



SMITH MIDDLE SCHOOL

3625 Little York Road

Dayton, Ohio 45414

(937) 415-7000

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STUDENT/PARENT HANDBOOK

2018-2019

MISSION STATEMENT

Smith Middle School will improve academic achievement and strengthen life skills for all students.

Ryan Rogers, Principal 415-7001

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N O T E:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and on Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. For more information about the Board Policies referenced in this Table of Contents, contact Smith Middle School Administration or access them on the District’s website: vandal-iabutlerschools.org by clicking on “policies” and finding the specific policy in the Table of Contents for that section.
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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 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 principal. 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 as of July 2017. If any of the policies or administrative guidelines referenced herein is revised after July 2017 the language in the most current policy or administrative guideline prevails.

SECTION I- GENERAL INFORMATION

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer identified below.

Superintendent of Schools
Vandalia-Butler City Schools
306 S. Dixie Dr.
Vandalia, OH 45377

Complaints will be investigated in accordance with the procedure as described on page 38 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

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. If, for some reason, this is not possible, the student should seek help from the guidance counselor or administration.

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.

CHANGE OF ADDRESS OR CHANGE OF CUSTODY PROCEDURE

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 www.vandaliabutlerschools.org/parents&students.htm Enrollment office hours are Monday thru Friday 8:00 am – 4:00 pm. Appointments are welcomed! If you have questions about address or custody changes please call the Central Enrollment Office at 937-415-6410.

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.

DESIGNATION OF DIRECTORY INFORMATION

The Vandalia-Butler Board of Education has designated certain education records as "directory information," which can be disclosed without the prior written consent of the parent or eligible student, except that directory

information is not released for a profit-making plan or activity. Directory information includes the following:

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

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

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

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations. Information concerning school closings or delays can also be found on the School's web page at vandaliabutlerschools.org. Parents and students are responsible for knowing about emergency closings and delays.

EMERGENCY DRILLS

The School complies with all fire, tornado, and safety laws and will conduct these drills in accordance with State law. Teachers will provide specific instructions on how to proceed in the case of fire, tornado, or safety drills and will oversee the safe, prompt, and orderly evacuation of the building in such cases. A fire and tornado evacuation plan is posted in each room. During fire, tornado, and safety drills, students are to walk to designated locations without talking.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School 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. The Emergency Medical Authorization form is provided at the time of enrollment or at the beginning of each school year.

FACILITIES AND EQUIPMENT USAGE

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.

FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Smith Middle School charges specific fees for the following activities and materials used in the course of instruction. The cost of fees for each student is \$50. This cost covers agenda books, science consumables, exploratory fees, and general supplies.

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.

Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grade cards.

GUM

Gum can cause a problem of sticking to carpet and furniture, therefore, we expect students to NOT chew gum during the school day (fieldtrips, lunchtime, on buses, and any other school events). Students chewing gum will

be disciplined.

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 Pupil Services.

INDIVIDUALS WITH DISABILITIES

The American's 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 (IDEA) and State law. Contact the Director of Pupil Services at 415-6400 to inquire about evaluation procedures and programs.

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 from the teacher to go to the clinic which is located inside the main office. If the nurse is not available, the student should report to the office. An appropriate adult in the office 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. **NO STUDENT IS TO GO HOME WITHOUT FIRST CHECKING WITH THE OFFICE.**

Please do not send a child to school if he/she shows symptoms of illness. School staff may administer minor first aid. Parents will be notified in case of serious injury or illness.

LOCKERS

1. Each student will be assigned a locker for their use.
2. **DO NOT LEAVE VALUABLES IN LOCKERS.**
3. Each student is responsible to keep an orderly locker.
4. There are no combination locks on our school lockers. Students are not permitted to bring locks for the lockers.
5. The school assumes no responsibility for articles or books kept in lockers.
6. The lockers are the property of Smith Middle School and are subject to inspection by authorized school personnel.
7. Students are not permitted to tape anything to the front or inside of his/her locker. Students may use magnets to decorate the inside of his/her locker.

LOST AND FOUND

Students are responsible for their own property. It is recommended that all items be marked or identified in some way. Unclaimed items will be donated to charity at the end of each nine weeks. Students, not school personnel, are responsible for their personal property. Students found taking clothing not belonging to them will be punished in accordance with the Code of Conduct. Be smart; leave valuables at home.

