

*Butler High School
2024-2025 Handbook*



We Are Aviators

*Respectful
Responsible
Resourceful*

www.vbcasd.com



Student/Parent Handbook 2024-2025

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Vandalia, Ohio 45377
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<https://butler.vbcasd.com>

[Click Here for District Handbook Information](#)

Cover designed by Paige Barnes

FOREWORD

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

Dear Aviators,

Welcome to the 2024-2025 school year!

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

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

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

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

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

We wear our Purple with Pride because ---

We ARE Aviators!

Butler High School Administration

Buck Williamson, Principal
Christen Cyphers, Assistant Principal
Jordan Shumaker, Athletic Director

School Year 2024-2025 Calendar

Please visit <https://butler.vbcasd.com/for-parents/school-calendar> for a list of important dates for the school year.

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BUTLER ALMA MATER

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

SCHOOL COLORS: Purple and Gold

MISSION OF BUTLER HIGH SCHOOL

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

VISION OF BUTLER HIGH SCHOOL

Empowering students today for the opportunities of tomorrow.

PHILOSOPHY

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

We believe that:

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

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

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

1. Regular attendance to school and class, including being on time for all classes
2. A willingness to accept instructions and directions in a spirit of cooperation with the staff and other students
3. A willingness to demonstrate a sincere work effort as it relates to completing assignments, bringing appropriate materials to class, and participating with a serious intent to learn
4. Displaying acceptable behavior on school campus and at school activities/events
5. Being responsible for following all rules and guidelines as outlined in the student handbook and code of conduct

BUTLER PEP SONG

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

MASCOT: Aviator

BELL SCHEDULES

The Normal Daily Schedule sets the periods at 50 minutes each. Occasionally, due to an assembly or special program, an alternate bell schedule is used. On most Tuesdays when we are in session, we will be on a **Late-Start Team Time Tuesday Schedule**, allowing teams of staff to meet from 7:15 to 8:15 a.m. This is an important part of our Professional Development program. When students enter the building on Team Time Tuesdays, they are expected to go to the cafeteria. The bell to report to 1st period will ring at 8:15 a.m. 1st period begins at 8:30 a.m.

DAILY SCHEDULE

For students/staff with **period 4 lunch**

Period	Start	End
1	7:30	8:29
2	8:34	9:29
3	9:34	10:29
4 (lunch)	10:29	10:59
5/6	11:04	11:59
7/8	12:04	12:59
9	1:04	1:59
10	2:04	3:00

For students/staff with **period 6 lunch**

Period	Start	End
1	7:30	8:29
2	8:34	9:29
3	9:34	10:29
4/5	10:34	11:29
6 (lunch)	11:29	11:59
7/8	12:04	12:59
9	1:04	1:59
10	2:04	3:00

For students/staff with **period 8 lunch**

Period	Start	End
1	7:30	8:29
2	8:34	9:29
3	9:34	10:29
4/5	10:34	11:29
6/7	11:34	12:29
8 (lunch)	12:29	12:59
9	1:04	1:59
10	2:04	3:00

LATE-START TEAM TIME TUESDAY

For students/staff with **period 4 lunch**

Period	Start	End
1	8:30	9:19
2	9:24	10:11
3	10:16	11:03
4 (lunch)	11:03	11:33
5/6	11:38	12:25
7/8	12:30	1:17
9	1:22	2:09
10	2:14	3:00

For students/staff with **period 6 lunch**

Period	Start	End
1	8:30	9:19
2	9:24	10:11
3	10:16	11:03
4/5	11:08	11:55
6 (lunch)	11:55	12:25
7/8	12:30	1:17
9	1:22	2:09
10	2:14	3:00

For students/staff with **period 8 lunch**

Period	Start	End
1	8:30	9:19
2	9:24	10:11
3	10:16	11:03
4/5	11:08	11:55
6/7	12:00	12:47
8 (lunch)	12:47	1:17
9	1:22	2:09
10	2:14	3:00

TWO-HOUR DELAY

For students/staff with **period 4 lunch**

Period	Start	End
1	9:30	10:12
2	10:16	10:55
4 (lunch)	10:55	11:25
5/6	11:29	12:08
7/8	12:12	12:51
3	12:55	1:34
9	1:38	2:17
10	2:21	3:00

For students/staff with **period 6 lunch**

Period	Start	End
1	9:30	10:12
2	10:16	10:55
4/5	10:59	11:38
6 (lunch)	11:38	12:08
7/8	12:12	12:51
3	12:55	1:34
9	1:38	2:17
10	2:21	3:00

For students/staff with **period 8 lunch**

Period	Start	End
1	9:30	10:12
2	10:16	10:55
4/5	10:59	11:38
6/7	11:42	12:21
8 (lunch)	12:21	12:51
3	12:55	1:34
9	1:38	2:17
10	2:21	3:00

MORNING ASSEMBLY

For students/staff with **period 4 lunch**

Period	Start	End
1	7:30	8:18
2	8:23	9:10
Assembly	9:10	10:10
3	10:15	11:02
4 (lunch)	11:02	11:32
5/6	11:37	12:24
7/8	12:29	1:16
9	1:21	2:08
10	2:13	3:00

For students/staff with **period 6 lunch**

Period	Start	End
1	7:30	8:18
2	8:23	9:10
Assembly	9:10	10:10
3	10:15	11:02
4/5	11:07	11:54
6 (lunch)	11:54	12:24
7/8	12:29	1:16
9	1:21	2:08
10	2:13	3:00

For students/staff with **period 8 lunch**

Period	Start	End
1	7:30	8:18
2	8:23	9:10
Assembly	9:10	10:10
3	10:15	11:02
4/5	11:07	11:54
6/7	11:59	12:46
8 (lunch)	12:46	1:16
9	1:21	2:08
10	2:13	3:00

EARLY DISMISSAL

No lunches

Period	Start	End	
1	7:30	8:05	
2	8:09	8:40	
3	8:44	9:15	
1st Double	9:19	9:50	(5/6 class for those who normally eat 4 AND 4/5 class for those who normally eat 6 & 8)
2nd Double	9:54	10:25	(7/8 class for those who normally eat 4 & 6 AND 6/7 class for those who normally eat 8)
9	10:29	11:00	
10	11:04	11:35	

AFTERNOON ASSEMBLY

For students/staff with **period 4 lunch**

Period	Start	End
1	7:30	8:18
2	8:23	9:10
3	9:15	10:02
9	10:07	10:54
4 (lunch)	10:54	11:24
5/6	11:29	12:16
7/8	12:21	1:08
10	1:13	2:00
Assembly	2:00	3:00

For students/staff with **period 6 lunch**

Period	Start	End
1	7:30	8:18
2	8:23	9:10
3	9:15	10:02
9	10:07	10:54
4/5	10:59	11:46
6 (lunch)	11:46	12:16
7/8	12:21	1:08
10	1:13	2:00
Assembly	2:00	3:00

For students/staff with **period 8 lunch**

Period	Start	End
1	7:30	8:18
2	8:23	9:10
3	9:15	10:02
9	10:07	10:54
4/5	10:59	11:46
6/7	11:51	12:38
8 (lunch)	12:38	1:08
10	1:13	2:00
Assembly	2:00	3:00

TWO-HOUR EARLY DISMISSAL

For students/staff with **period 4 lunch**

Period	Start	End
1	7:30	8:11
2	8:16	8:54
3	8:59	9:37
9	9:42	10:20
4 (lunch)	10:20	10:50
5/6	10:55	11:33
7/8	11:38	12:16
10	12:21	1:00

