



Empowering students today for the opportunities of tomorrow.

LATE ARRIVAL/MIDDAY/EARLY RELEASE OPTION FOR SENIORS AND JUNIORS

The Late Arrival/Midday/Early Release Option is an earned privilege available to Seniors at Butler High School. It may be revoked due to disciplinary action taken by a school administrator or teacher. **Also, the parent/legal guardian may revoke this for their student at any time.** When this privilege is revoked, students shall be placed in study halls for the remainder of the semester. The actual time of day that they are released may vary according to the school daily schedule for that day). Seniors who participate in these arrival/release options must leave/reenter the school premises at the time approved by the administration. They are not to remain in the building or on the school property, nor be on any other school property throughout the district while school is in session. If the student has an after-school activity, they must return to that activity after school has been dismissed.

The scheduling of these arrival/release options does not take precedence over the scheduling of any classes. Class sections will not be changed in order to accommodate midday release. Athletes must pay special attention to the number of classes scheduled and passing in order to be eligible to participate according to the OHSAA and Vandalia-Butler City Schools' athletic guidelines.

The Vandalia-Butler City School District is not responsible for the safety or well-being of a student once released from school grounds..

To qualify for any of the arrival/release options, seniors must meet certain requirements and maintain their eligibility for the entire quarter. Eligibility is checked at the end of each grading period, and any student who fails to maintain eligibility will have his or her arrival/release option revoked. Students who fail to qualify for arrival/release options may re-apply at the end of the next grading period; if they qualify, they will be given a arrival/release option for the next grading period. **A student's Arrival/Release Option may be revoked at any time during the school year by the student's parent or guardian, or by the Administration as a disciplinary consequence.** The final decision on any student's receipt of an arrival/release option rests with the administration.

SIGNATURE PAGES WILL BE AVAILABLE IN BHS FRONT OFFICE OR ONLINE AT
www.vbcasd.com/1/home



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LATE ARRIVAL/MIDDAY/ EARLY RELEASE ADMINISTRATIVE GUIDELINES

To qualify for Late Arrival/Midday/Early Release Option, seniors and juniors must complete and submit an Midday Release Option Application to the Main Office. This Application must be signed by the student's parent or guardian and must include a viable contact phone number that allows the school to reach the student's parent or guardian. In addition, students must meet the following criteria:

- * all required school forms must be completed and on file in the office;
- * no outstanding financial obligations;
- * a grade point average no lower than 2.500 (non-weighted);
- * no more than two (2) tardy to school in the previous grading period;
- * no more than three (3) excused absences from school in the previous grading period;
- * zero (0) unexcused absences from school in the previous grading period;
- * assigned no Friday School sessions, no In-School Suspension or Out-Of-School Suspension in the previous grading period;
- * no deficiencies in credits or State testing for graduation purposes.
- * complete the midday release guidance guidelines.

The Administration will advise students when they have been approved to have an arrival/release option. No student should act as if they have been granted an arrival/release option until they have been advised by the Administration they have one. Students who leave school early without an arrival/release option because they believe they have one will be considered to have left school grounds without permission and will be disciplined accordingly.



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LATE ARRIVAL/MIDDAY/EARLY RELEASE GUIDANCE GUIDELINES

Once completing the following items you must make an appointment with your counselor to present evidence of completion.

Seniors:

Quarter 1

- Release of Records on File
- Activated VBCSD gmail account
- Signed-up for Class of 2019 Guidance Remind
- Signed-up for Guidance Class of 2019 email
- FAFSA ID generated
- 1 session of ACT Prep must be completed. (practice exam in CRC)

Quarter 2

- Completed Career Inventory
- Possible Job Training Pathways (ie – 4 year college and what major – what schools, 2 year college and what certifications or degree – what schools, military, apprenticeship etc.)
- Resume on file in guidance office
- 2 letters of recommendation on file in guidance office

Quarter 3

- College
 - At least one application completed
- Military
 - ASVAB test completed or practice
 - Met with BHS Military Recruiter
- Workforce
 - Completed one job application
 - or**
 - Applying to an apprenticeship program
 - or**
 - Currently employed



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LATE ARRIVAL/ MIDDAY/ EARLY RELEASE SIGN OFF SHEET
To be completed and turned in to front office.

Parental consent for late arrival/ midday/ early release:

I have read and understand the rules and regulations associated with the midday release option and give consent for my son/daughter, (student name) for:

(Check One Option) Late Arrival _____ Midday Release _____ Early Release _____

Student Signature: _____; printed name: _____

Parent Signature: _____; printed name: _____

Guidance approval for late arrival/ midday/ early release:

A meeting has been conducted with my guidance counselor and I have completed the guidance checklist for early release:

Counselor Signature: _____

FINAL Administrator approval for Midday Release:

_____ Approved

_____ Not Approved

Administrator Signature: _____

Date: _____