

BOARD APPROVED: JUNE 18, 2025



VANDALIA-
BUTLER

CITY SCHOOLS



FOREWARD

This handbook serves as a roadmap for navigating the educational landscape within our district. It outlines our commitment to providing a safe, high quality educational experience where students can thrive. Within this district handbook, you will find important information that will serve as reference points for understanding how our school district operates.

VISION

Our Children, Our Community – We are Aviators!

MISSION STATEMENT

Empowering students to be Aviators for life with capabilities, resiliency, and resources wherever they soar.

PURPLE STAR DISTRICT



The Purple Star Award for military-friendly schools recognizes schools that show a major commitment to students and families connected to our nation's military. Vandalia-Butler is very proud to be a recipient of the Purple Star Award!

BOARD OF EDUCATION

Mrs. Holly Herbst President
Mr. Rodney Washburn Vice-President
Mr. Scott Fullam
Dr. Mary Kay Smith
Ms. Mary Kilsheimer

CENTRAL OFFICE: 937-415-6400

ADMINISTRATION

Mr. Robert O' Leary	Superintendent
Mr. Jordan Shumaker	Treasurer
Mr. Brandon Hartley	Director of Curriculum, Instruction and Accountability
Mr. Russ Garman	Director of Human Resources
Mrs. Lisa Hildebrand	Director of Pupil Services
Mr. William Wertz	Director of Attendance, Enrollment, & Safety Officer
Mrs. Sheri Zugelder	Food Service Supervisor

TRANSPORTATION: 937-415-6691

8673 Peters Pike
Dayton, OH 45414



CHANGE OF ADDRESS/CUSTODY

NEW proof of residence documentation must be brought to the Central Enrollment Department at the Board of Education office. They will notify the school(s) of the address change and notify the transportation department.

For any changes in custody, official documentation must be brought to the Central Enrollment Department at the Board of Education Office.

Enrollment Department Phone: 937-415-6410

CLOSINGS, DELAYS AND EARLY DISMISSALS

CLOSINGS AND DELAYS

In event of a school delay or closure, the district will make announcements via the following:

- The district web site: www.vbcasd.com
- ParentSquare
- WHIO Channel 7
- WDTN Channel 2
- WKEF Channel 22/FOX 45

In the event of a two-hour delay, all students will report on the schedule outlined below. Bus transportation will be delayed two hours including buses for PRIVATE/PAROCHIAL SCHOOLS. Dismissal times remain unchanged. When applicable, B.A.S.E. childcare will be available for registered students from 8:30 a.m. until the start of school. In the event school is canceled after the announcement of a two-hour delay, the B.A.S.E. program will be closed.

When a 2-hour delay occurs on a Tuesday late start at Butler High School, the weekly late start is void and Butler High School will follow a 2-hour delay schedule.

EARLY DISMISSALS

In the rare event that weather conditions deteriorate during the course of the day and an early dismissal is warranted, parents will receive notification as noted above. In the event of an early dismissal, there will be no B.A.S.E.

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/guardian 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)/guardians 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)/guardians 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)/guardians or the eligible student.

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

EMERGENCY DRILLS

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

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/guardians), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

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

Brandon Hartley
Director of Curriculum, Instruction and
Accountability
937-415-6403
500 S. Dixie Drive
Vandalia, OH 45377
brandon.hartley@vbcasd.com

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

HEALTH AND MEDICATIONS

EMERGENCY MEDICAL AUTHORIZATION

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

ILLNESS & 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.

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.

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent/Guardian involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Pupil Personnel (937-415-6431) 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. If the nurse is not available, the student should report to the office. The school nurse or 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

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 Data Privacy Policy

Notice of Contracts Affecting Student Educational Records

No later than the first day of August of each school year, the District shall provide parents and students direct and timely notice, by mail, electronic mail, or other direct form of communication, of any curriculum, testing,



or assessment technology provider contract affecting a student's educational records. The notice shall do all of the following:

- (1) Identify each curriculum, testing, or assessment technology provider with access to educational records;
- (2) Identify the educational records affected by the curriculum, testing, or assessment technology provider contract;
- (3) Include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider access to a student's educational records.

