

**Vanlue High School**  
**Student Handbook**  
**2020-2021**



**HOME OF THE WILDCATS!**

**301 South East Street**  
**Vanlue, OH 45890**

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# STUDENT/PARENT HANDBOOK

for the

## VANLUE LOCAL SCHOOL

*Welcome to Vanlue Local School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities, and consequences for misbehavior.*

*Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age child(ren). Teachers will also review this Handbook with students at the beginning of the school year.*

*Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the Principal.*

Robyn Hoadley, Principal:	419-387-7724	<a href="mailto:hoadleyr@vanlueschool.org">hoadleyr@vanlueschool.org</a>
Nicole Smith, Guidance Counselor:	419-387-7724	<a href="mailto:smithn@vanlueschool.org">smithn@vanlueschool.org</a>
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Adopted by the Board of Education on July 13, 2020

Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on Monday, July 13, 2020.

This handbook replaces all prior handbooks and other written materials on the same subjects.

### NOTE:

The Student/Parent Handbook is based on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July of 2020. If you have questions, please contact the School Principal or Superintendent.

## **VANLUE LOCAL SCHOOL MISSION STATEMENT**

**Vanlue's mission is to instill in our student's the desire to achieve at their highest potential.**

### **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal opportunity for all students.

Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Traci Conley  
Superintendent  
(419) 387-7724

Complaints will be investigated in accordance with the procedures described on pages of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

### **STUDENT RESPONSIBILITIES**

The Board of Education, in compliance with state law, shall provide for the education of all residents of school age. The schools shall abide by all the legal rights guaranteed to students. Each student has a right to all educational resources necessary to operate an instructional and extracurricular program.

Students in this school system have the responsibility to act in such a way as not to interfere with the rights of others who possess the same educational opportunity. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs.

Effective discipline is an important and necessary prerequisite for effective learning. The intent of rules and regulations is to create a positive educational environment which holds young adults accountable for their behavior and teaches them to live with the consequences of their decisions. The administration of the school shall establish rules and regulations that will produce the best possible educational atmosphere and teach students that they are responsible for their behavior. The educational objectives of these rules and regulations are to develop mature and responsible citizens and to assist the student in achieving maximum academic achievement possible.

#### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School Office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School Office.

#### **Immunizations**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the School Principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunization or exemptions should be directed to the school office.

#### **Emergency Medical Authorization**

A complete EMA form must be on file with the school in order for a student to participate in any activity off of school grounds, including but not limited to: field trips, athletic and other extra-curricular activities, and co-curricular activities. The EMA form is provided at the time of the enrollment and at the beginning of each school year.

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## Vanlue Local School Problem-Solver

PROBLEM	PROBLEM-SOLVER
Assemblies	Building Principal
Athletics	Athletic Director
Attendance	Attendance Officer
Bussing / School Transportation	Transportation Supervisor
Change of Address/phone number	Building Secretary
Class Schedule	Guidance Counselor
Discipline Problems	Teacher then Principal
Free Reduced Lunch	Cafeteria Supervisor
Harassment/ Threats	Guidance Counselor or Principal
Lockers	Guidance Counselor
Lost & Found	Building Secretary
Lunch Program	Cafeteria Supervisor
Medication	Building Secretary
Progress Book	EMIS Coordinator
Report Card Grades	Teacher then Guidance Counselor
Speech	Speech Pathologist
Standardized Tests	Guidance Counselor
Stolen Property	Principal
Students with Disabilities	Intervention Specialist
Technology	Technology Coordinator
Textbooks	Teacher
Title 1	Title 1 Teacher
Use of Building/Facilities	Building Secretary
Work Permits	Building Secretary

### ---BELL SCHEDULE

Regular Schedule		Two Hour Delay	
Period 1	8:00 – 8:48	Period 1	10:00 – 10:29
Period 2	8:51 – 9:35	Period 2	10:31 – 11:00
Period 3	9:38 – 10:22	Period 4	11:02 – 11:35 (Elem. Lunch 11:00-11:30)
Period 4	10:25 – 11:09 (Elem. Lunch 10:45-11:15)	Period 5	11:37 – 12:13 (JH Lunch 11:40-12:10)
Period 5	11:12 – 11:58 (JH Lunch 11:25-11:55)	Period 6	12:15 – 12:45 (HS Lunch)
Period 6	12:00 – 12:30 (HS Lunch)	Period 3	12:47 – 1:15
Period 7	12:32 – 1:16	Period 7	1:17 – 1:45
Period 8	1:18 – 2:01	Period 8	1:47 – 2:15
Period 9	2:03 – 2:46	Period 9	2:17 – 2:46

### ---WEATHER ANNOUNCEMENTS/EMERGENCIES

In the event that we experience severe weather or an emergency situation the following news agencies will be contacted to broadcast any announcements: WFIN/1330 AM; WKXA/100.5; WBVI/96.7/WFOB/1430; or WPFX/107.7; WTTF/1600; WCKY/103.7; WBUK/106.3 and local television stations. We use a text/email alert system and Facebook. Please sign up for this on the school's main website at <http://vanlueschool.org>. Parents and students should not call the school for information. As soon as a decision is made, the above mentioned news agencies will be contacted.

### ---RESIDENCY

Ohio law requires all non-tuition Vanlue students that attend Vanlue School to reside within the prescribed boundaries of the district.

### ---ENROLLMENT POLICIES

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document;

- B. Court papers allocating parental rights and responsibilities, or custody. Any time these documents change, the school office should be given a copy. (if appropriate);
- C. Proof of residency;
- D. Proof of immunizations.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. School officials will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless Students:

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participation in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under the school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact Nicole Smith, the liaison for Homeless Students, at 419-387-7724.

Children and Youth in Foster Care

Students who meet the Federal definition of “in foster care,” including those who are awaiting foster care placement, will be provided a free, appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

Suspended or Expelled from Another School

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District’s schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may ne temporarily denied admission to the District’s school during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. An updated copy of the student’s transcript;
- B. A report of the student’s behavior while in DHS custody;
- C. The student’s current IEP, if one has been developed for the child; and
- D. A summary of the instructional record of the child’s behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Withdrawal/Transfer From School

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver’s license, if s/he is under the age of 18.

Parents must notify the Principal 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 14 days of the parents’ notice or request.

**---ATTENDANCE POLICIES – STATEMENT OF BELIEF**

It is our belief that there is a clear and positive correlation between student learning and consistent and prompt attendance in class. Much of what is presented in courses is sequential. Therefore, learning requires a continuity of attendance and effort. We also strongly believe that what occurs in class is vital to student learning. The richness of class discussions, the exchange of ideas with peers and teachers, the opportunity to defend one’s ideas, the viewing of film and videos, mean that even if students make up the missed work, they have forever lost an opportunity for increased learning and skill development. In addition, a great deal of work in class is done cooperatively and a lack of attendance makes it difficult, if not impossible, for peers to successfully complete the work required. Lack of consistent attendance means that students will not get the full benefit of the courses offered at Vanlue School and thus attendance should be and will be a significant factor in the determination of a student’s grade as determined by the individual teacher.

Please take into account the TOTAL number of hours your child has missed a class or classed due to legitimate reasons such as: driver’s license appointment, college visit, medical appointment, field trips, in-school field trips, etc. Mixed with illness and other unavoidable absences, the number of hours out of class can interfere with learning.