RECESS

Recess Procedures

1. No food or drink is allowed at recess.
2. Keep hands, feet, and objects to yourself.
3. Bleachers/benches are for sitting. Do not stand, jump, or run on them.
4. Once you are in the gym or outside, you are to stay there.
5. Ask a teacher if you need to go to the clinic.
6. Your recess begins when the previous class is dismissed.
7. **No electronic devices allowed.**

Outside

1. Football is only in the grass. No tackling.
2. Kicking soccer balls, kick balls, etc. and passing the football should be in the grass areas only.
3. When the whistle is sounded, go to your area for dismissal. **IF YOU ARE THE LAST CLASS, BRING THE EQUIPMENT TO THE STORAGE CONTAINER.**

Inside

1. Stay off the basketball supports, hoops, or nets.
2. Dismissal procedures are the same as outside procedures.

MEAL SERVICE

We have a closed lunch hour. Students are not permitted to leave school during lunch without special permission, and fast food (McDonald's, etc.) may not be brought in for students. Each student has 30 minutes for lunch. School lunches may be prepaid by sending in cash or a check (made out to Vandalia Butler Food Service) in any denomination or may be paid online through the school district web site at www.vbcisd.com by clicking on the SPS EZpay logo. You will need your child's student ID number to register. 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 office. All account balances are carried over from one year to the next. Following lunch, students are to go to gym in bad weather or to the designated outside area in good weather. Other cafeteria rules include:

1. Students should not cut in line.
2. Student should not save places in line.
3. Students should not throw food, eating utensils or napkins.
4. Students should not leave leftovers or trash on the tables or floor.
5. Students should be responsible to clean up all accidents of spillage in the cafeteria.
6. Students should not run in cafeteria-entering or leaving.
7. Student should not take food from the cafeteria without permission.
8. Students should not return to the serving line through the "OUT" door for additional food.

Misbehavior in line will result in being dismissed by any staff member to the end of the line.

MEDIA CENTER

The purpose of the Media Center is to see that all types of education materials are readily available to all students, and to get all students excited about reading! The library is expected to be a quiet level 1 or 0 at all times. 4th grade students are allowed 2 books at a time and 5th grade students may have 3 books checked out at one time. Students may keep the books as long as they bring them back to re-new on a weekly basis. All students must pay for any lost, damaged, or stolen books before being allowed to check out additional books. All fines must be paid at the end of each quarter, or report cards will be held. Reminder notices are sent home weekly for any student with overdue books. The Media Center strives to be a welcoming environment where all students will feel comfortable growing their reading skills and all students must be responsible for their materials.

MEDICATION USAGE

Prescribed 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 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. The container must be original and labeled with the student's name, physician's name, dosage, name of medication and time to be taken.
- D. All medications must be registered with the Principal's Office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- E. 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 dur-

ing school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.

F. 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.

G. The building principal 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 and physician authorization. Parents and physician may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office.

If a student is found using or possessing a non-prescribed medication without parent, physician 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.

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

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

Directory information includes: (District Policy 8330)

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

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

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

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

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

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated 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, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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

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

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

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

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW 20202-4605
 Washington, D.C.
www.ed.gov/offices/OM/fpcp

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

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

SMITH STUDENT DISCIPLINE GUIDELINES AND PROCEDURES

In order to provide a safe and productive learning experience at Smith Middle School, we strive to create a climate in which optimal learning can occur. This means that we must all learn to appreciate and respect each other as well as to follow certain rules.

At Smith, we believe students are responsible for their own actions at school, as well as on their way to and from school. Parents and school staff play important roles in helping children develop responsibility, if the goals of the group are to be realized. Consequences for inappropriate behavior are necessary. Orderly conduct is both a required condition and an important goal of learning. We encourage children to "stop and think" before they act.

While we are here to assist and encourage at all times, we want children to resolve their differences in an appropriate manner. In helping a child develop individual responsibility, the school has established rules and guidelines.

General School Rules:

1. Come prepared to class;
2. Listen and follow directions;
3. Make an effort to do his/her best
4. Respect everyone;
5. Keep school and grounds neat;

6. Follow Student Code of Conduct at all times

Consequences:

Guideline for basic classroom Non-Academic Issues

1. Warning- Verbal and/or written
2. Teacher Detention- Maybe held before, after or during school
3. Parent Contact
4. Wednesday Detention
5. Office referral

*** Not all situations will follow this order***

Wednesday Detentions

Upon receiving the Wednesday Detention, the student must return to the teacher/administrator that assigned the detention, a copy of the discipline form signed by the parent no later than 3:00 the next school day. Failure to attend this detention, being late for the detention, or being removed from the detention will result in a Friday Session. No excuses will be accepted for missing this detention except excused absence from school or a phone call/note from a parent.