The District shall provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Prohibition of Electronic Access and Monitoring

The District and any technology provider shall not electronically access or monitor:

- (1) location-tracking features of a school-issued device;
- (2) audio or visual receiving, transmitting, or recording feature of a school-issued device; or
- (3) student interactions with a school-issued device, including, but not limited to, keystrokes and web-browsing activities.

This prohibition does not apply when:

- (1) the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by District employees, student teachers, staff contracted by the District, a vendor, or the department of education, and notice is provided in advance;
- (2) the activity is permitted under a judicial warrant;
- (3) the District or technology provider is notified or becomes aware that the device is missing or stolen;
- (4) the activity is necessary to prevent or respond to a threat to life or safety, and the access is limited to that purpose;
- (5) the activity is necessary to comply with federal or state law; or
- (6) the activity is necessary to participate in federal or state funding programs.

If a school-issued device is monitored by the District or any technology provider for any such reason, the District shall, within seventy-two hours of the access, notify the student's parent and provide a written description of the triggering circumstance, including which features of the device were accessed and a description of the threat, if any. This notice is not required at any time when the notice itself would pose a threat to life or safety but must instead be given within seventy-two hours after that threat has ceased.

Unless otherwise provided by law, no person shall release, or permit access to, educational support services data concerning any student attending a public school for any purpose.



STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

No student shall be required, as part of the school program or the District's curriculum, without prior written consent from the adult student or minor student's parents/guardians, to submit to or participate in any survey analysis or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her family;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents/guardians; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

STUDENT RECORDS AND EDUCATIONAL RIGHTS

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

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

Directory information includes: (District Policy 8330) a student's name; address; telephone number; date 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/guardian. Parents/Guardians 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/guardians, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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



Students and parents/guardians have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent/guardian. To review student records please

provide a written notice identifying requested student records to building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents/Guardians 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/guardian or adult student must request the amendment of a student record in writing. If the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter.

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents/guardians, 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/guardians;
- 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/guardians; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents/guardians 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/guardian 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/guardians of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents/guardians 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 (or 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/Guardians 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/fpc

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

FERPA@ED.Gov
PPRA@ED.Gov

VOLUNTEERING

Volunteers are welcome in our district. Those interested in volunteering will need to make their request by completing a background check with BIB (Background Investigation Bureau) using the instructions below:

1. Use the following link:
<https://securevolunteer.com/VANDALIA-BUTLER-CITY-SCHOOLS-SELF-PAY/home>
2. Click on the "Volunteer Now!" blue button.
3. Complete the Disclosure Notice and Personal Information through the secure online system to make the request for a backgroundcheck.
4. Follow the prompt to pay.



STUDENT CODE OF CONDUCT

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

EXPECTED BEHAVIORS

Each student shall be expected to:

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

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

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

Students need to recognize the importance of wearing respectful and responsible attire that is appropriate for both the seriousness of their present education and the preparation for their future. Consequently, the following styles or manners of dress are prohibited:

1. Anything that can be considered a disruption, distraction, or health and safety issue. Also, clothing or personal possessions that contain messages which are obscene, sexually suggestive, or make references to violence, illegal drugs, alcohol, tobacco, or other banned products are not permitted.
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.
3. Clothing that is low cut, overly revealing, or otherwise inappropriate for a learning environment.
4. Clothing which shows the stomach or back area when arms are raised. There should be no bare midriff.
5. Hats, hoods, or sunglasses, unless approved by the administration.
6. Excess ornaments or accessories that might cause damage or injury.
7. 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 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/Juul/Vapor/E-Cigarette Substances



No student is permitted to use, possess, purchase, or sell tobacco substances in or on school property or on any school bus or other Board authorized transportation. Students will not be permitted to have tobacco substances in their possession while in the school building or on school grounds, including offsite school sponsored events. A cigarette, cigar, vape product, Juul, etc., in the student's hand, lit or not lit, will be treated as though the item(s) were being used. Possession of lighters, matches, etc. are prohibited.