**---PURPOSE OF THE ATTENDANCE POLICY**

The purpose of the Vanlue School Attendance Policy reflects our desire to have each student attend all classes and arrive on time. Students and parents should familiarize themselves with the provisions and procedures of the policy. It is expected that parents will support the intent of the policy and encourage their children to have good attendance. The

Vanlue School Attendance Policy has been approved by the Board of Education. Any questions should be directed to the administrators responsible for attendance.

The chart below describes what will be accounted for on the student's daily attendance:

Arrival after 8:00am	Tardy
Arrival after 9:00am	½ Day Absent
Arrival after 11:00am	Full Day Absent

### ---ARRIVAL AND DISMISSAL

Students who arrive prior to the 7:45 AM bell must not enter the building past the breezeway. Students will be permitted in the hallways at the start of the school day by the bell at 7:45 AM.

At the end of each school day, students should leave school grounds by 2:56 p.m. Students in the building or on school grounds after 2:56 p.m. must be directly involved with a school related activity (i.e. athletic participation, music participation, observing a game or performance, teacher request, club meetings, etc.). Students are not to be in the school building before or after school hours unless they have school approved supervision.

No student may leave school prior to dismissal time without a parent/guardian submitting a signed, written request or coming to the school office personally. No students will be released to a person other than a custodial parent or guardian without a written and signed permission note by the custodial parent or guardian.

All students must sign out in the office before leaving the building. If returning to school, the student must then sign back in. Students must also sign in when arriving after the 8:00 a.m. bell.

Students are **NOT permitted** to leave the building even at the request of or with the permission of a teacher, without the approval of the building principal or administrative assistant. Students must sign out using the appropriate form located in the school office.

### ---COLLEGE VISITATION/JOB SHADOWING

Juniors and seniors only – Seniors are permitted one day and Juniors are permitted two days for college visitations or an on-site job shadow provided that they obtain permission one week in advance of the visit. The student must obtain a college visitation form from the guidance counselor and the principal must sign the form prior to the visitation. Prior to obtaining this form, the student must meet with the guidance counselor and an appointment must be confirmed.

**Students with 35 or more hours, any unexcused absences, or more than 3 tardies in a semester will not be permitted to miss school for college visits.** Upon the student's return to school, the form verifying the visit must be given to the attendance officer.

### ---ABSENCE TYPES

#### ---PRE-ARRANGED ABSENCES

Vanlue School recognizes that there are times when a family emergency calls for a student to miss several days of school. If a student must miss 3 or more days of school, it is recommended that he/she pick up an "Excused Vacation" form from the office. **The reason for the absence must be PRE-APPROVED by the administrator in charge of attendance PRIOR TO YOUR LEAVING.** The process for a pre-arranged absence is as follows:

1. The student goes to the office to inform the administrator with documentation reference to the absence.
2. If the reason is valid, the student is given the form signed by the administrator to take to the teachers to be signed.
3. The student must return the signed form to the office **PRIOR** to leaving.
4. WHEN APPLICABLE, STUDENTS MAY BE ASKED TO PROVIDE PROOF OF TRAVEL UPON THEIR RETURN.

Pre-arranged absences are still absences, thus the same procedures for absences will apply to students who utilize the pre-arranged absence option.

**Parents are urged to review the school calendar ahead of time and plan family events accordingly.**

#### ---EXCUSED ABSENCES (not a complete list)

Any excused absence must fit one of the following categories in order to be excused:

1. Student illness;
2. Severe illness in immediate family;
3. Death in the family;
4. Religious observation;
5. Professional appointments – appointments should be 1 ½ hours or less unless preapproved by the Principal;
6. Driver's license examinations – only 1 ½ hours will be excused;
7. College visitations/school sponsored event;
8. Vacations – see vacation section for specifications;
9. Other legitimate reasons which receive prior approval by the Principal.

#### ---UNEXCUSED ABSENCES (not a complete list)

Unexcused absence and/or unexcused tardiness guidelines are as follows:

1. Car trouble or repairing a car, oversleeping, missing the bus or a ride;
2. Staying out of school an unnecessary length of time due to appointments, illness, or other excuses;
3. Baby-sitting, running errands in non-emergency situations;
4. Suspension from school or other absences as interpreted by the Principal;
5. Absences that are not explained by a pre-planned note from a parent within 48 hours after the student's return to school from an absence;
6. Inappropriately dressed and sent home.
7. An absence deemed "unexcused" by the administrator.
8. Class cutting

An unexcused absence means that missed work cannot be made up. A zero will be given in the class for all work missed.

35 hours	Letter to parents stating attendance is a concern.
65 hours	Letter stating medical documentation will be required.
If a student misses 3 consecutive days (18.75 hours) of school, a doctor's note will be required upon return to school.	

\*Any absence past 65 hours not accompanied by a doctor's excuse will be considered unexcused.

**---TARDIES**

**---UNEXCUSED TARDY**

After 8:00am the student must report to the office to sign in. Excess tardies (excused or unexcused) may result in filing truancy charges with the Hancock Count Truant Officer and/or disciplinary action at discretion of the Principal.

Examples of unexcused tardies are:

- Overslept
- Car trouble (defrosting windows)
- Errands
- Alarm did not go off

Cutting of Classes

After 3 offenses:

If a student misses more than 15 minutes of a class with no valid excuse, he or she will receive no credit for that day in that class. A record will be kept of the student "cutting classes" and discipline action will be taken.

After 25 occurrences or 25 unexcused absences, credit for that class will be lost. Loss of credit for semester courses will begin at 13 occurrences or 13 unexcused absences.

**---EXCUSED TARDY**

Excused tardies do not count towards the tardies listed above. Students with an excused tardy still report to the office to sign in. Reasons for excused tardies are:

- Doctor's appointments
- Court appearance
- Car accident
- Other legitimate reason pre-arranged with the Principal.

Proof/documentation must be provided upon arrival to school in order to be considered excused.

If a student has a mid-morning appointment, he/she should come to school on time to establish attendance. Only 1 ½ hours will be excused for most appointments unless arrangements have been made with the Principal the day before the appointment.

Tardies	Procedure
3 <sup>rd</sup> Tardy	letter sent home
5 <sup>th</sup> Tardy	letter sent home/parent contact/discipline action

**---MAKE-UP WORK AFTER AN UNEXCUSED ABSENCE OR TARDY**

Students are responsible to see teachers to get missed work. Students are allowed 1 day to make up work for each day missed from school. No work/quizzes/tests/homework/etc. may be made up or turned in if an absence or tardy is **unexcused**.

**---TRUANCY**

Truancy is an unexcused absence from school. If a student is truant from school, the following penalties and/or remediation can be imposed:



1. The district will notify the student's parents and the student will receive zeros for all classwork;
2. The district will notify the student's parents in writing within seven days of the triggering absence;
3. The student will follow the district created plan for absence intervention; and
4. The student and family may be referred to community resources including Hancock County Juvenile Court.

Students with unexcused absences can be referred for a pre-court hearing with juvenile court. Once a student's accumulated absences reach any of the guidelines for "habitual truant," an Absence Intervention Plan (AIP) will be written in conjunction with the Hancock County Attendance Officers/Juvenile Court.

#### DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES as defined by Ohio law

"Habitual Truant": A student who is

- a) Absent 30 or more consecutive hours without a legitimate excuse.
- b) Absent 42 or more hours in one month without a legitimate excuse.
- c) Absent 72 or more hours in one year without a legitimate excuse.