For students/staff with **period 6 lunch**

Period	Start	End
1	7:30	8:11
2	8:16	8:54
3	8:59	9:37
9	9:42	10:20
4/5	10:25	11:03
6 (lunch)	11:03	11:33
7/8	11:38	12:16
10	12:21	1:00

For students/staff with **period 8 lunch**

Period	Start	End
1	7:30	8:11
2	8:16	8:54
3	8:59	9:37
9	9:42	10:20
4/5	10:25	11:03
6/7	11:08	11:46
8 (lunch)	11:46	12:16
10	12:21	1:00

IMPORTANT CONTACT INFORMATION

- ✓ General Information about school: Kim Thaler 937-415-6306
- ✓ Specific Educational Concerns:
 - Student concerns: Classroom Teacher of the course
 - Staff concerns: Buck Williamson 937-415-6302
- ✓ General Educational Concerns: Student’s Counselor
- ✓ Attendance: Call the Attendance Line 937-415-6307
- ✓ Student Disciplinary Matters: Christen Cyphers 937-415-6304 and Kevin Longley 937-415-6305
- ✓ Athletics: Athletic Director – Jordan Shumaker 937-415-6383
- ✓ Student Activities:
 - Advisor/Director of the Organization
 - Activities Director –Christen Cyphers 937-415-6304
- ✓ Bus: Transportation Supervisor 937-415-6691
- ✓ Clinic/Health: Nurse – Jessica Singer 937-415-6308
- ✓ Transcript Information: Guidance Secretary –Michele Reckner 937-415-6309
- ✓ Home Instruction: Student’s School Counselor
- ✓ Homework Assignments: Guidance Office 937-415-6309
- ✓ Building Use: Buck Williamson 937-415-6302
- ✓ Miami Valley Career Technology Center: Christen Cyphers937-415-6304
- ✓ Administration:
 - Principal Buck Williamson 937-415-6302
 - Assistant Principal Christen Cyphers 937-415-6304
 - Assistant Principal Kevin Longley
 - Athletic Director Jordan Shumaker 937-415-6383
- ✓ School Counselors:
 - Mark Peck student last name A-G 937-415-6311
 - Emily Rasor student last name H-N 937-415-6313
 - Jennifer Donovan student last name O-Z 937-415-6310
 - Kelly Stevens 937-415-6312

PHONE NUMBERS

Butler High School	937-415-6300
Butler Attendance Office	937-415-6307
Butler Guidance Office	937-415-6309
Butler Athletics	937-415-6383
Board of Education	937-415-6400

SECTION I - GENERAL INFORMATION

SEARCH POLICY

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

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

LOCKERS

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

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school will not be liable for any loss or damage to personal valuables. Students who use locker rooms are encouraged to use a personal lock to secure items in the lockers.

BOOK BAGS

Students are not permitted to carry backpacks/book bags during the school day. All students must store them in their lockers. The following items are things which students can use during the school day to help carry school supplies and personal items: small purse, pencil bag, small fanny pack, zipper binder. Students who have questions should see a member of our administrative team for help.

ASSEMBLIES

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

STUDENT RESPONSIBILITIES

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

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents/guardians in their educational program.

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

GUIDANCE PHILOSOPHY

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

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

GUIDANCE AND COUNSELING SERVICES

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

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

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

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

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

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

TRANSCRIPTS

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without (a) a written request signed by the parent or guardian, or (b) the parent or guardian coming to the school office to request the release, or (c) a verified phone call from parent/guardian to school office or attendance office. No student will be released to a person other than a custodial parent(s) or guardian without a written permission signed by the custodial parent(s) or guardian.

STUDENT FEES AND FINES

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

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

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

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

Parents/Guardians are encouraged to use EZPay for payment of all academic fees, pay-to-participate fees, and other charges.

MEAL SERVICE

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

Parents/Guardians are encouraged to use EZPay to place funds on their student's meal account for meals.

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

LUNCH TIME ACTIVITY

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

MEDIA CENTER

The Media Center is open before, during, and after school from 7:15 a.m. until 3:05 p.m. to provide students with access to books, magazines, and other materials to support classroom study and reading interests. On Tuesdays when classes begin at 8:45 a.m., students can use the Media Center from 8:30 a.m. until 3:00 p.m.

Please keep these items in mind when you borrow materials:

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

Please remember that the Media Center is an academic area. Your teachers may bring you to the Media Center throughout the school year with your classes.

STUDY TABLES

There will be Study Tables on Tuesday and Thursday afternoons from 3:05 to 4:05 p.m. This is a wonderful opportunity for students to receive additional help in their academic areas. **Students who participate in co-curricular activities and have less than a 2.0 average will be required to attend study tables two afternoons per week in order to maintain their eligibility to participate.**

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

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

USE OF TELEPHONES

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

ADVERTISING OUTSIDE ACTIVITIES

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

CHILDREN OF STUDENTS

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

STUDENT AIDES

(Media Center, Teacher, Office Aides)

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

STUDENT EMPLOYMENT

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

WORK PERMITS

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

NEED HELP? AVAILABLE SERVICES

GetHelpNow Montgomery County is a free app to locate local service providers for addiction, rehab, mental health, and more. Safe School Helpline: The Stay Safe Speak Up! Hotline is available 24/7 toll-free at 1-866-listen2me: you can leave your report on an answering machine, or you can personally speak to a Hotline attendant who can provide free, confidential, and immediate crisis intervention. The Hotline is provided for students and parents/guardians to report issues related to: bullying, harassment, intimidation or threats, alcohol or drug abuse, physical or mental abuse, bomb threats, discrimination, hacking or cyber vandalism, health concerns including self-abuse, HIV and AIDS, suicidal behavior, suspicious behavior, theft, tobacco possession, use or distribution, vandalism, violence or fighting, weapons or other dangerous items, or other issues of concern.

LOCAL SERVICES

Alcoholics Anonymous	937-222-2211
American Red Cross	937-222-6711
Miami Valley Al-Anon Information Service	937-640-2008
Children Services	937-224-KIDS
Dayton Children's Hospital	937-641-3000
Kettering Behavioral Medicine Center	937-534-4600
Adolescent Wellness Center	937-222-9355
Domestic Violence – Artemis Center Hotline	937-461-HELP
YWCA Dayton – Crisis & Domestic Violence Hotline	937-222-SAFE
CareSource	1-800-488-0134
Ohio Medicaid Consumer Hotline	1-800-324-8680
Montgomery County Job Center	937-496-6720
DayBreak Shelter (Runaways)	937-461-1000
Dayton Area Service Committee of Narcotics Anonymous	937-833-NANA
Dayton Suicide Prevention Center (24/7)	937-229-7777
Crisis Care - Samaritan Behavioral Health - Montgomery County	937-224-4646
Samaritan Behavioral Health	937-734-8333
Bullying S.T.A.R.S. Program of Montgomery County	937-496-6694

NATIONAL SERVICES

National Runaway Safeline	1-800-RUN-AWAY
Parents Anonymous – National Parent Helpline	1-855-4A PARENT
American Association of Poison Control Centers (24/7)	1-800-222-1222
Substance Abuse and Mental Health Services Administration National Helpline	988
National Center for Missing & Exploited Children's CyberTipline	1-800-THE-LOST
Ohio Dept of Mental Health & Addition Services Addiction & Recovery Helpline (24/7)	1-877-275-6364
Parents' Ohio Substance Abuse Helpline	1-855-378-4373
National Suicide Prevention Hotline (24/7)	1-800-273-8255