Example behaviors: Misbehavior for a substitute, misbehavior in the hallway and restroom, rough play at recess, excess tardiness, etc.

Friday Sessions

One form of discipline, the Friday Study Session, is intended to provide a reasonable alternative to suspension. Friday sessions may be issued for behavioral problems and/or academic problems. The time spent in Friday Sessions is intended to complement the classroom and to provide an opportunity for students to do school work and stay in school. Friday Sessions are held in the classroom of the supervisory teacher from 3:15 P.M. until 6:00 P.M. Students will spend the entire 3 hours with study material only. Failure to attend a Friday Session will result in additional consequences up to an out of school suspension.

Example behaviors: Repeated violations, disrespect to staff, cussing, excess tardiness, etc.

Academic Discipline:

Completing assignments on time is an important part of the educational process. In the event a student regularly fails to submit homework, projects, etc. on time, the teacher may assign discipline. The purpose of the discipline is to provide the student with time to complete the missing work. After parent contact, academic discipline includes but is not limited to:

1. Loss of recess
2. Teacher Detention
3. Academic Friday Session
4. In-school- restriction

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 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 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.

USE OF TELEPHONES

Students will not be called to the telephone except in an EMERGENCY! Messages from parents can be relayed to the student, so long as the request is reasonable. Such messages can be given to the school office and will be delivered to the student at an opportune time. Excessive use of this privilege will result in the need for administrative approval. There are telephones in each classroom that students have access to when given permission by a teacher. Student cell phones are not to be used during school hours.

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.

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in, obtain a pass, and state their business. A visitors badge must be obtained from the office and worn throughout the visit. Any visitor found in the building without signing in or obtaining a pass shall be reported to the Principal. Student may not bring visitors to school without prior written permission from the Principal.

Parents wishing to visit their child's classroom should contact the building principal in advance of the visit, and make arrangements for the visitation. The principal will schedule a classroom visitation as soon as practical following the request, taking into consideration the parent's desires and the education program. A 24-hour notice by the parent should be considered reasonable, unless there is testing or other activity scheduled for the class, which might not serve the parent's purpose for the visit.

VOLUNTEERS

All volunteers must complete a background check through the Bureau of Criminal Investigation (BCI) which includes fingerprinting.

WITHDRAWAL/TRANSFER FROM SCHOOL

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary (suspension or expulsion) will be transferred to the new school.

SECTION II – ATTENDANCE POLICY

School Attendance Policy

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

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

Notification of Absence

When a student is absent, parents are required to notify the school by calling 415-7050. If a student should know in advance that he/she will be absent, the office needs to be informed by a parental note.

Student Absences and Excuses

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments to do personal errands, etc., outside school hours.

Students are entitled to 10 days of excused absence each year without medical documentation. Beginning on the 11th day a physician's note is required or the absence will be unexcused. Physician's notes documenting school absences must specify the date of the appointment with the physician and the date(s) of the excused absence.

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

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

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

The Board does not believe that students should be excused from school for non-emergency trips out of the District, however guidelines have been developed for family vacations and are outlined in the Student Code of Conduct. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. To remain compliant with HB410 a student will be considered habitually truant if the student is absent without a legitimate excuse for:

- 30 consecutive unexcused hours
- 42 unexcused hours in a month
- 72 unexcused hours in a 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 will:

- File a complaint with Montgomery County Juvenile Court
- Make a referral to Montgomery County Children Services (if applicable)

The district reserves the right to:

- Suspend the student ability to participate in or attend any school related extracurricular activities to include but not limited to: Sports, dances, clubs etc.
- Assign additional sanctions as needed until the attendance issue is resolved.

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

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.

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

Notice of excessive absences

HB 410 requires all school districts to notify a parent/guardian if a child/student is absence with or without legitimate excuse for:

- 38 hours in a school month or
- 65 or more hours in a school year

Make-up of Tests and Other School Work

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

EARLY DISMISSALS

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or guardian stating the reason and the time for dismissal. 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. The student must check with the teacher at dismissal time and a parent must sign the student out in the office before the student may leave.

