



SMITH MIDDLE SCHOOL

3625 Little York Road

Dayton, Ohio 45414

(937) 415-7000

(937) 415-7050 Attendance

(937) 415-7051 Fax

STUDENT/PARENT HANDBOOK

2022-2023

MISSION STATEMENT

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

Ryan Rogers, Principal 937-415-7001

Donna Flinn-Richardson, Guidance Counselor 937-415-7004

Debbie Daniels, School Secretary 937-415-7000

Amy Follick, Attendance 937-415-7050

Robert O'Leary, Superintendent of Schools 937-415-6400

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: vandaliabutlerschools.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

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

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

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

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

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

Brandon Hartley	Shannon White
Director of Curriculum & Instruction and Accountability	Principal, Morton Middle School
937-415-6400	937-415-6600
500 S. Dixie Drive	8555 Peters Pike
Vandalia, OH 45377	Vandalia, OH 45377
Brandon.Hartley@vbcsd.com	Shannon.White@vbcsd.com

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.

DESIGNATION OF DIRECTORY INFORMATION

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

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

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

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

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 \$70. 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.

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 (IDEIA) and State law. Contact the Director of Pupil Services at 415-6400 to inquire about evaluation procedures and programs.

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 the 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.

Health Related Information

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.

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

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.

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 in the front hallway. 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.

MEDICATION USAGE

Prescribed Medications

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

- A. Parents/Guardians 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/guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications, for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.
- F. Any unused medication unclaimed by the parent/guardian 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/guardian and physician authorization. Parents/Guardians may authorize administration of a non-prescribed medication for up to two consecutive days on forms that are available from the Principal's Office or online. However, usage of over the counter medication beyond two consecutive days will additionally require physician authorization.

If a student is found using or possessing a non-prescribed medication without parent/guardian, physician when required, and principal authorization, the student will be brought to the School office while the student's parents/guardians 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 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.

<https://www.ed.gov/category/keyword/family-policy-compliance-office-fpco>

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 may 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

At Vandalia-Butler City Schools, we strive to meet the needs of each individual student through meaningful learning opportunities each day. In addition to our talented staff, we have always had a need for, and welcomed, volunteers into the building who take on many responsibilities. Vandalia-Butler City Schools utilizes an online system for interested volunteers to complete their background check. All volunteers who will be working directly with or with authority over students during regular school hours are expected to have a background check completed to help ensure the safety of our students. To begin the process of completing the background check, contact the District Human Resources Department at 937-415-6404.

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 937-415-7050. 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 (65 hours) 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 (937-415-7050) 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 8:30. 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 65 hours, the vacation will be denied and all days thereafter will be unexcused.

SECTION III: ACADEMICS

GRADES

Students will be receiving 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: 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 include Drama, Spelling Bee, Student Government, 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 non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities. 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

Generally the Board provides transportation for resident students, kindergarten through grade eight, who live more than one mile from school and for all students with physical or mental disabilities which make walking impossible or unsafe. Due to safe path to schools issues, certain buildings are provided additional services. Specifically, all resident students at Smith and Morton as well as any resident Demmitt students living west of I-75 are provided busing services regardless the distance from home to school. The transportation of high school students will not be provided. Students are to ride only their assigned bus.

Bus transportation to and from school and fieldtrip locations should be considered a privilege. It is important that students riding buses follow all rules for everyone's safety. Children who ride a bus must remain seated at all times when the bus is in motion. In addition, bus students must refrain from excessive noise and from pushing or throwing any objects. Other rules set by the bus driver will also be followed. Failure to do so will

result in the student being reported to the school principal. The bus suspension will occur after reasonable warning and parent notification. Transportation will then be the parent's responsibility.

SECTION VI – STUDENT DEVICES

1:1 Student Device Guidelines

The goal of the 1:1 Student Device program is to create a collaborative, interactive learning environment for students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners.

1. **RECEIVING YOUR DEVICE:**

Devices will be distributed prior to start of the school year. These 1:1 Guidelines outline the procedures and policies for families to protect the investment for the Vandalia Butler City School District.

2. **TAKING CARE OF YOUR DEVICE:**

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken, or fail to work properly, must be reported and turned in to the school's main office.

Do not take District-provided Devices to an outside computer service for any type of repairs or maintenance.

2a: General Precautions

- No food or drink is allowed next to your device while it is in use.
- Never transport your device with the power cord plugged in.
- Devices must remain free of any writing, drawing, skins, or stickers except what is issued by Vandalia Butler City School District.
- Devices will have a Vandalia Butler City School District Inventory tag on them as well as any other identifying label the District may affix. Any attempt to remove or alter these tags will result in disciplinary action.
- Devices should never be left in a car or any unsupervised area.
- Students are responsible for bringing **fully charged** devices for use each school day.

2b: Carrying devices

- Never move a device by lifting from the screen. Always support a device from the bottom with lid closed.
- Devices must remain in the protective case provided.

2c: Screen Care

- **The device screens can be easily damaged!** The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the device when it is closed.
- Do not store the device with the screen in the open position.
- Do not poke the screen with anything that will mark or scratch the screen surface, including long fingernails, pens, pencils, etc.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not use alcohol-based window cleaners such as Windex®.