WITHDRAWAL/TRANSFER FROM SCHOOL

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

SECTION II - ATTENDANCE

ATTENDANCE POLICY

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

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

A. Absence from School Procedures

1. On, or before, the day of absence, a parent/guardian should call the attendance line before 7:45 a.m. The number is 937-415-6307.
2. Even if the school has been notified of an absence, it is necessary to present a note to the attendance office. If a parent/guardian has not notified the school of an absence, the student must present a note stating:
 - a. Date(s) of absence
 - b. Reason of absence
 - c. Signature of parent/guardian
 - d. Phone number where parent/guardian may be reached
3. Students who are 18 years or older are required to follow this same procedure.
4. If the appropriate school officials are not notified of an absence, the student will be considered unexcused. Students will not receive any academic credit for the period of time the absence is considered unexcused, and they will not be granted credit for missed class work, assignments, or exams. Exceptions are at the discretion of the administration. Students have 5 school days after they return to school to provide documentation to change an unexcused absence to an excused absence.

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

B. Medical Absences

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) days = 65 hours of medically excused absences without a doctor's note, but with a phone call from a parent/guardian.

Medical excuse absences will be accepted through this process for students participating both in-person and remotely. This policy will be extended beyond ten (10) days = 65 hours if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) experiencing symptoms of the pandemic/epidemic.

Beginning on the 11th day (or after 65 hours) a physician's note is required or the absence will be unexcused. Physician's notes documenting school absences must specify the date of the appointment with the physician and the date(s) of the excused absence.

The building principal or administrator may approve other circumstances deemed necessary on a case-by-case basis with good and sufficient cause for medical absence from school.

C. Non-medical Absences

A student may have up to three (3) days (or equivalent 19.5 hours) of excused absences if a parent, guardian, or other person having care of a student notifies the school or building administration of the student's absence. Reasons for which students may be excused include but are not limited to:

1. Funerals
2. College visits will be excused and will not count against perfect attendance if the visit is pre-approved by a counselor or administration and is verified upon return with letter from the college visited. The College Visit Request Form must be turned in one week prior to the visit. The assistant principal will answer any questions concerning this matter.
 - a. Maximum Number of Visits
 - i. Juniors – 3 during the school year.
 - ii. Seniors – 5 for the entire school year, but 4 in one semester.
 - iii. Extenuating circumstances will be taken into consideration.
3. Religious Holidays
4. Military Testing
5. Driver's examination
6. Court appearances w/verification from the courts
7. Family Vacations – **The taking of family vacations during the school year is highly discouraged. Please try to plan around the approved school calendar.** Family vacations will be excused if the following guidelines are met:
 - a. A vacation form must be signed by the assistant principal, parent/guardian, attendance secretary (HS only) and all teachers at least one week prior to the departure day. If a teacher does not sign the form due to the student's excessive absence or poor grades, the teacher will contact the student's parents/guardians.
 - 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.
 - d. Religious Reasons (such as mission trip, etc.)
 - e. **NO** vacation days will be approved during **semester exams**.

Any additional absences must receive approval from the building principal or administrator, or it will be unexcused.

- D. Students requesting an early dismissal or arriving late to school because of a medical appointment will be excused if a note from the medical office is presented on the day of return. Five (5) school days will be granted for submittal of documentation for professional excuses.
- E. All students, regardless of age, must abide by all school rules. No student can sign himself or herself out without parent/guardian permission.
- F. When a student is ill, the parent/guardian must call the Attendance Office. If the parent/guardian does not call, a note from the parent/guardian is **required the next day** before the start of the school day. Student absences called in by a parent/guardian do count toward the attendance policy.
- G. Upon arrival back to school after an absence, the student must provide a note from parents/guardian and/or documentation of their absence to the office.
- H. If a student does not attend school on a school day for the entire day for whatever reason, he/she is not permitted to attend school/co-curricular activities on that day. Exceptions are at the discretion of the administration.

TRUANCY (Ohio HB 410 – County of Montgomery)

The normal school day for Butler High School is 7:30 – 3:00 p.m. (a daily total of 7 hours and 30 minutes, i.e., 6 hours and 40 minutes of academic time and 30 minutes of lunch)

Habitual Truant:

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

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

Intervention:

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

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

The district reserves the right to:

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

Enforcement of School Attendance Law

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

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

Notice of excessive absences:

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

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

MAKE-UP POLICY

- A. Students will be given one (1) day per day missed to make up work, up to a maximum of 5 school days. Exceptions are at the discretion of the administration.
- B. When a test or paper is assigned in advance of absence, students will be expected to take the test or turn in papers immediately upon their return.
- C. No make-up work will be permitted for an unexcused absence. A "zero" will be recorded. Exceptions are at the discretion of the administration.

MAKE-UP WORK DUE TO ILLNESS

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

EARLY DISMISSALS

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

- A. Call the Attendance Line (937-415-6307) or present a written note by parent/guardian to the main office before the start of the school day with the student's grade level and a phone number where the parent/guardian can be reached.
- B. Early dismissals that cannot be verified will be denied.
- C. Medical notes must be presented upon return.
- D. Senior pictures or other personal requests will not be accepted. They should be scheduled outside of the school day and will go against attendance policy.
- E. Students need to sign out in the main office before leaving for their early dismissal.

TARDIES - A student is considered tardy for the day if arrival is after 7:30 a.m. to her/his 1st period class or assigned area. Parents/Guardians need to call the Attendance Line (937-415-6307) if their child will be tardy to school that day. There is a recording available 24 hours a day for your convenience. Students who are late to school must sign in the main office and get a pass before going to their lockers or to class.

To School:

Unless a tardy is deemed excused by administration, the student will receive zeroes for all missed work during the tardy time missed. Unexcused reasons for tardiness may include, but are not limited to: oversleeping, missing the bus, not leaving early enough, personal vehicle problems, etc. Students who are unexcused tardy to school shall be disciplined according to the following: The **first** and **second** tardy to school per quarter will be handled by the office by issuing a warning

and a pass to class. Subsequent tardies during a quarter can result in additional consequences, including, but not limited to, various levels of administrative detention, Friday School, Saturday School, In-School Restriction (ISR), and/or community service.

To Class:

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

PERFECT ATTENDANCE AWARD

Perfect Attendance is given to students who were not absent during any part of the school day. In order to be recognized for perfect attendance, a student must be on time each day and remain in school until dismissal. College visits and school-related absences do not count against Perfect Attendance. Exceptions are at the discretion of the administration.