Tardiness

Parents are requested to call the school (415-6532) before 9:00 a.m. if their child will be tardy to school that day. There is a recording available 24 hours a day for your convenience. Students who are late to school, except for a late bus, must sign in the office before going to class. Unexcused reasons for tardiness may include but are not limited to: oversleeping, missing the bus, not leaving early enough, etc. A student is considered

tardy for the day if arrival is after 9:00 AM but before 11:30 AM. A half-day absence is recorded if a student arrives after 11:30 AM. Discipline in the form of detentions or Friday/Saturday school may be assigned. **ALL STUDENTS MUST REPORT TO THE MAIN OFFICE TO ESTABLISH ATTENDANCE AND GET A PERMIT TO ENTER CLASS.**

VACATIONS DURING THE SCHOOL YEAR

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

SECTION III: ACADEMICS

GRADES

Students will be receiving Standards-Based Report Cards. This is a continuation of what they currently receive in the elementary grades. The Vandalia-Butler City School curriculum has been aligned to the Ohio Academic Content Standards in all content areas. A student's individual achievement on Standards is now measured on attainment of these learning goals. Therefore, in addition to receiving letter grades, students will earn achievement marks that indicate a child's progress toward achieving specific grade level indicators as identified by the Ohio Department of Education.

The grading system is:

4 = Exceeds Standards 3 = Achieving 2 = Developing 1 = Beginning
A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 & below

GRADING PERIODS

Students will receive a report card at the end of each nine week period indicating their grades for each course of study for that portion of the academic term. 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.

CONFERENCING AND PARENT INVOLVEMENT

Parents are formally involved with Smith Middle School and its staff during the two conference dates (fall and spring) designated during the year. We feel it is important for parents or guardians to meet with staff so both can learn more about the student. As parents, you will be receiving feedback of your son/daughter's performance in the form of assignment notebook, interim reports, report cards, etc. It is our expectation that you closely monitor this information and communicate any concerns you may have to your child's teacher. Meetings may be arranged, at your request, for more formal exchanges of information. Additionally, you may be called upon from time to time to support our staff in some form of academic intervention/remediation or disciplinary action. In order for these interventions to be effective, we need a consistent approach, both at school and at home.

PROMOTION, ACCELERATION, AND RETENTION

Retention issues are always difficult ones with which to deal; hence, an attempt will be made to meet with parents early in the school year to discuss problem areas. The final decision, however, rests with the retention committee, consisting of the principal, school counselor, a resource teacher, a teacher from each grade level and one exploratory teacher. A conference with the parent, principal and grade level team will precede any retention notification.

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if they fall in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

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 administration.

HONOR ROLL(S)

Students who put forth the extra effort can be proud of their accomplishment. Each nine-week grading period, basic skill grades are averaged together. Students with a B average (3.0-4.0 GPA) will achieve honor roll placement, and students with all A's (4.0 GPA) will be given Highest Honors.

HOMEWORK

The assignment of homework can be expected. Student grades may reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the required state tests and graduation. Students having difficulty completing assignments will be assigned after-school Friday Study Sessions to complete their schoolwork. Parents may call the school to request homework.

PARENT INTERNET VIEWER

This software allows parent and students to access your student's current grade information (via any Internet access). The parent/ guardian will receive in the mail the student's unique ID number and PIN code for accessing their current classroom information. If this information is misplaced and another copy is needed, the parent must come to the school office to receive that information. To access the Parent Internet Viewer, to www.vandaliabutlerschools.org and click on the "Parent Grade Viewer" link. Enter your student's information to see a variety of information such as test scores and missing assignments.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

STUDENT ASSESSMENT/ACHIEVEMENT TESTING

Students will be required to take Ohio Achievement Assessments. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Grade 4: Reading and Mathematics

Grade 5: Reading, Mathematics, and Science Achievement

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs. Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives. Vocational and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

SECTION IV: STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Smith Middle 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.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups could include: Band, Choir, Math Counts, Lego Robotics, Reading Club, etc.