"Excessive Absences": A student who is

- a) Absent 38 or more hours in one school month with or without a legitimate excuse.
- b) Absent 65 or more hours in one school year with or without a legitimate excuse.

#### ---NOTIFICATION OF ABSENCE

- It is the responsibility of parents to communicate to the school the reason for all absences.
- Parents, not students, must notify the school at 419-387-8104 by 8:30am. The school will contact the parent if no call has been received.
- **Parent notes to excuse an absence must be received no later than 1 week following the student's absence or the absence will be classified as unexcused. Unexcused attendance results in 0's (zero's) for class time that is missed.**
- Parent notes to request an early dismissal or appointment must be presented to the office before the student is dismissed in order for dismissal to be considered excused.
- Parents must provide medical documentation for long-term absences, to include the nature of the illness, any limitations on the student, inclusive dates of medical condition, specific dates of absence covered.
- All parent notes must include student name, date of absence(s), specific reason for absence/tardy/early dismissal, parent signature, and a day time phone number which parent can be reached.
- "Blanket" notes covering unspecified dates of absences, tardies, etc. are not acceptable. For example: "Please excuse my child from all absences in the months of April and May due to illness."
- Emails are an acceptable note for notification. Please email Sandy Thomas at [thomass@vanlueschool.org](mailto:thomass@vanlueschool.org) or [attendance@vanlueschool.org](mailto:attendance@vanlueschool.org).

#### ---MEDICAL EXCUSES

Just as with parent notes, doctor's notes need to specifically address dates of absences, and may not be "blanket excuses" for all absences which have occurred over a period of time. ***Such information must be presented on going and not at the end of a course.***

#### ---EXTRA-CURRICULAR PARTICIPATION

Students must be in school by 9:00am or miss not more than 1 hour of school to be able to participate or attend extra-curricular activities unless prior arrangement was made and approved with the Principal. **Early dismissal of 1 hour will be excused for appointments ONLY with prior arrangement and approval with the Principal.**

#### ---ILLNESS OR INJURY WHILE AT SCHOOL

Students are required to report to the school office when you become ill or sustain an injury while at school. **A student is not to make a call home or leave the school premises without permission.**

The Vanlue Local School District has an obligation to protect staff and students when a non-casual contact communicable disease is suspected. The student's health will be reviewed and the situation examined. Students and staff will be permitted to remain in school unless there is a definitive evidence to warrant exclusion.

Students have a low risk of being exposed to blood-borne pathogens in school. However, precautions should always be taken. When a student has contact with blood or infections material, he/she must notify his/her teacher immediately. Parents of a student who is exposed will be contacted immediately and are encouraged to consult a physician regarding the exposure.

#### ---MEDICATION

All medications (including non-prescribed Over The Counter (OTC)) must be registered with the office and must be delivered to school in original containers in which they were dispensed by physician/pharmacist, labeled with the date, student's name, and the exact dosage to be administered.

Medication that is brought to the office will be properly secured. Medication must be delivered to the office by the parent/guardian or by a responsible adult at the parent/guardians request. Except as noted below, students may not bring medication to school:

1. Students may carry emergency medications for allergies and reactions or asthma inhalers during school hours provided student has written permission from parent or physician and has submitted proper forms.
2. In case of epinephrine pens, in addition to written permission and proper forms, parent/guardian must provide backup dose to the office.
3. Students are prohibited from transferring all types of medications to any one student. Any student found in possession of unauthorized medication is in violation of the school's Code of Conduct and will be disciplined.
4. Any unused medication unclaimed at the end of the school year will be destroyed by school personnel.
5. No staff member will dispense non-prescribed, over the counter medication to any student without prior parent authorization.
6. Parents may authorize administration of a non-prescribed medication on forms available from the office or online. By written notice, parents may also authorize their child to self-administer and/or keep non-prescribed medication in his/her possession.

### **---BULLYING / HARASSMENT**

Harassment/Bullying/Intimidation (in accordance with ORC 3313.666). This policy applies to all activities in the District, on school property, school busses while en route to/from school, and those occurring or school sponsored event.

The harassment of other students or staff members is not permitted. Harassment, intimidation, and bullying means: any intentional written, verbal, non-verbal, electronic, or physical act including violence within a dating relationship that a student or group of students exhibits toward another student(s) more than once and the behavior both:

1. Causes mental or physical harm to the other student(s).
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (internet, email, cell phone, PDA, or wireless handheld device) that a student(s) exhibits towards a particular student more than once and the behavior causes mental and/or physical harm and/or creates an intimidating, threatening educational environment.

Any student(s) who believe that he/she is the victim of harassment, bullying/cyber bullying or intimidation or has observed such actions taken by another student or staff member should promptly report the situation to the principal or guidance counselor. Any anonymous complaints of bullying, cyber bullying, and intimidation can be made by going to the Vanlue School website and filing an anonymous complaint. All complaints shall be promptly investigated and if confirmed, may result in the appropriate course of action including recommendations for intervention and or disciplinary action. This may include up to expulsion for students. Every student is encouraged and every staff member is required to report any situation that they believe is aggressive behavior toward a student. Reports may be made to those identified above.

Retaliation or intentionally false reports against any person(s) who report, files a complaint, or otherwise participates in an investigation is prohibited. Such retaliation or falsification will be considered a serious violation and result in disciplinary action. This may include up to expulsion for students.

As stated, conduct constituting harassment may take different forms, including but not limited to the following:

1. Sexual Harassment: written or oral sex innuendos, comments, jokes, sexual propositions or threats to a fellow student or staff member. Placing or taking sexually suggestive pictures or graphics (includes cellular and cameras devices), gestures, sounds, or unwanted touching, contact attempts with student or staff member.
2. Gender, Ethnic, Religious, Disability, Height, Weight Harassment: written or oral innuendoes, jokes, insults, remarks concerning gender, origin, religion towards a student, placing objects, pictures or graphics (includes cellular and camera devices), or intimidating actions against a student or staff member.

In accordance with 3319.321 of the ORC and the Family Educational Rights and Privacy Act of 1974, 88Stat. 571, 20 USC1232q, as amended, allows custodial parents or guardians of any student involved in a prohibited incident be notified and have access to any written reports pertaining to the student. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board of Education's legal obligation to investigate, take appropriate action, and to conform with any discovery or disclose obligations.

### **---BUS PROCEDURES**

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students will:

1. Students are to wait at their *Designated Place of Safety* prior to the morning pick-up. Upon drop-off, students are to proceed to their *Designated Place of Safety* and wait for the bus to pull away **before** entering their residence.
2. When loading the bus, students are to wait for the driver to signal the appropriate time to approach the bus.
3. Sit in assigned seats (bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom);
4. Reach an assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;

5. Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
6. Per Ohio Revised Code 3301-83-08 (8) students are not permitted to eat (including gum and candy) or drink on the bus unless given a medical reason by a doctor.
7. Refrain from loud talking and laughing (unnecessary confusion diverts the driver's attention and might result in a serious action.
8. Keep head, arms and hands inside the bus at all times;
9. Be courteous to fellow students and to the bus driver; profanity or obscene gestures will not be tolerated;
10. Treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden);
11. Remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus.