SECTION III - ACADEMICS

GRADUATION REQUIREMENTS:

Essentially it is the student’s responsibility to see that requirements for graduation are met. Students can check graduation progress on PowerSchool at any time. Butler High School will make every effort to keep up-to-date records and to inform the student and parents/guardians about the student’s progress toward the completion of graduation requirements. However, it is the student’s responsibility to be acquainted with the necessary requirements to meet this goal. See the following chart for the minimum credits required by the Vandalia-Butler Board of Education. A minimum of **22 credits** is required for graduation. Specific credits required by the Vandalia-Butler Board of Education are:

English	4 credits
Math (including 1 credit of Algebra II or equivalent of Algebra II)	4 credits
Science (including 1 credit physical science, 1 credit life sciences, plus 1 additional credit)	3 credits
Social Studies (including World Studies, U.S. Studies, American Gov’t or AP American Gov’t)	3 credits
Physical Education OR PE Waiver (see PE Waiver section that follows)	0.5 credit (or 0 credit if PE Waiver)
Health	0.5 credit
Speech/Communications or Technology	0.5 credit
Financial Literacy (can be fulfilled by taking the Career & Financial Management course, the Introduction to Money & Business course, or the Financial Literacy & Career Exploration course.	0.5 credit
Fine Arts (Fine Arts is defined as a course in music or art) **Middle school fine arts will be recognized toward the fulfillment of the Ohio Core requirement of 2 semesters	1 credit
+ Elective Credits	5 credits (or 5.5 credits if PE Waiver)

In addition to the 22 credits noted above, the State of Ohio requires students to satisfy additional requirements in order to graduate:

For the classes of 2023 and beyond (students entering ninth grade on or after July 1, 2019), students must satisfy the new graduation requirements by:

- **Demonstrating Competency** - Students will demonstrate competency in the foundational areas of English language arts and mathematics by earning a competency score on Ohio’s high school Algebra I and English II tests. There are four alternative ways to demonstrate competency: 1) obtain a remediation-free score in the math or English subject areas on the ACT or SAT. To demonstrate competency in English II, a student must be remediation-free in **BOTH** English and reading on the ACT, 2) earn credit for one non-remedial, college-level math and/or college-level English course through the College Credit Plus program, 3) enlist in the military by completing a contract with the military to enlist upon graduation, or 4) demonstrate two of the six following career-focused activities, at least one of which must be from the foundational group –

Foundational group:

- ✓ earn a **cumulative** score of proficient or higher on three or more WebXams in a single career pathway,
- ✓ earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field, or
- ✓ complete a pre-apprenticeship in the student’s chosen career field or show evidence of acceptance into an approved apprenticeship program (for students ages 18 and older) after high school. Apprenticeship used as “foundational” must be **registered with the Ohio State Apprenticeship Council**.

Supporting group:

- ✓ complete a 250-hour work-based learning experience with evidence of positive evaluations,
- ✓ earn the workforce readiness score on WorkKeys, or
- ✓ earn the OhioMeansJobs Readiness Seal.

- **Demonstrating Readiness** - Students will demonstrate readiness for their post-high school paths by earning two seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, as well as develop key social and emotional competencies and leadership and reasoning skills. See the Ohio Graduation Seals section below

Excusal from Demonstrating Competency

Students with individualized education programs who are excused from the consequences of end-of-course tests according to Ohio Revised Code 3313.61(L) are eligible to be excused from the requirement to demonstrate competency if their IEP specifically exempts the student from the competency requirements and they meet the following criteria:

- Students must test, receive remediation and retest in the subject area(s) in which they did not meet the competency score to be excused from consequences of the English Language Arts II and/or Algebra I/Math I assessments or math and/or English Language Arts Alternate Assessment.
- Students with an excusal from the consequences of assessments are excused from demonstrating competency but still must earn at least two seals, one of which must be a state-defined seal. Students excused from the consequences of assessments

DIPLOMA OPTIONS

Students may earn one of two types of diplomas – a regular Ohio Diploma or a Diploma with Honors.

Regular Diploma: This diploma is for students who complete the required curriculum of Butler High School and meet all additional State of Ohio requirements for her/his graduating class.

Diploma with Honors: These diplomas include High School Academic Diploma with Honors and Career-Technical Diploma with Honors, plus some of the other available options listed below. In addition to high-level coursework and academic achievement, many of them involve field experiences and portfolios.

The chart below shows the details of each of these diplomas. Students must meet **all but one** of the following criteria unless it is a minimum graduation requirement. Students must meet general graduation requirements to qualify for honors diplomas. Additionally, students pursuing an Honors Diploma must meet all additional State of Ohio requirements for her/his graduating class.

Criterion	Ohio Diploma	Academic Honors Diploma	Career Tech Honors Diploma
English	4 units	4 units	4 units
Math	4 units, must include one unit of algebra II or equivalent	4 units, Algebra, Geometry, Algebra II (or equivalent), and one other higher-level course	4 units, Algebra, Geometry, Algebra II (or equivalent), and one other higher-level course
Science	3 units, must include a physical and biological science	4 units including two units of advanced science*	4 units including two units of advanced science*

Social Studies	3 units, must include a world history, US history and government	4 units	4 units
World Language	N/A	3 units of one world language or no less than 2 units of two world languages studied	2 units of one world language studied
Fine Art	2 semesters	1 unit	N/A
Electives	5 units	N/A	4 units of career technical minimum
GPA	N/A	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT/WorkKeys	N/A	27 ACT/1280 SAT	27 ACT/1280 SAT/ WorkKeys (6 Reading for Information & 6 Applied Mathematics)
Field Experience	N/A	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	N/A	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts
Additional Assessments	Must earn ½ credit in Health, ½ credit in Physical Education, plus instruction in economics and financial literacy. (This is for all diploma options.)	(See Ohio Diploma)	(See Ohio Diploma) Also, earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career Technical Competency Assessment or equivalent

Criterion	STEM Honors Diploma	Arts Honors Diploma (includes dance, drama/theatre, music, and visual art)	Social Science and Civic Engagement Honors Diploma
English	4 units	4 units	4 units
Math	5 units, must include Algebra, Geometry, Algebra II (or equivalent), and one other higher-level course	4 units, Algebra, Geometry, Algebra II (or equivalent), and one other higher-level course	4 units, Algebra, Geometry, Algebra II (or equivalent), and one other higher-level course
Science	5 units including two units of advanced science*	3 units including one unit of advanced science*	3 units including one unit of advanced science*
Social Studies	3 units	3 units	5 units
World Language	3 units of one world language or no less than 2 units of two world languages studied	3 units of one world language or no less than 2 units of two world languages studied	3 units of one world language or no less than 2 units of two world languages studied
Fine Art	1 unit	4 units	1 unit
Electives	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social sciences and/or civics
GPA	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT/WorkKeys	27 ACT/1280 SAT	27 ACT/1280 SAT	27 ACT/1280 SAT

Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts
Additional Assessments	(See Ohio Diploma)	(See Ohio Diploma)	(See Ohio Diploma)

*Advanced science refers to courses in the Ohio Core that are inquiry based with laboratory experiences and align with the 11th/12th grade standards (or above) or with an AP science course, or with the new high school syllabi or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy).

Please visit the Ohio Department of Education webpage to review further details regarding each of the Honors Diploma criteria.

PHYSICAL EDUCATION WAIVER OPTION

(APE – Alternate Physical Education Plan):

This Physical Education Option is available to students (grade 9-12) participating in Butler High School Interscholastic Sports, Cheerleading, Marching Band/Flag Corp, and/or Kickline. Daily participation paralleling an official sport season must be successfully completed and approved by each respective coach/director. To qualify for the Physical Education Waiver, a student must complete two (2) full seasons in one or more qualifying activities. Once successfully completed, the two (2) Physical Education classes (1/4 credit each) required to meet BHS graduation requirements will be waived. As well:

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

OHIO GRADUATION SEALS

Ohio high school students can earn recognition by showing they are prepared to contribute to the workplace and their communities. Ohio law created 12 seals for students to demonstrate academic, technical, and professional readiness for future college, career, and military success. Students in the class of 2023 and beyond must earn at least 2 seals as part of their permanent graduation requirements. One seal must be a state defined seal and the other may be a locally defined seal. See the Ohio Department of Education website for more information regarding the Ohio High School Graduation Requirements.