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

5. Use and/or possession of a firearm

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

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

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

6. Use and/or possession of a weapon

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

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

7. Use of an object as a weapon

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



8. Knowledge of dangerous weapons or threats of violence
Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
9. Purposely setting a fire
Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. Possession of lighters, matches, etc. are prohibited.
10. Explosives
Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous on school property and offsite at school sponsored events. Use or possession of explosives may subject a student to disciplinary action.
11. Bomb Threats
Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.
12. Unauthorized Physical Contact of a staff member/student/person associated with the District
Unauthorized physical contact of a staff member, student, or other person associated with the District which may or may not cause injury will not be tolerated.
13. 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 an expressed threat, will be considered an assault and is prohibited. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault which may subject a student to discipline.
14. Physical Altercations/Fighting/Assault
No student will intentionally assault, cause or attempt to cause physical injury or to behave in a manner that creates an environment of intimidation for students or school personnel. All students involved in fighting will be disciplined; however, if self-defense can be clearly established by an administrator during the investigation the punishment for the student acting in self-defense shall be taken into account. Assault* of any other individual may result in criminal charges and may subject the student to expulsion.

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



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

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

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

17. Misconduct off school grounds

Students may be subject to discipline for student misconduct even when such misconduct occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

18. Extortion

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

19. Gambling

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

20. Forgery

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

21. Cheating

Students shall not cheat. Cheating shall include but not be limited to plagiarism (Board Policy 5500, Board Policy 7540.03), copying homework, copying digital media/files, using cheat sheets, using a test not expressly provided by the teacher as a study guide, obtaining answers from another student on a test or quiz, and allowing other students to use your materials with the intent to cheat. Zeros (0) will be given on assignments, tests, or quizzes, parents will be notified. Co-curricular code of conduct may include additional discipline.



22. **False alarms and false reports**
A false emergency alarm or report endangers the safety forces that are responding to the alarm. It also endangers the citizens of the community, the persons in the building and/or may induce panic. No student shall place a bomb threat, false fire alarm; use without authorization, tamper with, or discharge/employ safety devices and/or any other emergency equipment, including fire extinguishers, smoke detectors, automated external defibrillators, and Bearcade® devices. What may seem like a prank is a dangerous stunt that is against the law and may subject the student to disciplinary action, up to and including expulsion from school.
23. **Trespassing**
Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded from school, the student must not be present on school property without authorization of the Principal.
24. **Unauthorized use of school or private property**
Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property shall be subject to disciplinary action.
25. **Theft, Damage or Misuse of School and Private Property**
Students shall not steal, damage, or misuse school or private property either on school premises, on any school bus, in transit to and from school, or during any school sponsored activity. Students are encouraged not to bring anything of value to school. The School is not responsible for personal property.
26. **Disrespect or Non-compliance with Directions of Administrators, Teacher and Other School Personnel**
Students shall be respectful to, and obey all directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers, and all other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel.
27. **Out of Assigned Area**
No student shall be out of their assigned area without proper authorization.
28. **Aiding or abetting violation of school rules**
Students assisting other students in the violation of any school rule will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
29. **Public Displays of affection (PDA)/sexual activities**
Public displays of affection (PDA) such as kissing, embracing, and other physical contact of this manner are in poor taste and do not have a place in school. Students involved in this type of behavior will be punished.



30. Sexting
Sexting is defined as the act of sending or sharing sexually explicit messages or photos electronically, primarily between cell phones. Such activity is prohibited.
31. Possession of electronic equipment/Cell Phones/Tablets/Laptops/Personal Computers
No student shall visibly possess or use radios, portable TV's/DVD players, electronic toys, cellular telephones, walkie-talkies, iPods/MP3 players, look a likes, or other such related devices during school hours without the permission of the administration.