Riding the bus is an extension of the school day and students are expected to follow the same behavior patterns as they would in the classroom. Bus rule violations will be administered following the Student Handbook Code of Conduct rules.

### **---TRIPS BY STUDENT GROUPS**

In general, commercial busses or school busses will be engaged to transport students to and from school sponsored activities in which students are participating. These busses will be under faculty supervision, direction, and control. Students belonging to a group being transported will ride in the assigned bus to and from the destination of the group. No exceptions will be made in this requirement without the specific approval of the teacher/coach/advisor and then only upon a request made by the parent of a student. For students to participate in a field trip, they must have an Annual Field Trip Permission Form completed, signed by the parent/guardian, and on file in the office. In addition, students failing to maintain proper attendance and/or grades may be denied participation in any field trip.

### **---PARKING REGULATIONS/SELF TRANSPORTATION**

Parking on school property is a privilege. Only cars with a completed application and permit are allowed to park on property in the front parking lot only. The parking application and permit needs to be obtained the first week of school. Applications can be found online or in the school office.

The following rules and regulations apply and failure to follow will result in discipline and loss of parking/driving privilege for the remainder of the school year:

1. The first 3 rows in the front lot are reserved for faculty and visitors only.
2. The back lot is for faculty only.
3. No loitering in the parking lots.
4. No reckless driving/speeding/peeling out/etc.
5. No unnecessary honking of horns.
6. Students shall be cautious when driving in the parking lot. The speed limit is 10mph.
7. Students shall display the parking tag on front mirror at all times. This must be visible.
8. Vanlue Local School does not assume liability for damage or stolen property.
9. Parking permit replacement is a \$5.00 charge.
10. Students shall not pull out in front of busses. Students must wait until all busses have left the parking lot. Violators will be reported to the office and repeat offenders will face discipline.
11. Excessive tardiness, truancy, skipping class, or other infractions are grounds for evoking driving/parking privilege.

### **---LOST AND FOUND**

Any articles lost should be reported to the office and any articles found should be turned in to the office. Reporting lost or found articles should be done as soon as possible in order that recovery might be made quickly. Lost and found items will be discarded or donated to a local non-profit organization at the end of each semester.

### **---VALUABLES**

Students should not 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 is not liable for any loss or damage to personal valuables.

### **---ASSEMBLIES**

Periodically throughout the school year assembly programs will be presented. Always remember those presenting programs are our guests. Be a courteous audience. If there is a reason for you to be excused from the program, contact the principal.

### **---DISASTER PROCEDURES**

#### ***FIRE***

A series of B-E-E-P-S will sound in the event of a fire. Students should follow the instructions posted and/or of the teacher in charge. Absolute order must be maintained. A quick, quiet dismissal is desired.

### **SAFETY DRILL**

Safety drills will be conducted each year. Teachers will provide specific instructions. Situations can include terrorist threats or an act of violence.

### **TORNADO/WIND/STORM**

Students should follow the directions of the teacher in charge. The signal of impending bad weather will be announced over the public address system and 2/3 air horn blasts. A prompt dismissal to the basement level to take safety positions is required.

### **---ASBESTOS**

Vanlue School is concerned for the safety of students and attempts to comply with all Federal and State laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the district Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the superintendent's office upon request.

### **---CAFETERIA/LUNCH**

Students may either purchase their lunch in the school cafeteria or carry their lunch to school; however, students are not permitted to have fast food orders brought into the school for them. Vanlue School has a closed lunch. No food is to be taken out of the cafeteria except when the student is required to attend a scheduled school activity arranged by a member of the staff.

Free and reduced lunch applications are sent home during the first week of school. Questions should be directed to the cafeteria manager.

***Charges are not allowed in the cafeteria.***

### **Cafeteria Rules**

The following cafeteria rules apply to students:

1. Students will eat in an orderly and respectful manner.
2. Upon completion of their meals, students will deposit trash in the nearest refuse container.
3. Students will then return to their original seat.
4. Students are responsible for the cleanliness of the area where they are seated.
5. Students will be dismissed by the tone and depart in an orderly fashion.
6. Students must receive a pass from the designated lunchroom supervisor before leaving the cafeteria area.

### **Consequences**

1. Warning;
2. Assigned seat at designated table;
3. Refer to principal and placed on discipline code

### **---EXTRACURRICULAR ELIGIBILITY**

General: The administration shall be responsible for athletic eligibility for athletes, cheerleaders, student trainers, and managers in their respective sport as outlined by the OHSAA.

1. Ohio High School Association rules in regards to scholarship:
  - A. In order to be eligible, a student in grades 9-12 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in subjects that earn a minimum of 5.0 credits, or the equivalent, per year toward graduation.
  - B. The eligibility or ineligibility of a student continues until the start of the next grading period at which time the immediately preceding grading period grades become applicable. EXCEPTION: When an interscholastic contest is played in the fall prior to the start of school, the first grading period is considered to have started in so far as this bylaw is concerned.
  - C. A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled.
  - D. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.
  - E. The eligibility of a transfer student must be established by school records or verification from sending school. The responsibility for establishing eligibility rests with the receiving school.
  - F. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
  - G. Tutoring or examinations to complete the preceding grading period requirements is permissible provided that privilege is accorded to every student and the inability to complete required work on time is due to illness or accident verified by a physician.
  - H. Any appeals regarding eligibility will be directed to an OHSAA Commissioner. Only they may waive the requirement of preceding grading period enrollment if a student has been withdrawn or removed from school because of circumstances due to personal accident, illness, or family hardship. The administration of the school

shall appeal in writing to the Commissioner. The appeal shall contain documentation with school and medical supporting evidence. The decision of the Commissioner may be appealed to the Board of Control.

### **---WORK PERMITS**

Ohio Revised Code requires that students age 16 or 17 obtain a work permit when working during the school year.

Students ages 14 or 15 are required to obtain a work permit for all employment, year round. An application for a permit may be secured from the office. Applicants must have a physical which will be given by the student's physician (athletic physicals on file with the school may be used) and a copy of their birth certificate. Any time a student changes employers, a new work permit must be obtained.

### **---PERSONAL COMMUNICATIVE DEVICES – POLICY 5136**

Students **must** use the office phone during the school day if an illness or emergency exists. Students may use personal cell phones **in the office** with permission.

There is no educational purpose to possess a cell phone during the school day; however, the administration understands the convenience of students using cell phones during non-school hours. With this being said, students may not possess a cell phone or any non-school issued personal communicative devices during the school day (8:00 AM – 2:46 PM). **If these devices are heard, observed, turned on or reported as being used, they will be confiscated and brought to the office.** The school is not responsible for lost or stolen items.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building Principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalation scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

#### **DISCIPLINARY PROCEDURES FOR PCD OFFENSES:**

On the first offense the student will receive a warning with a letter sent home. The personal communicative device will be held by the principal until the parent/guardian retrieves it.

On the second offense, the non-school communicative device will be held in the office until the parent/guardian retrieves it and a detention will be issued.

On the third and subsequent offenses, the device will be held in the office until the parent/guardian retrieves it and the student will receive up to 5 days suspensions at the Alternative Opportunity Center or OSS.