State of Ohio Designated Graduation Seals	Requirements															
OhioMeansJobs Readiness Seal	<ol style="list-style-type: none"> 1. Demonstrate proficiency in each of the 15 identified professional skills; 2. Use the OhioMeans Jobs Readiness Seal form to record demonstration of each professional skill (at least two environments must be reflected); and 3. Work with a mentor to validate (confirm) each skill across a minimum of two of the three environments (school, work, community). Have each skill validated by at least one mentor (a minimum of three mentors must be involved in the process). 															
	Professional Skills															
	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Drug Free</td> <td style="width: 20%;">Punctuality</td> <td style="width: 20%;">Professionalism</td> <td style="width: 20%;">Leadership</td> <td style="width: 20%;">Digital Technology</td> </tr> <tr> <td>Reliability</td> <td>Discipline</td> <td>Learning Agility</td> <td>Creativity/Innovation</td> <td>Global/Intercultural</td> </tr> <tr> <td>Work Ethic</td> <td>Teamwork/Collaboration</td> <td>Critical Thinking/ Problem Solving</td> <td>Oral & Written Communication</td> <td>Fluency Career Management</td> </tr> </table>	Drug Free	Punctuality	Professionalism	Leadership	Digital Technology	Reliability	Discipline	Learning Agility	Creativity/Innovation	Global/Intercultural	Work Ethic	Teamwork/Collaboration	Critical Thinking/ Problem Solving	Oral & Written Communication	Fluency Career Management
Drug Free	Punctuality	Professionalism	Leadership	Digital Technology												
Reliability	Discipline	Learning Agility	Creativity/Innovation	Global/Intercultural												
Work Ethic	Teamwork/Collaboration	Critical Thinking/ Problem Solving	Oral & Written Communication	Fluency Career Management												

State Seal of Biliteracy	Demonstrate eligibility for a high school diploma; demonstrate English language arts proficiency; and demonstrate world language proficiency in at least one other world language.	
Industry-Recognized Credential Seal	<ol style="list-style-type: none"> Earn a 12-point industry-recognized credential, or Earn a group of credentials totaling 12 points in a single career field. Obtain a state-issued license for a practice in a vocation that requires an examination. 	
College-Ready Seal	Earn remediation free scores on the ACT or SAT	
	ACT English- 18 or Higher Mathematics- 22 or Higher Reading- 22 or Higher	SAT Evidence Based Reading and Writing- 480 or Higher Math- 530 or Higher
Military Enlistment Seal	Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces; or Participate in an approved JROTC program for at least two years.	
Citizenship Seal	<p>A student must demonstrate readiness in both American History and American Government by satisfy one of the following:</p> <ol style="list-style-type: none"> Earn a score of proficient on both the Ohio State Test in American History and American Government; Earn a score that is at least proficient on an appropriate Advanced Placement or International Baccalaureate test; or Earn a “B” or higher in appropriate College Credit Plus courses. Earn a final course grade that is equivalent to a “B” or higher in an American History course and an American Government course offered by the student’s high school. Students with an IEP who participate in the Ohio Alternate Assessment for Students with the Most Significant Cognitive Disabilities may earn the Citizenship Seal by earning a score of Basic on the social studies alternate assessment. <p>Students can mix and match options from the American History and American Government categories to earn this seal.</p>	
Science Seal	<p>A student must satisfy at least one of the following:</p> <ul style="list-style-type: none"> Earn a score of proficient on the Ohio State Test in Biology; Earn a score equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate science test; or Earn a “B” or higher in a College Credit Plus science course. Earn a final course grade that is equivalent to a “B” or higher in an advanced science course. Advanced science courses contain rigorous content appropriate for grades 11 and 12. An advanced science course builds on the concepts and skills developed in the physical science and biology courses detailed in Ohio’s Learning Standards for Science. Appropriate advanced science courses include: <ul style="list-style-type: none"> Chemistry, physics or other physical sciences; Advanced biology or other life sciences; Astronomy; Physical geology or other Earth or space science; and Advanced Placement (AP) or International Baccalaureate (IB) Earth, life or physical science courses. Students with an IEP who participate in the Ohio Alternate Assessment for Students with the Most Significant Cognitive Disabilities may earn the seal by earning a score of Basic on the science alternate assessment. 	
Honors Diploma Seal	<p>Earn one of six Honors Diplomas:</p> <ol style="list-style-type: none"> Academic Honors Diploma International Baccalaureate Honors Diploma Career Tech Honors Diploma STEM Honors Diploma Arts Honors Diploma Social Science and Civic Engagement Honors Diploma 	
Technology Seal	<p>A student must satisfy at least one of the following:</p> <ol style="list-style-type: none"> Earn a score that is equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exam; or Earn a final course grade that is equivalent to a “B” or higher in an appropriate College Credit Plus technology course; or Complete a technology course offered that meets criteria established by the Ohio Department of Education. 	
Locally Defined Graduation Seals	Requirements	
Community Service Seal	<p>A student must:</p> <ol style="list-style-type: none"> Plan, organize, complete, and reflect on a community service project that makes a significant impact on the community and has been pre-approved by the principal; or Complete and document a minimum of 20 hours of community service during their time at Butler. <p>Students who want this seal will need to complete an application with reflection and submit to the Principal’s Office by April 1.</p>	
Fine and Performing Arts Seal	<p>A student must:</p> <ol style="list-style-type: none"> Attain 3 or more credits in any fine arts academic courses at Butler with a final grade of C or above in each (B or above in band and choir courses). <p>Students who want this seal will need to complete an application during senior year and submit to their counselor for verification by April 1.</p>	
Student Engagement Seal	<p>A student must:</p> <ol style="list-style-type: none"> Participate in a minimum of two extra-curricular Butler High School activities per year while at Butler. 	

Students who want this seal must complete an application during senior year and submit to the Principal's Office by April 1.
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EARLY COMPLETION (AUGUST/DECEMBER GRADUATION)

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

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

GRADUATION CEREMONY

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

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

CLASS COMPOSITE

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

GRADE LEVEL CLASSIFICATION

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

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

Credit for all courses is given (or denied) at the end of each semester. The semester average in each course is the grade that determines whether a student earns credit.

COURSE LOAD

Students shall carry a **FULL CLASS LOAD** (i.e., maximum 1 study hall per semester), unless special permission is granted by the school administration to do otherwise.

EARLY RELEASE/LATE ARRIVAL OPTION

Since colleges and universities are increasingly becoming more selective, students are highly encouraged to take a complete challenging course of study during their years at Butler. An additional course can many times prove more beneficial than early release. Having a study hall during 1st period or 10th period is purely by chance. To be eligible for late arrival (before 2nd period) or early dismissal (after 9th period), students must be classified as a senior with no deficiencies. Approval requires appropriate paperwork to be turned in with all required signatures. **Early release/late arrival is a senior privilege and can be revoked at any time by administration or parent/guardian.** Any student who will participate in early release/late arrival will have their grades checked quarterly to determine the following quarter's eligibility. Any student with a GPA lower than 2.500 for the quarter, attendance concerns, outstanding financial obligations, and/or multiple discipline referrals may have their early release/late arrival revoked. In addition to satisfying administrative criteria, students must also meet with guidance counselors in order to fulfill additional requirements. **Class schedules will not be re-arranged to accommodate early dismissal/late arrival requests.**

AUDITING A COURSE

The audit is only available to students who wish to re-take a class which the student failed or with Administrator approval. (For example: a student passes first semester of Algebra 1, but fails the second semester - the student may, the next year, and with permission, audit Algebra 1 first semester and re-take second semester for credit.)