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. These activities in-

clude D.A.R.E., Diversity Club, Drama, Hand Bell Choir, Intramurals, Muse Adventure, Muse Machine, Smith Mart, Spelling Bee, Student Government, WEB Leaders, and Yearbook.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

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 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. No non-district-sponsored organization may use the name of the school or school mascot on any materials or information. Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

SECTION V: TRANSPORTATION

TRANSPORTATION TO SCHOOL

The Board provides transportation for resident students, kindergarten through grade eight, who live more than two (2) miles from school and for all students with physical or mental disabilities which make walking impossible or unsafe. The transportation of high school students is optional and will not be provided during the 2017-2018 school year.

Students **are** to ride only their assigned bus. **Notes to allow a student to ride a different bus or to take a friend home on the bus with you will not be honored.** Middle and elementary school students who do not have access to sidewalks will not be permitted to walk to school. Transportation to and from school is the responsibility of the parents.

SECTION VI – BEHAVIORAL EXPECTATIONS

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:

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

The District is committed to the use of Positive Behavior Intervention and Supports (PBIS). PBIS is a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school

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

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

Substitute and Student Teachers

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

Dress and Grooming

The following styles or manners of dress are prohibited:

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

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

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

Gangs

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

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

Care of Property

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

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

Zero Tolerance

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

STUDENT DISCIPLINE CODE

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

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

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

1. Disruption of the educational process

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

2. Alcoholic Beverages, Drugs, or Narcotics

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

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

3. Drug Paraphernalia and/or Counterfeit Controlled Substances

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

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

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

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

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

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

5. Use and/or possession of a firearm

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

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

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether

or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

6. Use and/or possession of a weapon

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

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

7. Use of an object as a weapon

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

8. Knowledge of dangerous weapons or threats of violence

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

9. Purposely setting a fire

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

10. Explosives

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

11. Bomb Threats

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

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

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

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

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

14. Physical Altercations/Fighting/Assault

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

Assault* of any other individual may result in criminal charges and may subject the student to expulsion.

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

15. Violent Conduct

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

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

The Board prohibits misconduct committed by a student against a school official or employee including but not limited to harassment (of any type), 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. What may seem like a prank is a dangerous stunt that is against the law and may subject the student to disciplinary action.

- 23. Trespassing**
Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded from school, the student must not be present on school property without authorization of the Principal.
- 24. Unauthorized use of school or private property**
Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property shall be subject to disciplinary action.
- 25. Theft, Damage or Misuse of School and Private Property**
Students shall not steal, damage, or misuse school or private property either on school premises, on any school bus, in transit to and from school, or during any school sponsored activity. Students are encouraged not to bring anything of value to school. The School is not responsible for personal property.
- 26. Disrespect or Non-compliance with Directions of Administrators, Teacher and Other School Personnel**
Students shall be respectful to, and obey all directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers, and all other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel.
- 27. Out of Assigned Area**
No student shall be out of their assigned area 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 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:

Robert O'Leary	Shannon White
Director of Pupil Services	Principal, Morton Middle School
937-415-6400	937-415-6600
306 S. Dixie Drive	8555 Peters Pike
Vandalia, OH 45377	Vandalia, OH 45377
Robert.Oleary@vbcasd.com	Shannon.White@vbcasd.com

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

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

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

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

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

34. **Harassment (Policy 5517)**

Harassment, intimidation, or bullying behavior by any student in the Vandalia-Butler City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C.

3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert by a student or group of students toward other students including violence within a dating relationship with the intent to harass, intimidate, injure, threaten, or ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

Conduct constituting harassment on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws may take different forms, including, but not limited to, the following:

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

35. **Sexual Harassment**

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

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

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

- a. Unwanted sexual advances, propositioning, or repeatedly asking someone out for a date after it is clear that the person is not interested.
- b. Explicitly or implicitly offering benefits of any nature in exchange for sexual favors.
- c. Making or threatening reprisals after a negative response or refusal of sexual advances.
- d. Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters.

- e. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
- f. Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- g. Physical conduct; touching, assault, impeding or blocking movement.
- h. Creating an environment of intimidation.

36. Sexual Misconduct

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

37. Hazing

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

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

38. Student Computer Resource Policy

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

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

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

PROHIBITED CONDUCT

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

- Students must not use computer resources for product advertising or for commercial or political purposes. Computer resources may only be used for legitimate school purposes related to the student's curriculum or authorized school activities.
- All school policies, including the student harassment and bullying policies apply to the use of school computer resources. Students are prohibited from engaging in any conduct and/or behavior that constitutes any form of harassment, including sexual harassment, through the use of computer resources and/or communication systems. This includes sending harassing or libelous electronic mail or computer messages to others over the VBNet. It also includes sending, accessing, and/or displaying harassing jokes, cartoons, inappropriate web site addresses, or materials of a similar nature
- If a student receives offensive or harassing material from others over the VBNet, the student should immediately notify his/her teacher or the principal.
- Using computer resources to access and/or alter confidential school records, whether paper or electronic records, is specifically prohibited.