### **---1:1 LAPTOP INITIATIVE**

#### **Student Responsibilities**

Your provided laptop is an important learning tool to be used for educational purposes only. In order to use the device each day, you must be willing to accept the following responsibilities:

- When using my laptop at home, school, or anywhere else, I will follow the policies of Vanlue Local School and abide by all local, state and federal laws.
- I will treat my device with care by not dropping it, not letting it get wet, not leaving it outdoors, and not using it with food or drink nearby.
- I am responsible for providing a protective case that I will always use to transport the laptop safely.
- I will not use my laptop in the cafeteria during the lunch period.
- I will be responsible for paying one \$40 insurance cost for every year that I am enrolled in the 1-to-1 program.
- I will be responsible for any damage or loss, due to neglect or abuse, and pay a \$25 administrative cost in order for a replacement to be provided for the first occurrence. The replacement may take up to five weeks to be

provided. The second occurrence for any damage or loss, due to neglect or abuse will result in a \$50 replacement cost. The third occurrence for any damage or loss will be \$100 or price of the repair. Any additional occurrences for any damage or loss, due to neglect or abuse, will be charged the total cost of repair.

- I will be responsible for covering all costs for any lost and/or damaged power adapters.
- I will recharge the devices battery each night.
- I will bring my device to school every day.
- I will not place decorations (stickers, markers, etc.) on my device.
- I understand that my device is property of the Vanlue School District. All accounts, programs, and files are subject to inspection at any time without notice.
- I will not lend my device to anyone.
- I will keep all passwords assigned to me secure.
- I agree that e-mail or any other computer communication should be used only for appropriate, legitimate, and responsible communication.
- I agree not to share personal information about myself (full name, address, etc.) or about my family, friends or anyone else.
- I agree not to search for, download, display, post, or distribute vulgar, offensive material or images described in applicable district policies (Acceptable Use and Student Handbook).
- I will talk with my parent/guardian about their ground rules for going online when not at school.
- I agree to abide by all school rules that will identify device procedures when I am not in an academic class (assemblies, cafeteria, etc.).
- I will return the device when requested and upon my withdrawal or graduation from Vanlue School.
- I agree to lock my locker when storing my laptop in it. Locks are available in the guidance office.
- I agree to follow all of the rules in the student handbook when using my laptop.

### **Parent/Guardian Responsibilities**

The student named below is being issued a laptop to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer. In order for the student named below to take the device home each day, the parent/guardian must be willing to accept the following responsibilities:

- I will review materials provided by the school to ensure that I understand the school's responsibility, the students' responsibility, and my responsibility. We will discuss at home acceptable and unacceptable uses of the device according to district policies.
- I understand that the school district has made all reasonable attempts to provide a safe computing environment for students within the district's network. I also understand that the district cannot control student access to Internet content when students are not within the district's network. Students using their district assigned device are responsible and accountable for appropriate use of the Internet regardless of where they are, or when Internet access occurs.
- I will supervise the use of the device at home; making sure that it is used and stored appropriately.
- My child and I will be responsible for paying one \$40 insurance cost for every year that my child is enrolled in the 1-to-1 program at Vanlue School.
- My child and I will be responsible for any damage or loss, due to neglect or abuse, and pay a \$25 administrative cost in order for a replacement to be provided. The replacement may take up to five weeks to be provided. The second occurrence for any damage or loss, due to neglect or abuse will result in a \$50 administrative cost. Any additional occurrences for any damage or loss, due to neglect or abuse will result in being billed for the total cost of the laptop.
- I will monitor that the battery is being recharged each night.
- I agree to make sure the device when requested upon is returned to Vanlue School.
- If I wish to opt out of the program, I am responsible for filling out the "opt out" form before the first week of the school-year is complete.

### **Wireless and Internet Filtering Information**

While on campus, students will be required to use the wireless internet connection provided by Vanlue Local School. They may not connect to the internet in any other way. By connecting to Vanlue School's network, the user is agreeing to the district's network acceptable use policy. Once on the school district's wireless network, all users will have filtered internet access just as they would on any other district owned device. When the students are not on campus they will also have an internet filter (Securly) enabled on their district device. This will help to prevent inappropriate websites or materials to be viewed on these devices.

### **---STATE TESING SECURITY**

Rule 3301-13-05 of the Ohio Administrative Code establishes test security provisions for tests: All test questions and all other materials are considered secure and subject to the provisions of Sections 3319.151 and 3301.0710 of the Ohio Revised Code and Rule 33017-11, 33017-13-02, and 3301-13-05 of the Ohio Administrative Code. Revised Code prohibits the disclosure of test questions, paraphrases, facsimiles, or any other material that would assist a pupil taking statewide tests.

### **---SCHOOL EVENT SCHEDULING**

Any school organization or student who desires to place an event on the school calendar must check with the Principal so conflicts may be avoided. An Application for Use of Facilities form must be completed and approved by required parties before the event is permitted. This procedure **MUST** be followed without exception.

### **---VISITORS TO THE BUILDING**

Visitors, such as parents, student teachers, and others, who have an interest in education, are always welcome to visit Vanlue School. Immediately upon entering the building **all visitors must sign in at the office.**

Visitors such as friends or students from other schools are not permitted on school property during school hours. **This means that students are not allowed to bring guests.**

### **---MILLSTREAM CAREER & TECH CENTER**

Students participating in programs associated with the Findlay City Schools must comply with the rules and regulations of Vanlue School and Findlay City Schools. Vanlue Schools and Findlay City Schools have a cooperative relationship regarding student discipline.

### **---ONLINE AND CORRESPONDENCE COURSES**

Students will be allowed to enroll in online courses or correspondence courses only when making up previously failed courses. A maximum of 4 correspondence credits will be accepted towards graduation for make up work. Others may be accepted in the event of scheduling conflicts as approved by the principal and/or guidance counselor. No more than 1 correspondence credit will be accepted towards graduation from a subject area. Payment for any online or correspondence course taken by a student due to a previously failed course is the student's responsibility.

There is no limit to the credits that will be accepted towards graduation when done through summer school courses where attendance is required. All correspondence credit work final grades must be received by the guidance office by May 1 to be eligible to participate in graduation, unless approved by the principal and/or guidance counselor.

### **---COURSE FEES**

Students are required to pay fees in some courses. The fee money is used to pay for materials used by the students in those courses. Students having financial concerns should discuss the matter with their principal. Failure to pay fees or charges may result in the withholding of grades, progress book access, and credits. Payment arrangements can be made in the office.

### **---SCHEDULING AND ASSIGNMENTS**

#### Elementary Level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

#### Junior High/High School Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space.

Each spring students will determine their courses. These choices are considered to be binding upon the student following a verification of the courses selected. Schedule adjustments only will be made following the end of a school year to facilitate the "repeat" of a failed course. **SCHEDULE CHANGES WILL NOT BE MADE AFTER THE VERIFICATION PROCESS HAS BEEN COMPLETED.**

### **---TEXTBOOKS**

Textbooks are furnished by the Board of Education for the student's use. The student is permitted to use these textbooks free of charge provided the books are in the same condition (less ordinary wear) at the end of the school year as they were

when issued. Each student will be held strictly responsible for any damage or undue wear inflicted upon the book while in his/her possession. **The Board of Education cannot be responsible for lost or stolen textbooks.** Books are distributed by the course teacher at the beginning of school. Each student should place his or her name on the book label immediately when it is assigned. Charges for damages or the misuse of textbooks will be assessed to the student responsible. All books are turned in to the course teacher at the end of the school year. Any student not returning a book will be charged the replacement cost of the book. Failure to pay fees or charges may result in the withholding of grades, progress book access, and credits. Payment arrangements can be made in the office.