Students who decide to audit a course must specify so when registering for a course. It is the student's responsibility to request permission from their counselor to audit during the first two weeks of the course and the proper form must be filed in the guidance office. **ALL students must be in six classes for credit.**

While auditing, students are required to participate in all class activities, take tests, and do projects. No credit is earned, the student's grade point average is not affected, and an "N" appears beside the course title on the permanent record and on the report card. Any deviation from this participation rule causes the AUDIT to be void and the course becomes one for grading at the teacher's discretion.

COURSE REQUESTS AND CLASS SCHEDULES

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

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

Many school decisions and teacher preparation activities for the upcoming year are based upon class schedules created from course requests submitted by students. **Once a student meets with her/his counselor to verify course selections, this process commits the student to her/his choices for the following school year. Schedule changes will NOT be permitted after the schedules are generated in the spring, unless there is a reason initiated by the school.** The school will NOT initiate a schedule change to accommodate an early release/late arrival, a different teacher, a different lunch schedule, or classes with friends.

GRADES

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

The following components are some examples of what may be used in determining grades:

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

GRADING

Quarter grades are determined at the end of each quarter of the school year.

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

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

1. All grades in the calculation are expressed as percents.
2. Each quarter grade counts two times as much as the semester exam grade.
3. After rounding, semester grades are converted to and reported as letter grades using the Grade Point Average Computation scale.

GRADING PERIODS

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

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

GRADE REPORTS

Report cards are issued about a week after the end of each quarter (4 times a year) to notify parents/guardians of progress. First, second, and third-quarter report cards will be available online. Before the school year begins, parents/guardians can request a paper copy of these report cards which will be distributed to their child to take home. Fourth-quarter report cards will be mailed to parents/guardians. Throughout the school year student's grades are available online through PowerSchool which can be accessed by going to either the VBCS District website or the Butler High School website and clicking on the PowerSchool Parent Access link located under the "Parents & Students" or "Students and Families" tab.

GRADE POINT AVERAGE COMPUTATION

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

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

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

GRADE POINT AVERAGE CALCULATION

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

HONORS OR ADVANCED PLACEMENT COURSES

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

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

All AP (Advanced Placement) and subject area courses for honors credit are indicated by an asterisk on the transcript and are weighted one (1) point "A" through "C-." Any student transferring into Butler High School will have honors courses weighted in figuring cumulative grade-point-average and rank in class if a weighted grading system was in effect at the student's former school; however, honors credit will be granted only for those courses which also have honors status at Butler High School.

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

SEMESTER EXAMS

All students are required to take a semester examination during the period of time established for each class. Seniors may become exempt from some of their second semester final exams by meeting criteria involving attendance, discipline, academics, and financial and classroom performance standards as set each year. Semester exams count for 20% of the student's grade for each semester.

WAIVER OF 2nd SEMESTER EXAMS FOR SENIORS

The following criteria will be used to exempt seniors from 2nd semester exams.

1. Attendance – A combination of excused absences, excused tardies, and excused early dismissals not to exceed 32.5 hours. The attendance criterion starts at the beginning of the second semester and continues through the last week of regular classes.
 - College visits will not count toward the attendance criteria if the visit is pre-approved by a counselor or administration and is verified upon return with a letter from the college visited.
 - An unexcused absence or unexcused early dismissal immediately disqualifies the student from 2nd semester exam exemptions.
 - More than one unexcused tardy per 3rd and 4th quarter disqualifies the student from 2nd semester exam exemptions.
 - Extended medical situations approved by the administration and/or medical emergencies will not count towards the excused absences, tardies, or early dismissals.
2. Discipline – No discipline problems. This includes office referrals, Friday sessions, Saturday sessions, and suspensions. The discipline criterion starts at the beginning of the semester and continues through the last week of regular classes in May.
3. Academics – The senior must receive a minimum of B work in each of their classes (including honors) for both third and fourth grading periods. Seniors will only be exempt from a 2nd semester exam in those classes where grade requirements are met.
4. Financial – all fees and fines are paid.

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

HOMEWORK

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

RECOGNITION OF STUDENT ACHIEVEMENT

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

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

VALEDICTORIAN AND SALUTATORIAN (District Policy 5430)

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

The grades of students transferring to the high school from a public school will be recognized; however, such students shall have no established class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed seven (7) semesters.

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

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

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

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

All AP (Advanced Placement), IB (International Baccalaureate) and some subject area courses for honor credit are indicated by an asterisk on the transcript and are weighted one (1) point "A" through "C-". Any student transferring into Butler High School will have honors classes weighted in figuring cumulative grade-point-average and rank in class if a weighted grading system was in effect at the student's former school; however, honors credit will be granted only for those courses which also have honors status at Butler High School.

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

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

EDUCATIONAL OPTIONS

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

A list of the approved Educational Options is available in the Guidance Office. Further descriptions of various Educational Options/Opportunities, i.e., Blended Learning, On-line Courses, Advanced Placement Courses, Honors Courses, College Preparatory Courses, Credit Flexibility, College Credit Plus (CCP), Miami Valley Career Technology Center, and Miami Valley Career Technology Center Satellite Program STEM Courses at Butler are listed in the annual Program of Studies.

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

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

CREDIT FLEXIBILITY

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

Credit flexibility shifts the focus from "seat time" to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology, and demographics, and to meet the demand for 21st century skills. Credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study available for a particular subject and tailor the learning time or conditions needed. In these ways, students can customize aspects of their learning around more of their interests and needs. Credit flexibility options are designed for those students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area and have the opportunity to pursue it outside of Butler High School.

Students can earn high school credit by:

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

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

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

COLLEGE CREDIT PLUS (CCP)

What is it?

Eligible students can take a course and earn high school and college credit that appears on both their high school and college transcripts. Teachers who teach a College Credit Plus course in a high school must receive professional

development and be an adjunct professor at a college or university. All courses offered through College Credit Plus — even courses offered in the high school — must be the same course that the college offers. The course must apply to a degree or professional certificate.

Why?

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

Where?

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

Who?

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

How does a student get started?

All participating public and private high schools, colleges and universities must promote College Credit Plus opportunities on their websites. Additionally, they will hold an annual informational event for students and parents/guardians. Butler students who wish to take CCP courses must submit CCP intent-to-participate forms by the designated date each school year.