- Students are specifically prohibited from using the Internet and other school computer resources to download, access or send pornographic, lewd, offensive, indecent, obscene or vulgar materials.
- Students are prohibited from negligently and/or intentionally damaging, destroying, or altering the school computer resources in any unauthorized or illegal manner (i.e. computer hacking, uploading/creating or forwarding viruses, etc.) Any malicious attempt by a student to harm or destroy data that is connected to the VBNet is specifically prohibited.
- Students are prohibited from using computer resources, including the Internet, in a manner that would substantially and materially interfere with the function and operation of the school district.
- Students may not use computer resources to conduct illegal activity that would violate State, Federal, or local law, or any other school policy.

ACCESS ISSUES

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

The school district also reserves the right to search and seize computer resources used by students, such as computers, disks/media storage, Internet materials, etc. The search will be conducted at the discretion of the school district and will be reasonable and justified at its inception. An administrator will be involved in all searches and seizures.

Federal copyright laws protect computer software, and students are prohibited from engaging in unauthorized duplication, distribution, or alteration of any licensed software. Students must abide by all software licensing agreements and may not illegally use or possess copy righted software. Students are also prohibited from installing their own personal software on the school's computer resources. Students must not use software that the student knows has been illegally copied.

SECURITY

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

39. Protests, Marches, and Picketing

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

40. Use of Profane or Abusive Language

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

41. Repeated School Violations

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

POTENTIAL CONSEQUENCES

Natural Consequences, Verbal Warnings, Restriction of Activities, Lunchtime intervention, Restitution, Detention, Confined Lunch/Recess, Extended Detention, Saturday School, In School Discipline, In-School Suspension, Out-Of-School Suspension, School Community Service, Unruly/Delinquency/Criminal/Civil Charges,

Expulsion. (Based upon the severity, nature, and frequency of the behavior). For serious offenses such as, but not limited to, weapons, drugs, alcohol or threats, administrative policy calls for a police report to be filed.

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

DEFINITION OF DISCIPLINARY TERMS

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

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

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

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

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

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

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

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

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

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

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

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

DUE PROCESS RIGHTS

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

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

Suspension from School

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

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Superintendent or the Board designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

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

Emergency Removal

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

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

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

Expulsion from School

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

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

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee and the right to request that the hearing be held in executive session.

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

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

Permanent Exclusion

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

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

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

Discipline of Students with Disabilities

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

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

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

SEARCH AND SEIZURE

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

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search that maybe used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The School reserves the right not to return items which have been confiscated.

SURVEILLANCE AND STUDENT PRIVACY

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

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

STUDENT RIGHTS OF EXPRESSION

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

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

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

Vandalia-Butler City School District Co-Curricular Code

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

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

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

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

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

CO-CURRICULAR RULES OF CONDUCT

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

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

SPORTSMANSHIP

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

Sportsmanship Rules

Players, staff members, and other team personnel are governed by the sportsmanship policy established by the Ohio High School Athletic Association. It states that any team member or staff member ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests (one in football) are played at the same level as the ejection. (Example of "same level" would be: two Freshman games or two Varsity games.) If the ejection occurs in the last contest of the season, the student or staff member shall be ineligible for the same period of time stated above in the next sport in which the student or staff member participates. A student or staff member under suspension may not sit on the team bench, enter the locker room, or be affiliated with the team in any way traveling to, during, or traveling after the contest(s).

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

Cancellation of Contests/Practices Due to Weather

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

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

Equipment

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

Transportation

1. All transportation to and from away contests/games is the responsibility of the school system and will be provided by the school system. Athletes are required to travel to and from away contests in transportation provided by the school system. Athletes should not be transporting themselves to or from away contests. If a special situation occurs, the athlete must request in writing approval from the athletic director or school administration prior to the contest. In these cases the athlete will be released only to their own parent by meeting face to face with a member of the coaching staff.
2. The choice of a mode of transportation to and from practices ultimately lies with the athlete and their parents. We strongly suggest that athletes do not ride with other athletes to or from practices. However, if they

- choose to ride with other athletes (or any other person), the driver accepts the responsibility and liability of the transportation.
3. If a school van is the mode of transportation, the driver must have completed the school system's van certification program. This can be arranged through the Business Services department.
 4. Athletes will remain with their squad and under the supervision of the coach when attending away contests. Athletes who miss the bus will not be permitted to participate in the contest unless there are extenuating circumstances. All regular school bus rules will be followed, including food, noise, remaining in seats, and care and respect for equipment. Athletes are expected to dress appropriately.