#### BOOK FINE GUIDE

Broken Covers.....	\$3.00
Missing Pages (per page).....	\$1.50
Frayed Corners.....	\$.75
Excessive Damage.....	Replacement Cost
Loose/broken Back.....	\$1.50
Water Damage.....	Replacement Cost
Torn Page (per page).....	\$.15
Lost/Stolen Book.....	Replacement Cost

#### ---EIGHTEEN YEAR OLD STUDENTS

Eighteen year old students must comply with the rules and regulations of Vanlue School.

#### ---FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT-(FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

#### ---LOCKERS

All students will be assigned a hall locker and are responsible for seeing that it is cared for properly. Students must use the locker assigned to them. Students are not to make any permanent markings or place materials on locker which cannot be removed completely from their lockers. The lockers remain the property of the school and the school reserves the right to inspect lockers and any contents of the lockers, and to remove anything contrary to school rules or detrimental to the school, with disciplinary action taken as necessary

The school does not assume responsibility for articles taken from the locker (hall or gym). Items that are not school related should be left at home. Locks are available in the guidance office.

All coats and backpacks must be placed inside student lockers during the school day. Locker doors must be closed during school hours.

#### ---SEARCH AND SEIZURE (ORC 3313.20)

The following rules shall apply to the search of school property assigned to a specific student and to the seizure of items in the student’s possession, including their locker or vehicle:

##### School Property

1. General searches of school property may be conducted at any time by school authorities when there are reasonable grounds to believe the welfare and/or safety of a student, the student body, or the school community maybe in jeopardy or compromised.
2. When it appears reasonably necessary to prevent immediate harm, either to a student himself or to others, a student, like any other citizen, may be questioned or searched. Any search of a person shall be done in private.



3. There shall be reasonable cause for school authorities to believe that possession of certain items constitutes a rule violation or a crime.
4. Lockers are the property of the Board of Education and students are assigned lockers for storage of items. The school retains the right to check lockers, and students should have no expectation of privacy.
5. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities and the student and parents involved shall be notified of disciplinary action taken.
6. Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.

#### **Non-School Property**

Efforts will be made to have the student or parent present before searching non-school property. Students are not to bring radios, iPod's, pagers, cameras, or any electronic devices to school. These items, if not used for educational purposes, are subject to confiscation and search.

Backpacks, duffle bags, and similar devices will not be permitted in the classroom without the expressed permission of the building principal. Physical education classes will be an exception to this rule.

#### **---HALLWAY BEHAVIOR**

While students are under the direct supervision of individual teachers in the classroom, they are supervised by all personnel in the hallways. Students turned in to the principal for improper hallway behavior including, but not limited to, pushing, running, improper language, yelling, public displays of affection or otherwise being disruptive are subject to disciplinary action.

#### **---HALLWAY PASSES**

Students are required to have the Planner with them or a written pass at all times. Students are required to have a properly completed; teacher assigned Hallway Pass to be in the halls or in a non-scheduled area during class time. Students in the halls without a pass are subject to an Administrative Detention for first offenses.

#### **---GRADE CARDS**

Grades, 6-12, operate on a nine weeks grading period. Report cards will indicate the letter grade assigned by the teacher.

When parents have questions or concerns regarding any grades received, they should contact the appropriate teacher. It is a goal of the school that each student earns the highest grades possible, and parental involvement in achieving this goal is appreciated.

All 6-12 report cards will be viewed online. Grades can be viewed via "Progressbook" from [vanlueschool.org](http://vanlueschool.org). **There will be no paper grade cards printed.**

#### Grading Scale

92-100 A  
82-91 B  
72-81 C  
62-71 D  
Below 61 F

#### **---GRADUATION REQUIREMENTS**

Please refer to the Vanlue Course Description Booklet for all graduation requirements. It is the student's responsibility to maintain contact with his or her counselor to ensure that his/her graduation requirements are being met.

#### **---INTERIM REPORTS**

Student academic progress reports are sent in the middle of the grading period to parents of students who are not doing satisfactory work. This does not mean that a student is failing but indicates there are some areas that need special attention. Teachers are requested to send these reports at any time that a problem should arise. These reports may also be sent to parents of students that have improved in their class work and those who consistently do well.

#### **---SERVICE LEARNING PROJECTS**

All students will be required to participate in service learning projects on the final two days of school (Senior projects will take place prior to graduation.). Service learning is an integral step in helping students make connections between school and real life. Service projects will be chosen and planned by student groups in conjunction with teacher leaders during the school year. Academic grades will be given for participation.

Students not in attendance will be required to have pre-approval by the Principal. Proof of school approved community service hours (8) must be submitted to the Principal by the last day of school or a student will be considered truant and subject to disciplinary procedures.

School-approved community service hours may not be in conjunction with hours required for student groups. Example: Student Council and National/Junior Honor Society members cannot use hours obtained for events for this project.

### ---WITHHELD GRADE CARDS

Each student will have access via Progressbook to their report card unless financial or other obligations are owed the school. In that case, report cards will be inaccessible.

### ---CONFERENCES

Formal Parent-Teacher Conferences are scheduled twice during the school year. Conferences are also encouraged at other times of the year when necessary. An appointment is required prior to your visitation. Upon entering the building, you must sign in at the office for conferences scheduled outside of the all-school scheduled conferences.

### ---HONOR ROLL

Honor roll will be published after each grading period. This is to recognize students in grades 6 through 12 who have earned a minimum of all B's in their academic courses. The balance of a C with an A is not permitted.

### ---ACADEMIC AWARDS PROGRAM

Students in grades 6-12 who attain high academic success are extended a special invitation to attend an Academic Awards Program at the end of the school year. Scholarships, local awards, and high school achievements will be awarded at this program.

### ---NATIONAL HONOR SOCIETY

A student must have a 3.20 cumulative scholastic average for scholastic eligibility for the Hancock County Chapter (4 semesters). A five-member faculty council for leadership, service and character then screens juniors and/or seniors who meet this scholastic eligibility. Students who are approved by the faculty council will be inducted into the Hancock County Chapter.

### ---NATIONAL JUNIOR HONOR SOCIETY

A student must have a 3.50 cumulative scholastic average from their 7<sup>th</sup> and/or 8<sup>th</sup> grade years for scholastic eligibility for the Hancock County Chapter. A five-member faculty council for leadership, service and character then screens 8<sup>TH</sup> and 9<sup>TH</sup> graders who meet this scholastic eligibility. Students who are approved by the faculty council will be inducted into the Hancock County Chapter.

### ---ACADEMIC HONESTY

Academic standards are seriously undermined by cheating, plagiarism, and unauthorized copying of class work. Plagiarism and unauthorized copying of class work are considered cheating. Any type of cheating, or the strong suspicion of cheating, will result in discipline according to the steps below. In regards to plagiarism, the school reserves the right to use electronic services (i.e. Internet services) to evaluate student(s) work. **Offenses do not need to occur in the same course or with the same teacher to move on to the next consequence.**

Plagiarism is defined as "the act of taking the words of another person and using them as one's own." Examples of plagiarism include but are not limited to:

- Copying and pasting anything from another person's work.
- Paraphrasing the information without giving credit to the proper source.
- Copying a form or pattern (such as poetry).
- Neglecting to add quotation marks to a direct quote (even if an in-text citation is included).
- Not listing information on the Works Cited Page or neglecting to include a Works Cited Page.