Cost:

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

COLLEGE ENTRANCE TESTS (ACT/SAT OPPORTUNITIES)

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

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

Pre-ACT

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

PSAT (Preliminary Scholastic Assessment Test)

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

ACT

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

- ✓ **ACT – What is the ACT?** The ACT is a national college admissions examination that consists of subject area tests in English, Mathematics, Reading and Science (and optional Writing).
- ✓ **When Should I take the ACT?** First Time – spring of sophomore year or fall of junior year.
- ✓ **Scoring** - Your Composite score and each test score (English, Mathematics, Reading, Science) range from 1 (low) to 36 (high). The Composite Score is the average of your four test scores, rounded to the nearest whole number. Fractions less than one-half are rounded down; fractions one-half or more are rounded up.
- ✓ **For more information on Registration, Test Prep, Test Day Details, and Scores, go to:**
www.actstudent.org/index.html

SAT

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

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

INTER-SCHOLASTIC ATHLETIC & EXTRA-CURRICULAR ELIGIBILITY

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

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

- In order for a student to be eligible for the first quarter upon entrance into grade 9, the student must have received passing grades in at least four (4) of the classes in which she/he was enrolled in the immediately preceding grading period.
- In order to maintain eligibility for grades 9-12, a Butler student must have received passing grades in a **minimum of five one-half credit semester courses**, or the equivalent, in the immediately preceding grading period. Semester and yearly grades have no effect on eligibility.
- Students taking postsecondary school courses, including College Credit Plus, must comply with OHSAA scholarship requirements.
- Summer school and other educational options, including College Credit Plus, may not be used to bring a student into compliance with scholarship bylaws, nor can they compensate for lack of courses taken in the preceding grading period.

The Vandalia-Butler City School District also requires that in order to be eligible for any co-curricular, interscholastic and non-interscholastic extra-curricular activity, a student must have, for the preceding grade period, a 2.0 grade point average, and/or no more than one "F." Students who do not meet this standard but who wish to continue to participate in co-curricular activities must attend mandatory "Study Tables" until the standard is met. Incoming freshmen must have passed seventy-five percent (75%) of subjects in which enrolled the preceding grading period.

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

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) ELIGIBILITY

If you wish to participate in NCAA Division I or Division II athletics, you need to be certified by the NCAA Eligibility Center. You need to qualify academically as well as be cleared as an amateur student-athlete. Students interested in participating in athletics at the NCAA level should speak with their high school counselor regarding the initial academic eligibility requirements set by the NCAA. College-bound student-athletes should complete the registration process with the NCAA Eligibility Center at the end of their junior year at www.eligibilitycenter.org. If you would like to speak to a representative directly or need any additional information regarding eligibility, you may contact the NCAA Eligibility Center at (877) 262-1492 or visit www.eligibilitycenter.org.

FOREIGN EXCHANGE PROGRAM (policy 5114)

An exchange student must be placed through an organization that is listed by the Council on Standards for International Educational Travel (the CSIET). Each foreign exchange organization is required by guidelines and laws set by the federal government to secure approval forms through the sponsoring organization for the intended high school to enroll the exchange student before the process begins to bring the student to Butler.

All paperwork and questions must be directed to the high school principal and must be approved before the student is brought into the country.

All exchange students will be enrolled as honorary students. As such, all foreign exchange students will be required to take all standardized assessments as determined by the State of Ohio. If the foreign exchange student is seeking a diploma from an Ohio school, he or she must complete all applicable State of Ohio requirements for graduation.

SECTION IV - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

Official school-sponsored clubs and activities include the following (some may not be active during a given school year):

ACADEMIC CHALLENGE TEAM

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

AIRLOG

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

ASTRONOMY CLUB

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

CHAMBER CHOIR

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

CHESS CLUB

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

CREATIVE ARTS CLUB

The Creative Arts Club is a club that fosters the development of creative thinking and camaraderie through hand-on activities and creative community collaboration.

DEBATE CLUB

The Debate Club's goal is to promote strong discourse on hot topics covering current events as well as age-old issues. For those who wish to watch, they can be members and enjoy the verbal competition about which side of an issue is "more right" than the other. For those who wish to actively participate, they can be a part of voicing their opinions in a setting that teaches them that having a say and listening to others can occur in a fun but structured setting.

DRAMA

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

FUTURE EDUCATORS of AMERICA

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

GAY-STRAIGHT ALLIANCE

The GSA exists to promote harmony and understanding between all Butler High School students through a school environment that is welcoming, nurturing, positive, and accepting of all students. Their purposes are to have a safe space and support system for all students.

HISTORY CLUB

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

INTERACT

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

JCOWA

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

KICKLINE

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

LATIN CLUB

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

MARCHING BAND / COLOR GUARD

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

MUSE MACHINE

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

NATIONAL HONOR SOCIETY

To be eligible for membership into NHS, students must meet the following criteria: be a junior or senior; have a GPA of 3.5 or more; be a Butler student for a least one semester; have an average of two school or community participation/ service

activities for each year of school starting with grade 9; meet faculty standards for character and leadership qualities. NHS is governed by the Aristotelian Chapter Constitution and By-laws not by the Co-curricular/Extra-Curricular code of conduct.

OCTAGON

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

PEER SUPPORT CLUB

Peer Support is a club for any student regardless of their strengths or abilities. It is designed for students from all different backgrounds to be accepted into a group of friends and be given the opportunity to interact with peers their own age. It is especially designed to help the students with multiple disabilities gain new friendships and feel a part of their school. Students can be involved during and/or after school. The students, who are available throughout the day, can work with the students with multiple disabilities during their lunch, gym, or study hall. The students will be given directions to follow from the teaching staff. The after-school events, will be planned by the officers of the Peer Support Group. The events will take place once a quarter. Mrs. Jette and/or Mr. Collinson, the classroom teachers, will assist and help carry out the plans. However, the activities will be chosen by the group. Some examples of possible activities are: bowling, putt-putt, a Butler sporting event, or a school play. You must fill out an application, ask two teachers to fill in a recommendation form, and attend a mandatory meeting. There will be several different opportunities to attend the mandatory meeting. At the meeting we will review the rules and our plans for the upcoming months. You do not have to be present at every meeting but must attend the ones you signed up to attend.

PEP BAND

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

SPANISH CLUB

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

STUDENT CONGRESS

Student Congress is a school-wide organization that represents all students, clubs, and groups at Butler High School. Our purpose is to promote school spirit, provide services to the community, and enhance the learning environment. These goals are accomplished through strong student leadership, a dedicated staff, and the support of the Vandalia community. Student Congress organizes blood drives and multiple fundraising opportunities for local and national organizations. Throughout the year, Student Congress prepares pep rallies, spirit days, bonfires, and parades to encourage school spirit. Enhancing the learning environment is addressed by our large and active membership numbers who truly are dedicated to their academics here at Butler High School.

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

1. CLUBS & CLASS FINANCIAL PROCEDURES

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

2. CLUB ACTIVITY CALENDAR

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

TRADITIONS

HOMECOMING

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

VICTORY BELL

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

MEMORIAL PROGRAM

The Memorial Program is a special annual event that provides our students, staff, and community the opportunity to memorialize and reflect on the ultimate sacrifice that brave men and women, in particular the fifteen men and one woman who were residents of either Butler Township or the City of Vandalia, have made giving their lives in the line of duty for our country.

SENIOR AWARDS PROGRAM

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

CO-CURRICULAR ACTIVITIES

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

ATHLETICS

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

ATHLETIC INSURANCE

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

ATHLETIC ATTENDANCE

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

ATHLETIC TRAVEL

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

ATHLETIC TRAINING RULES

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

BUTLER CHEERLEADERS

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

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

If a student does not attend school on a school day for the entire day for whatever reason, he/she is not permitted to attend school/co-curricular activities on that day. Exceptions are at the discretion of the administration.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

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

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

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

SECTION V – TRANSPORTATION

TRANSPORTATION TO MIAMI VALLEY CAREER TECHNOLOGY CENTER (MVCTC)

VBCSD will provide morning and afternoon bus transportation between BHS and MVCTC for students who take classes at MVCTC during the school day.