STUDENT'S RIGHTS AND RESPONSIBILITIES

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

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

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

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

First Offense:

- A. This will result in nonparticipation without alternatives for 30% of the games (athletes) and designated activities or performances (all others). If, when applying the 30% rule (the percentage will be calculated based on the total number of regular season contests/events from the beginning of the season/year), a partial number of contests/events results, the number will be rounded down to arrive at the length of the suspension, (e.g., 30% of 27 = 8.1, which would be a suspension of eight (8) games with a minimum of one (1) contest/event). The penalty will carry through to the next athletic season or school year if the number of suspended contests/events has not been fulfilled.
- B. All End of Season/Post Season Local/Team (Special- i.e., MVP, MOP, Best Defender, Most Improved, etc.) awards lost for one-calendar year.
- C. The student forfeits the privilege to serve in any leadership position for one calendar year.
- D. A Mandatory Assessment may be required at this time due to the severity of the offense. A student who commits an offense involving drugs or alcohol under this policy will be required, as a condition of continued participation in co-curricular activities, to undergo an assessment by a certified substance abuse counselor at parental expense. A copy of the assessment, with any ongoing recom-

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

OR

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

Second Offense:

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

A student who commits a second offense involving drugs or alcohol under this policy will be required, as a condition of continued participation in co-curricular activities, to undergo an assessment by a certified substance abuse counselor at parental expense. A copy of the assessment, with any ongoing recommendations for treatment or intervention, will be sent to the principal per a signed, HIPPA-qualified, release form. The student will be required to comply with all recommendations.

OR

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

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

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

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

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

VII. Academic Eligibility for Co-curricular Activities

The Vandalia-Butler Board of Education has established requirements for student eligibility and participation. Students must have a GPA of 2.0 and/or no more than one "F" in the preceding grading period to be eligible. Students who do not meet this standard but who wish to continue to participate in co-curricular activities must attend a mandatory "Study Table" until the standard is met. Incoming ninth graders must have passed 75% of the subjects in which they were enrolled the preceding grading period. This requirement is in effect for 7th and 8th grade students participating in athletics.

VIII. Athletic Eligibility

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

IX. Procedure for Implementing the Co-curricular Code

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

X. Penalty Guidelines

Students will be disciplined for violations of the Co-curricular Code. The level of discipline will be left to

the sound discretion of the coach/advisor after considering the nature of the violation with the exception of drugs, alcohol and tobacco which are specified elsewhere in this policy. Penalties may carry over from one co-curricular activity or season to another.

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

XI. Appeal Procedure

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

XII. Attendance

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

- A. Excused absences
 - 1. Illness verified by physician's note, parent contact, or coach/advisor awareness.
 - 2. Death in the family, verified by adult contact, coach/advisor awareness.
 - 3. Parental decision – requires mandatory prior approval of coach/advisor.
- B. Unexcused absences
 - Any absences not covered by excused absences.
- C. Students must attend at least four classes during the day of a scheduled co-curricular activity to be eligible for participation, unless the principal has approved a valid excused absence.

XIII. Expectations of Co-curricular Participants

- A. Maintain eligibility
- B. Sign acknowledgment/receipt of Co-curricular Code
- C. Display proper behavior both in and out of school
- D. Model a strong commitment to abstain from tobacco, alcohol, and other drug use
- E. Respect authority – parents, officials, teachers, coaches, administrators, and others
- F. Demonstrate a dedication to high standards in the classroom
- G. Demonstrate a dedication to hard work and training
- H. Students will not steal, damage, or misuse any school or private property
- I. Students will not threaten, assault, cause or attempt to cause physical injury to other students or any school personnel or officials
- J. Students will not intimidate or be party to the intimidation of another student for any purpose including sexual interest, nor engage in any form of exhibitionism, nor engage in sexual misconduct
- K. Students will not violate the Ohio Revised Code

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