Resources to use for proper citing:

- OWL at Purdue University website.
- Teacher/Instructor.

### Consequences

First Offense:

- The student will receive no credit on the assignment/test.
- The teacher will confer with the student and notify the parent of the incident and its consequences (detention up to an hour).
- A referral will be sent to the Principal.

Second Offense:

As listed in the first offense and one or more of the following:

- A conference will be scheduled with Principal, Parent, Teacher, and Student.
- The quarter grade will be lowered by one full letter grade.
- The student will be placed in an alternate academic placement (1 to 5 days).

Third Offense:

As listed in the first and second offenses and one or more of the following:

- A conference will be scheduled with Principal, Parent, Teacher, and Student.
- The student will be dropped from the course with a grade of "F."
- The student will be placed in an alternate academic placement (1 to 5 days).

### --- DRESS CODE

The attire and grooming of students attending Vanlue School shall be such that it insures the health, welfare, and safety of the student body and enhance the positive image of our students and school. Any form of dress or grooming that detracts or disrupts the expected orderly educational process is unacceptable. The following are in this category:

- Garments with words, designs, or patches that are obscene, disrespectful, or suggestive. Those which refer to sex, alcohol, tobacco, or drugs (including advertisements of alcohol, tobacco, or drugs) are also included in this category.
- Clothing that is dirty, ripped, excessively frayed, or altered to promote a sloppy look.
- Clothing that is tight fitting such as spandex or tights shall not be worn as outer clothing.
- Clothing that exposes the midriff, cleavage, and/or backless attire. Shirts must reach to the top of pants/skirts, etc. while in a seated position. Shirts/tops should be worn so that no cleavage is visible.
- Clothing normally worn as outer clothing (jackets and/or coats) is unacceptable attire for classrooms. Exceptions to this policy can be made by the classroom teacher and/or Principal.
- Hats, head coverings, and sunglasses are unacceptable attire in the building.
- Sleepwear/pajamas or slippers are unacceptable attire in the building.
- Clothing shall be hemmed and mended, free of large holes, slashes and tears.
- Tank tops, racer back cut, or other shirts not complying with school dress code may be worn only under shirts that do comply with the dress code. **Shirts containing less than a two (2) inch band from collar to shoulder will be considered unacceptable.**
- **All shorts, skirts, dresses, etc. shall be at least mid-thigh length or longer (fingertip length).** Shorts, skirts, dresses, etc. that are "slit" above mid-thigh are also unacceptable. **Mid-thigh length is defined as the midpoint of the area from the top of the inseam to the top of the knee.**
- Spirit Day attire is restricted to the designated theme.

**Final decisions regarding appropriate dress will be under the jurisdiction of the building principal.** If a student's attire is deemed inappropriate the following procedure will occur:

1. Student will be sent to the office.
2. Student will be asked to alter his/her attire, if possible to meet the Dress Code (first offense).  
If Dress Code standards cannot be met, then:
3. Student will be given the opportunity to change into attire that meets the Dress Code. (Time away from class will be unexcused.) and/or
4. Student will be given the opportunity to call someone to bring acceptable attire. (Time away from class will be unexcused.) and/or
5. Student will remain in the office until he/she meets the Dress Code. (Time away from class will be unexcused.)

### ---STUDENT DISCIPLINE CODE

A school cannot reasonably and efficiently operate without reasonable rules and responsible students. It is the student's responsibility to exercise self-discipline and to accept responsibility for his/her actions.

This discipline code applies to all Vanlue Local School property, the property of employees of Vanlue Local School and related activities both as school and away from school.

This code does not define all types of aspects of student behavior. Any conduct which causes an interference with any school function, activity or purpose, or that which interferes with the health, safety or well-being or the rights of other students or with the staff is prohibited and may result in disciplinary action as outlined within this code.

Violation of any one or more of the following rules of conduct may result in disciplinary action. What will specifically happen to a violator will depend on the violator himself/herself and the severity of the offense. Therefore, Vanlue School is not limited to specific or set disciplinary actions.

Procedure – When a pupil allegedly breaks any school rule and is referred to the Principal the Principal will:

- A. Discuss the discipline problem with the referring teachers
- B. Discuss the discipline notice with the pupil and/or other involved.
- C. Check the pupil's disciplinary records.
- D. Apply the appropriate penalty.
- E. Communicate to involve parents.
- F. Communicate to the teacher concerning actions taken with the student.

The following constitutes a list of possible disciplinary actions; however, it is not necessarily all-inclusive. They are set forth in degree of severity.

1. Warned and advised
2. Teacher assigned detention
3. Parent notification
4. Conference with parents
5. Administrative detention
6. Referral to helping agency
7. Suspension from a specific class
8. Withdrawal from a specific class with no credit

9. Saturday School Detention
10. Suspension/Alternative Academic Placement
11. Out-of-school Suspension (one to ten days)
12. Referral to juvenile court
13. Expulsion from school

Due process will be afforded to students who are given discipline in accordance with items 11, 12, and 13.

**A. Disruption of School**

A student shall not, by use of violence, force, coercion, threat, harassment, disrespect, insubordination, horseplay, or lack of cooperation, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities. (Detention to expulsion)

**B. Damage to/Loss of School Property**

A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment or materials. A student shall be responsible for any loss of school property placed in his/her care. (Alternate Academic Placement to expulsion and payment for repair/replacement)

**C. Damage to Private Property (Including Arson)**

A student shall not cause, incite, or attempt to cause damage to private property on school premises or at any school activity, on or off school grounds. (Detention to expulsion and payment for repair/replacement) Purposely destroying a building by fire is a felony.

**D. Assault and/or Hazing**

A student shall not cause mental or physical harm, or behave in such a manner which could threaten to cause physical injury to school staff, other students, or other persons, while under the jurisdiction of the school. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. This includes bullying and/or cyber-bullying. (Detention to expulsion)

**E. Dangerous Weapons and Instruments/Explosives**

A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence. This includes firecrackers, smoke bombs, knives, lighters, firearms, and objects such as padlocks, pens, pencils, laser pointers, etc. (Alternate Academic Placement to expulsion)

**F. Use/Possession of Tobacco**

A student shall not use or possess tobacco or look-alike substance, in any form – including, but not limited to snuff, chewing tobacco, vaping, e-cigarettes, or cigarette(s) – within the school building, on school property, or at school events. (Alternate Academic Placement to expulsion)

**G. Narcotics, Alcoholic Beverages, Stimulant Drugs, and Inhalants**

A student shall not possess, sell, transmit, use or have used, any narcotic drug, hallucinogenic drugs, betel nuts, amphetamine, barbiturate, marijuana, caffeine pill, stimulants, alcoholic beverage, drug paraphernalia, inhalants, or any other mind altering substance within any school building, on school property, or while participating in/or attending school or school sponsored activities. A student shall not use, possess, distribute, sell, or package counterfeit drugs (look-alikes).

A counterfeit controlled substance is defined as:

1. Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark without authorization of the owner.
2. Any substance that is represented as a controlled substance.
3. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance. (Alternate Academic Placement to expulsion)
4. Students selling/trafficking any items mentioned in Section G (above) are subject to expulsion.