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

Elementary School (Smith, Demmitt, Helke): No student shall visibly possess or use radios, portable TV's/DVD players, electronic toys, pagers, cellular telephones, beepers or other paging devices, walkie-talkies, iPods/MP3 players, look a likes, or other such related devices during school hours.

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

A. Video/Audio Recording

Audio and video recording devices and camera-equipped devices (including mobile communication devices) and their use are restricted during school hours. Students shall not use the audio-recording, picture-taking, or video-taking functionality of cameras, mobile communication devices, or other recording/photographing technology during school hours without authorization from a teacher or administrator.

32. Violation of bus rules
Misconduct on school buses may result in the loss of privileges of riding the school bus to and from school for a period to be determined by the school principal. The transportation of the student to and from school after such removal then becomes the sole responsibility of the parent/guardian.
33. Bullying (Policy 5517.01)
Bullying is any intentional, persistent, and repetitive written, verbal, graphic, electronically transmitted, or physical act that a student or group of students exhibits toward another student and the behavior both: a) causes mental or physical harm to the other student: AND b) is sufficiently severe that it creates an intimidating, threatening or abusive educational environment for the victim.

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



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

Brandon Hartley
Director of Curriculum, Instruction and
Accountability
937-415-6403
500 S. Dixie Drive
Vandalia, OH 45377
Brandon.Hartley@vbcasd.com

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

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

Each report will be investigated in a timely manner and as confidentially as possible. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All individuals involved in an investigation as either a witness, victim or alleged harasser/bully will be instructed not to discuss the subject outside of the investigation. If an investigation reveals that a harassment/bullying complaint is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment/bullying or its recurrence.

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

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

34. Harassment (Policy 5517)
Harassment, intimidation, or bullying behavior by any student in the Vandalia-Butler City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension



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

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

Conduct constituting harassment on the basis of "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

The School does not discriminate on the basis of sex in its educational program, admissions, or in any of its activities in accordance with Title IX, nor does it tolerate such discrimination, which may include sexual harassment, by others within its educational programs or activities.

The School's definition of sexual harassment is set out in Board Policy 2266. This definition includes but is not limited to (1) quid-pro-quo harassment, (2) unwelcome conduct of a sexual nature, and (3) instances of sexual assault, dating violence, domestic violence, and stalking.

Conduct constituting sexual harassment may take different forms, such as:

- A. 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.

B. 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.

C. 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:

1. Unwanted sexual advances, propositioning, or repeatedly asking someone out for a date after it is clear that the person is not interested.
2. Explicitly or implicitly offering benefits of any nature in exchange for sexual favors.
3. Making or threatening reprisals after a negative response or refusal of sexual advances.
4. Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters.
5. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
6. 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.
7. Physical conduct; touching, assault, impeding or blocking movement.
8. Creating an environment of intimidation.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by a student, staff member, or other person associated with the District should contact the District's Title IX Coordinators:

Brandon Hartley
Director of Curriculum, Instruction and
Accountability
937-415-6403
500 S. Dixie Drive
Vandalia, OH 45377
Brandon.Hartley@vbcasd.com

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

Any person may report at any time instances or allegations of sex discrimination, including sexual harassment, in person, by mail, by telephone, or by email using the contact information listed above



for the Title IX Coordinators. Reports of sexual harassment will be addressed as set out in Board Policy 2266.

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

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; and all computer equipment.

Students are permitted to use the District's computer network 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, may be subject to public record disclosure, and should not be considered confidential. Computer resources are not 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, consistent with published Board Policies. Computer resources should only be used for school purposes, and not for personal use.



