence.

<u>Conflicting Event 1</u>	<u>Conflicting Event 2</u>	<u>Event Priority</u>
Rehearsal	Practice	Shared time with each group
Any Game/Any Concert	Practice/Rehearsal	Game/Concert
Game (Regular Season)	Seasonal Concert/Competition	Concert/Competition
Game	“extra” concert	Game
Tournament Game	Any Concert	Tournament Game
Tournament Game	OMEA Competition	OMEA Competition

1. Choir and Band performances are part of the student’s grade and should not be so easily dismissed.
2. Generally, there are 3 seasonal concerts (Fall, Winter, Spring) for curricular groups, and 1, possibly 2 OMEA large group competitions during the academic year. During any given schedule of a seasonal sport it’s fairly safe to say that there would likely be only 1, possibly 2, music dates that conflict. If a student misses one of these concerts/competitions, he/she has likely missed the only performance during a grading period resulting in a zero for the grade. In the reverse, most athletic teams have numerous dates during the season and missing one date is a small portion of the seasonal schedule.