BUS TRANSPORTATION TO SCHOOL

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

BUS CONDUCT

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

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

Students must comply with the following basic safety rules:

During the trip

Each student shall:

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

Exiting the school vehicle

Each student shall:

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

Videotapes on School Buses

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

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

Penalties for Infractions

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

DRIVING & PARKING REGULATIONS

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

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

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

- 1) Parking permits are not transferable. Only the person who was issued the permit may use it on campus. Students with permits who hope to drive an alternate car may simply transfer the permit and notify the office.
- 2) Unless permission is given by the administration, students are to use the north lot only, park between the lines, and not in the gravel areas.
- 3) Students must not loiter in their vehicles. Students are expected to lock their vehicles and enter the school building.
- 4) Parking permits are placed hanging from the rearview mirror facing out with the appropriate semester tag placed on the parking permit.
- 5) Students must not visit the parking lot during the day unless they have permission from the administration.
- 6) Entrance to student lot is from Dixie Drive.
- 7) Exiting from the student lot going south bound is at the traffic light at Elva Court. Exiting from the student parking lot going north bound is next to the public library.

Requirements to obtain parking permits:

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

SEARCH AND SEIZURE (refer to the Search and Seizure section under the Student Conduct section of the handbook)

SECTION VI – CO-CURRICULAR CODE

Vandalia-Butler City School District

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

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

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

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

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

CO-CURRICULAR RULES OF CONDUCT

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

Failure/Refusal to sign the code of conduct will result in non-participation in any co-curricular or extra-curricular activities. Refusal to sign does not excuse you from complying with the rules set forth in the

student code of conduct nor does a refusal to sign exempt you from the disciplinary consequences outlined within the code.

SPORTSMANSHIP

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

Sportsmanship Rules

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

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

CANCELLATION OF CONTESTS/PRACTICES DUE TO WEATHER

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

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

EQUIPMENT

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

TRANSPORTATION

1. All transportation to and from away contests/games is the responsibility of the school system and will be provided by the school system. Athletes are required to travel to and from away contests in transportation provided by the school system. Athletes should not be transporting themselves to or from away contests. If a special situation occurs, the athlete must request in writing approval from the athletic director or school administration prior to the contest. In these cases the athlete will be released only to their own parent by meeting face to face with a member of the coaching staff.
2. The choice of a mode of transportation to and from practices ultimately lies with the athlete and their parents. We strongly suggest that athletes do not ride with other athletes to or from practices. However, if they choose to ride with other athletes (or any other person), the driver accepts the responsibility and liability of the transportation.
3. If a school van is the mode of transportation, the driver must have completed the school system's van certification program. This can be arranged through the Business Services department.

- Athletes will remain with their squad and under the supervision of the coach when attending away contests. Athletes who miss the bus will not be permitted to participate in the contest unless there are extenuating circumstances. All regular school bus rules will be followed, including food, noise, remaining in seats, and care and respect for equipment. Athletes are expected to dress appropriately.

STUDENT'S RIGHTS AND RESPONSIBILITIES

Co-curricular participants of the Vandalia-Butler City Schools are direct representatives of their school and are expected to conduct themselves in a way that will gain respect for both themselves and their school. Participation is a privilege available to those who have the will and the desire to abide by training and participation rules. Other behavior not defined in this policy but deemed to be unbecoming of an athlete/participant may be grounds for discipline, up to and including, suspension and removal from the co-curricular and extra-curricular activity. A student may temporarily or permanently forfeit his/her right to participate when her/his behavior disrupts the process, deprives others of their basic rights, and violates the student rules established herein.

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

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

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

First Offense:

- A. This will result in nonparticipation without alternatives for 30% of the games (athletes) and designated activities or performances (all others). If, when applying the 30% rule (the percentage will be calculated based on the total number of regular season contests/events from the beginning of the season/year), a partial number of contests/events results, the number will be rounded down to arrive at the length of the suspension, (e.g., 30% of 27 = 8.1, which would be a suspension of eight (8) games with a minimum of one (1) contest/event). The penalty will carry through to the next athletic season or school year if the number of suspended contests/events has not been fulfilled.

- B. All End of Season/Post Season Local/Team (Special- i.e., MVP, MOP, Best Defender, Most Improved, etc.) awards lost for one-calendar year.
- C. The student forfeits the privilege to serve in any leadership position for one calendar year.
- D. A Mandatory Assessment may be required at this time due to the severity of the offense.
A student who commits an offense involving drugs or alcohol under this policy will be required, as a condition of continued participation in co-curricular activities, to undergo an assessment by a certified substance abuse counselor at parental expense. A copy of the assessment, with any ongoing recommendations for treatment or intervention, will be sent to the principal per a signed, HIPPA-qualified release form. The student will be required to comply with all recommendations.
OR
Failure to complete the Mandatory Assessment will result in denial to participate in all co-curricular activities until requirement is fulfilled.

Second Offense:

- A. This will result in nonparticipation without alternatives for 50% of the games (athletes) and designated activities or performances (all others). If, when applying the 50% rule (the percentage will be calculated based on the total number of regular season contests/events from the A. beginning of the season/year), a partial number of contests/events results, the number will be rounded down to arrive at the length of the suspension, (e.g., 50% of 27 = 13.5, which would be a suspension of 13 games with a minimum of one (1) contest/event) with a **Mandatory Assessment for Second Referral.**
A student who commits a second offense involving drugs or alcohol under this policy will be required, as a condition of continued participation in co-curricular activities, to undergo an assessment by a certified substance abuse counselor at parental expense. A copy of the assessment, with any ongoing recommendations for treatment or intervention, will be sent to the principal per a signed, HIPPA-qualified, release form. The student will be required to comply with all recommendations.
OR
Failure to complete the Mandatory Assessment will result in denial to participate in all co-curricular activities until requirement is fulfilled.
The penalty will carry through to the next athletic season or school year if the number of suspended contests/events has not been fulfilled.
- B. All End of Season/Post Season Local/Team (Special- i.e., MVP, MOP, Best Defender, Most Improved, etc.) awards lost for the duration of high school career.
- C. The student forfeits privilege to serve in any leadership position for the remainder of the student's high school or middle school career.

Third Offense:

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

Fourth Offense:

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

7. Academic Eligibility for Co-curricular Activities

The Vandalia-Butler Board of Education has established requirements for student eligibility and participation. Students must have a GPA of 2.0 and/or no more than one "F" in the preceding grading period to be eligible. Students who do not meet this standard but who wish to continue to participate in co-curricular activities must attend a mandatory "Study Table" until the standard is met. Incoming ninth graders must have passed 75% of the subjects in which they were enrolled the preceding grading period. In order for a student to be eligible for co-curricular activities in 7th and 8th grade, a student must earn passing grades in five (5) classes and earn no more than two (2) F's in the previous quarter.

8. Athletic Eligibility

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

9. Procedure for Implementing the Co-curricular Code

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

10. Penalty Guidelines

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

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

11. Appeal Procedure

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

12. Attendance

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

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

13. Expectations of Co-curricular Participants

- A. Maintain eligibility
- B. Sign acknowledgment/receipt of Co-curricular Code
- C. Display proper behavior both in and out of school

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

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

GUIDELINES FOR EXTRA-CURRICULAR AND CO-CURRICULAR CONFLICTS

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

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

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