A. Prohibited Conduct

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

1. 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.
2. 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 via the District's network. It also includes sending, accessing, and/or displaying harassing jokes, bullying, cartoons, inappropriate websites, pornography, threats, or content of a similar nature.
3. If a student receives offensive or harassing material from others over the District's network, the student should immediately notify his/her teacher or the principal.
4. Using computer resources to access and/or alter confidential school records, whether paper or electronic records, is specifically prohibited.
5. 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.
6. Students are prohibited from negligently and/or intentionally damaging, destroying, or altering the school computer resources in any manner, including "hacking", uploading/creating or forwarding malicious software, code, viruses, etc. Any malicious attempt by a student to harm or destroy data that is connected to the District's network is specifically prohibited.
7. 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.
8. Students may not use computer resources to conduct illegal activity that would violate State, Federal, or local law, or any other school policy.

B. 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 in accordance with the Student Data Privacy Policy. 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.

The school district also reserves the right to search and seize computer resources used by students, such as computers, data storage devices, Internet content, 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 copyrighted 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.

C. 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, or attempt to log on to, the District's network or computer resources as a 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, Friday Session, 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 SESSION – 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 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 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. A student who is suspended shall be permitted to complete any classroom assignments missed because of this suspension.

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

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

DUE PROCESS RIGHTS

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

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

SUSPENSION FROM SCHOOL

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



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

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

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

A student who is suspended shall be permitted to complete any classroom assignments missed because of the 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 three (3) calendar days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

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

PERMANENT EXCLUSION

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

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- 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 function, 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, he/she and his/her parents will be notified in writing within one (1) day of the reason for and the length of the suspension.

SEARCH AND SEIZURE

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

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

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



SURVEILLANCE AND STUDENT PRIVACY

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

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

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. With administrator approval, students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions such as: buttons, badges, or other insignia. 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.



1:1 Chromebook Guidelines

The goal of the 1:1 Chromebook 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 CHROMEBOOK:

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

2. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be reported and turned in to the designated School personnel.

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

2a: General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Never transport your Chromebook with the power cord plugged in.
- Chromebooks must remain free of any writing, drawing, skins, or stickers except what is issued by Vandalia-Butler City School District.
- Chromebooks 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.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing fully charged Chromebooks for use each school day.

2b: Carrying Chromebooks

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

2c: Screen Care

- The Chromebook 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 Chromebook when it is closed.
- Do not store the Chromebook 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 CHROMEBOOK

3a: Chromebooks left at home

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

3b: Student Chromebook Use Policy

- Use of the Chromebook falls under the 1:1 CHROMEBOOKS Guidelines.

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 Chromebooks at school (assignments will be submitted digitally).

3e: Account Access

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

4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- All Chromebooks 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 Chromebook, anywhere there is a suitable wireless connection.
- Files will be stored online in Google Drive.

5. OPERATING SYSTEM ON YOUR CHROMEBOOK

5a: Updating your Chromebook

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

5b: Virus Protection



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

6. PROTECTING & STORING YOUR CHROMEBOOK

6a: Chromebook Identification

- Student Chromebooks will be labeled with a VBCSD Inventory tag as well as any other identifying label the District may affix.
- Chromebooks 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 Chromebook

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

6d: Chromebooks left in Unsupervised Areas

- Chromebooks 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 Chromebook 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 CHROMEBOOKS:

- Repairs to Chromebooks malfunctioning from normal wear and tear will be made by the Vandalia-Butler City School District. No District-managed Chromebook shall be taken to any repair facility other than Vandalia-Butler City School. No Chromebook 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 Chromebook.



- If a Chromebook 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 Chromebook.
- If a Chromebook 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 Chromebook.

9. CHROMEBOOKS UNDER REPAIR:

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

10. RETURNING YOUR CHROMEBOOK:

- All district owned Chromebooks must be returned following these guidelines:
- Chromebook, charger, and protective case must be returned in good working condition upon request or withdrawal from the school district. Students should not write on or decorate their Chromebook or protective case.
- Parents/Guardians will be responsible for the replacement cost of any Chromebook, charger, and/or protective case not returned, and student records will be held until payment is made to Butler High School

VANDALIA-BUTLER CITY SCHOOLS CHROMEBOOK FAQ'S

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who use web- and cloud-based services and applications. With a comfortable keyboard, display and clickable track pad, long battery life, lightweight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for any-time, anywhere access to the Internet. They provide a fast, safe, secure online experience for people who live on the Internet, without the time-consuming, sometimes confusing, maintenance required by typical computers."