3. **USING YOUR DEVICE**

3a: Device left at home

- Fully-charged devices must be brought to school every day. Repeated failure to bring a fully-charged device to school will result in disciplinary action.

3b: Student Device Use Policy

- Use of the device falls under the Student Computer Resource Policy in the student handbook.

3c: Sound

- Sound must be muted at all times in the classroom unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

3d: Printing

- It is our intention to create a paperless environment with this program.
- Students will not have the ability to print from their devices at school (assignments will be submitted digitally).

3e: Account Access

- ***Students should only login to their devices using their Vandalia Butler City Schools Google VBAviators account.***
- Students must not allow anyone else to use their device.
- Take care to protect your password. Do not share your password.
- Make sure you log out when you are done using your device.

4. **MANAGING & SAVING YOUR DIGITAL WORK WITH A DEVICE**

- All devices will have access to Google Apps. Google Apps is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files.
- With a wireless Internet connection, you can access your documents and files from any device, anywhere there is a suitable wireless connection.
- Files will be stored online in Google Drive.

5. **OPERATING SYSTEM ON YOUR DEVICE**

5a: Updating your device

- When a device starts up, it updates itself automatically according to District system policies, so it has the appropriate version of the operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

5b: Virus Protection

- Devices are built with layers of protection against malware and security attacks. However, students must still be careful not to use their devices in any way that exposes them to malicious websites, malware, viruses, ransomware, etc.

6. **PROTECTING & STORING YOUR DEVICE**

6a: Device Identification

- Student devices will be labeled with a VBCSD Inventory tag as well as any other identifying label the District may affix.
- Devices are the responsibility of the student. This device will be yours for the duration of the school year. *Take good care of it!*

6b: Account Security

- Students are required to use their vbaviators.com user ID and password to protect their accounts and are required to keep that password confidential.

6c: Storing Your Device

- When students are not using their device, they should be stored in a secure location, e.g. locked locker.
- Students need to take their devices home every day.

6d: Devices left in Unsupervised Areas

- Devices should not be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, cafeteria, computer labs, locker rooms, library, unlocked classrooms, and hallways.
- If an unsupervised device is found, notify a staff member immediately.

7. **SCHOOL FEES AND ACCIDENTAL DAMAGE REPAIR**

- The technology fee will help cover supplies and equipment repairs.

8. **DAMAGED DEVICES:**

- Repairs to devices malfunctioning from normal wear and tear will be made by the Vandalia-Butler City School District. No District-managed device shall be taken to any repair facility other than Vandalia-Butler City School. No device shall be disassembled, reset, reconfigured or otherwise “worked on” by anyone other than designated Vandalia-Butler City Schools personnel.
- If a repair cannot be made, parent(s)/guardian(s) will be responsible to cover the cost of the replacement of the device.
- If a device is damaged due to abuse, neglect or, intentionally damaged, report it to the main office immediately. Parent(s)/guardian(s) will be responsible to cover the cost of the repair or replacement of the device.
- If a device is lost or stolen, report it to the main office immediately. Parent(s)/guardian(s) will be responsible to cover the cost of the replacement of the device

9. **DEVICES UNDER REPAIR:**

- A loaner device will be provided to the student while repairs are taking place. Loaner devices will fall under the same guidelines as any other student-issued device.

10. RETURNING YOUR DEVICE:

- All district owned devices must be returned following these guidelines:
- Devices must be returned in good working condition upon request or withdrawal from the school district. Students should not write on or decorate their device.
- Parents/Guardians will be responsible for the replacement cost of any device and student records will be held until payment is made to Vandalia-Butler City Schools.

Vandalia Butler City Schools Student Device Agreement Form

Detailed information and procedures related to this 1:1 student device program are covered in the 1:1 guidelines.

Student Agreement

1. I have read, understand, and will follow the expectations covered in the **1:1 Device Guidelines**
2. I understand that the **1:1 Device Guidelines** are to be used as a guide and does not necessarily address every required or prohibited behavior.
3. I agree to return the device in good working condition upon request or withdrawal from the school district.
4. I assume full responsibility of my issued device.
5. I agree to fully charge my device prior to bringing the device to school, each day.
6. I understand that this equipment is the property of the Vandalia Butler City Schools and that there is no right or expectation of privacy regarding the equipment. District staff may monitor and inspect the equipment including browsing history, documents, files, and any other content.

By signing this form, the student agrees to the above terms.

Student Printed Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Agreement

1. I understand that my child will be issued a device that he/she will be bringing home each day.
2. I will be responsible for the device repair or replacement costs as specified in Section 8 of the 1:1 Device Guidelines.
3. I acknowledge that my student and I have read, understand, and will follow the expectations covered in the **1:1 Device Guidelines**

4. I understand that the **1:1 Device Guidelines** are to be used as a guide and does not necessarily address every required or prohibited behavior.
5. I will be responsible for monitoring my student's use of the internet when he/she is not at school.
6. I agree to return the device in good working condition upon request or withdrawal from the school district.

By signing this form, the parent/guardian agrees to the above terms.

Parent/Guardian Signature: _____ Date: _____