Q. Why Chromebooks?

A. Vandalia-Butler City School District uses GAFE (Google Apps for Education). The integration of Chromebooks with GAFE provides a seamless transition to student resources.

Chromebooks boot in a matter of seconds and resume quickly – eliminating time wasted with traditional computer startup and network connection.

Chromebooks can seamlessly access the Google Apps suite, as well as other web-based apps.

Chromebooks have a long battery life. However, we do expect that students will charge them each evening to ensure maximum performance during the school day.



Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a “managed device”. Members of Vandalia-Butler City School District’s Technology Department will manage the devices. As such, the school can pre-install web-applications, as well as block specific web-applications.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards
- SD cards
- Headsets, ear sets, microphones

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a WiFi signal to access the web. Users can also sometimes work in an "offline" mode, depending on the application.

Q. Will our Chromebook have 3G or 4G?

A. No. The district Chromebooks will not have 3G or 4G broadband.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. How does having a Chromebook help my child’s education?

- Integrating technology improves student enthusiasm toward learning, making students actively engaged in their classes and taking ownership in their learning.
- Brain research has proven that students are now learning differently and need new instructional methods to meet their needs.
- Our students will be taught how to be effective 21st Century Learners. This means they will be digitally literate, and use the four C’s (Creativity, Communication, Collaboration, Critical Thinking) to be global citizens.
- Technology will allow students to be active learners.
- Students will be able to peer edit easily and more constructively. The focus on writing will become less of an 'exercise' and become more of a crucial method for sharing information or telling stories. The technology allows students to share their writing with vast and different audiences if they choose.
- Chromebooks will not replace teachers. Teachers will be focused on using multiple perspectives, evidences and source materials in the electronic curriculum to increase students’ critical skills.



VANDALIA BUTLER CITY SCHOOLS CHROMEBOOK AGREEMENT FORM

As part of our 1:1 Chromebook Program, all students in grades 9-12 will be provided a Chromebook and charger. All students will also be provided one protective case. Detailed information and procedures related to this 1:1 Chromebook program is covered in the guidelines.

Student Agreement

1. I have read, understand, and will follow the expectations covered in the 1:1 Chromebook Guidelines
2. I understand that the 1:1 Chromebook Guidelines are to be used as a guide and does not necessarily address every required or prohibited behavior.
3. I agree to return the Chromebook, charger, and protective case in good working condition upon request or withdrawal from the school district.
4. I assume full responsibility of my issued Chromebook.
5. I agree to fully charge my Chromebook 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 Chromebook that he/she will be bringing home each day.
2. I will be responsible for the Chromebook repair or replacement costs as specified in the 1:1 Chromebook Guidelines.
3. I acknowledge that my student and I have read, understand, and will follow the expectations covered in the 1:1 Chromebook Guidelines
4. I understand that the 1:1 Chromebook 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 Chromebook, charger, and protective carrying case 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 Printed Name: _____

Parent/Guardian Signature: _____ Date: _____



VACATION REQUEST FORM

Helke Early Learning Center | Demmitt Elementary | Smith Intermediate

Family Vacations – **The taking of family vacations during the school year is highly discouraged. Please try to plan around the approved school calendar.** Vacation days will NOT be approved or excused during state testing dates. Family vacations will be excused if the following guidelines are met:

GUIDELINES:

1. A vacation form must be signed by the principal and all teachers 5 days prior to the departure date.
2. Assignments will be furnished upon return (or in advance if the teacher is able). The student will have one day per day absent to complete and turn in assignments up to four days.
3. Student must be accompanied by their parents/guardians on vacation, or the days missed are unexcused and assignments will not be accepted.
4. Five vacation days are allowed within the ten day attendance policy. It must be pre-approved by the principal five school days in advance in order to be excused. If the student already has ten absences, the vacation will be denied, and days thereafter will be unexcused. Additionally, no absences for vacation will be approved during state-mandated testing.
5. All vacation days taken will be considered excused unless the above rules are not followed. **YOU WILL BE NOTIFIED IN WRITING ONLY IF THE VACATION IS NOT APPROVED.**
6. Return request form signed by teacher and parent(s) to the Principal.

TO BE COMPLETED BY THE PARENT (One form per child):

Student's Name: _____ Today's Date: _____

Grade: _____ Homeroom Teacher's Name: _____

Dates of Vacation - From: _____ To: _____

Parent/Guardian Signature: _____

TO BE COMPLETED BY THE SCHOOL. Signatures verify the vacation.

Teacher's Signature: _____ Date: _____

Approved: _____ Denied: _____

Principal's Signature: _____ Date: _____

Approved: _____ Denied: _____

School Building (Circle One): HELKE SMITH DEMMITT

Date form is completed and filed the office: _____



VACATION REQUEST FORM

Morton Middle School

STUDENT'S NAME: _____ **GRADE:** _____

Family Vacations – **The taking of family vacations during the school year is highly discouraged. Please try to plan around the approved school calendar.** Vacation days will NOT be approved or excused during state testing dates. Family vacations will be excused if the following guidelines are met:

- a. A vacation form must be signed by the student, parent, and all teachers and submitted to attendance secretary at least **one week prior** to the departure day. If a teacher does not sign the form due to the student's excessive absence or poor grades, the teacher will contact the student's parents.
- b. Assignments given prior to departure must be turned in on the date of return. Assignments given upon return will have one day per day of absence to complete assignments (up to 5 school days total). Exceptions are at the discretion of the administration.
- c. There is a limit of 32.5 hours of school time missed for vacation. Vacation time will count towards the allotted 65-hour limit before documentation is required.

VACATION DATES:

First date missing school: _____ Date returning to school: _____

Teacher's signature acknowledging the vacation dates: **Students, if you do not have a class during one of the periods below, place N/A on the signature line.*

Period 1: _____	Period 5: _____
Period 2: _____	Period 6: _____
Period 3: _____	Period 7: _____
Period 4: _____	Period 8: _____

Parent/Guardian Signature: _____

Office Use Only

Attendance Secretary: _____ (current absent hours) **Date Form Submitted:** _____

Principal/Assistant Principal:

Approved: _____ **Denied:** _____ **Signature:** _____



VACATION REQUEST FORM

Butler High School

STUDENT'S NAME: _____ **GRADE:** _____

Family Vacations – The taking of family vacations during the school year is highly discouraged. Please try to plan around the approved school calendar. NO vacation days will be approved during semester exams. Family vacations will be excused, if the following guidelines are met:

- a. A vacation form must be signed by the student, parent, and all teachers and submitted to attendance secretary at least one week prior to the departure day. If a teacher does not sign the form due to the student's excessive absence or poor grades, the teacher will contact the student's parents.
- b. Assignments given prior to departure must be turned in on the date of return. Assignments given upon return will have one day per day of absence to complete assignments (up to 5 school days total). Exceptions are at the discretion of the administration.
- c. There is a limit of 32.5 hours of school time missed for vacation. Vacation time will count towards the allotted 65-hour limit before documentation is required.

VACATION DATES:

First date missing school: _____ Date returning to school: _____

Teacher's signature acknowledging the vacation dates: **Students, if you do not have a class during one of the periods below, place N/A on the signature line.*

Period 1: _____

Period 6/7: _____

Period 2: _____

Period 7/8: _____

Period 3: _____

Period 9: _____

Period 4/5: _____

Period 10: _____

Period 5/6: _____

Student Signature: _____

Parent/Guardian Signature: _____

Office Use Only

Date form submitted: _____ **Attendance Secretary:** _____

Assistant Principal: Approved: _____ **Denied:** _____ **Signature:** _____