A student shall not possess, distribute, sell, give away or package prescription drugs, over the counter drugs, or health care supplements without proper medical forms completed and on file in the office.

**H. Theft/Unauthorized Possession (Extortion)**

A student shall not take, or attempt to take into possession the public property/equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. (Alternate Academic Placement to expulsion)

**I. Fighting**

A student shall not initiate or participate in any form of physical confrontation. If it can be clearly established that a student in a fight was merely defending himself/herself, he/she will receive a lesser penalty or no penalty, depending on the circumstances. (Alternate Academic Placement to expulsion)

**J. Frightening, Degrading, or Disgraceful Acts, Speech Against Diversity, Harassment**

No student shall engage in any act which frightens, degrades, harasses or tends to bully, frighten, degrade, harass or disgrace a teacher, students, or other persons by written, verbal, or gestural means. (Detention to expulsion)

**K. Insubordination**

A student shall not disregard or refuse to obey reasonable directions or discipline given by school personnel. (Detention to expulsion)

**L. School Transportation**

All students shall cooperate with bus drivers and comply with basic safety regulations. (Loss of bus privileges, and possible detention to Alternate Academic Placement)

**M. Dress, Appearance, & Public Display of Affection**

A student shall not dress or behave in such a manner which calls attention to him/her, causes a disruption or presents a safety or health problem. (Detention to Alternate Academic Placement)

**N. Truancy**

See truancy policy, Page 4.

**O. Excessive Absences and/or Tardiness**

A student shall not be excessively absent or excessively tardy. Attendance laws require students to be in school all day or have legitimate excuses. (Attendance policy applies and detention to referral to court.)

**P. Repeated Violations of Directions, Policies, Rules, etc.**

A student shall not repeatedly fail to comply with directions, policies, rules, etc. of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school personnel, during any period of time when the student is properly under the authority of such school personnel. (Detention to expulsion)

**Q. Falsification (altered or forged)**

A student shall not alter, forge, or transform any school related document, note requiring a parent/guardian signature, student pass, or absences excuse. (Detention to expulsion)

**R. Cheating/Plagiarism**

It is expected that all students will be honest on all tests, assignments, etc. and no student will engage in the conduct of cheating or plagiarism.. Student work must be their own and any form of cheating or plagiarism is prohibited. Cheating/plagiarism may result in loss of credit and disciplinary actions. (See Academic Honesty and detention to expulsion)

**S. Leaving School Grounds**

During school hours a student shall not leave the school building or school grounds without permission from the office. This includes leaving the building without signing out on the proper form located in the office. (Alternate Academic Placement)

**T. Offensive Language and Obscene Gestures**

A student shall not use offensive language and/or obscene gestures toward school staff, students or other persons. Offensive language and obscene gestures are defined as language or gestures commonly and customarily considered by a reasonable person in a school setting to be profane, vulgar, or disrespectful. (Detention to Alternate Academic Placement)

**U. Improper or Inappropriate Use of Computers or Technology**

Computer use at Vanlue School is encouraged and made available to students for educational purposes. Students must realize that the use of district technology is a privilege, and observe the guidelines established for computer and technology use. Improper/Inappropriate use will result in disciplinary action. The list of Improper/Inappropriate actions addressed in the Student Handbook section entitled, "**Computer Technology and Networks Administrative Guidelines**" is intended to make clear certain uses which are not consistent with school policy, not to exhaustively enumerate all such possible uses.

**V. Bomb Threats, and other False Alarms and Reports**

Making a bomb threat (i.e. intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are

responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action. (Expulsion)

**W. Knowledge of Dangerous Weapons or Threats of Violence**

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

**X. Verbally Threatening (Either Orally, In Writing, or Otherwise Expressed) a Staff Member/Student/Person Associated with the District**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited. (Detention to expulsion)

**Y. Misconduct against a School Official or Employee, or the Property of Such a Person, Regardless of Where it Occurs.**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property. (Detention to expulsion)

**Z. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal or superintendent.

**---EMERGENCY REMOVAL**

If a pupil's presence poses continuing danger to persons or property or an ongoing threat of disrupting the academic process either within the classroom or elsewhere on school premises, the Superintendent or Principal is authorized to remove a pupil from curricular or extracurricular activities or from the school premises entirely. A teacher may remove a pupil from the curricular or extracurricular activities under his/her supervision.

**---EJECTION OF A STUDENT FAN**

If a student fan is ejected from either a home or away athletic contest, he/she will not be permitted to attend any Vanlue athletic contest for the next two contests. If it should happen at the last contest of the season, the penalty will be carried out for the next sport season.

**---DUE PROCESS**

**Student Suspension/Alternate Academic Placement Due Process (in accordance with ORC Section 3313.66, 3313.20, 3313.661)**

The Superintendent or the Principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The superintendent may apply any or all of the period of suspension to the following year.

Guidelines listed below are followed for all suspensions:

1. Student is informed in writing of the potential suspension and the reasons for the proposed action.
2. Student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within 1 school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
  - A. Superintendent
  - B. Treasurer
  - C. Student's School/Permanent Record

Due Process

If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the

Principal, Assistant Principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

#### Appeal Process

The pupil (18 years or older), parent, guardian or legal custodian may file an appeal of the administrative decision to suspend a pupil to the Superintendent by filing a notice of appeal in writing with the Superintendent within 3 calendar days of the formal written notice of the suspension to the parent, guardian, or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension.

#### **Student Expulsion Due Process (in accordance with ORC Section 3313.66, 3313.20, 3313.661)**

The behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The superintendent may apply any remaining part or all of the period of the expulsion to the following year.

Guidelines listed below are followed for all expulsions:

1. The student and parent(s) is given written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent(s) or representative has the opportunity to appear on request before the Superintendent/ Designee to challenge the action or to explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than 3 days or more than 5 days after the notice is given.
3. Within 1 school day of the expulsion, the Superintendent shall notify the parent(s) of the student, the notice shall include reasons for the expulsion, right of the student or parent(s) to appeal to the Board, the right to be represented at the appeal and the right that the hearing be held in executive session.

#### Appeal to the Board

A student (18 years or older) or a student's parent(s) may appeal the expulsion by the Superintendent to the Board within 14 calendar days of the formal written notice of expulsion. Failure to timely file an appeal in this manner waives any right to appeal the expulsion.

The student or student's parent(s) may be represented in all such appeal proceedings and are granted a hearing before the Board. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). The student may be excluded from the school during the appeal process.)

#### **Students Subject to Emergency Removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal

#### **Students Subject to Permanent Exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

#### **Students Subject to Suspension from Bus Riding/Transportation Privileges:**

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 – Suspension of Bus Riding/Transportation Privileges.

#### **---STUDENTS WITH DISABILITIES**

The American with Disabilities Act and Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability. In accordance with state and federal mandates, the District seeks out, assesses, and appropriately services students with disabilities.

A student can access special education and related services through the proper evaluation procedures. Please contact the intervention specialist(s) at 419-387-7724 to inquire about evaluation procedures, programs, and services.

#### **---PUBLICATION OF STUDENT IMAGES**

Student images may appear in school publications. If parents wish that their child's image not be used in this manner, please make a request to the building principal in writing.

#### **---PUBLICATIONS**

Publications such as the student newsletter and yearbook are connected to the overall school program and are subject to editorial control by school administration.

#### **---COMPUTER TECHNOLOGY AND NETWORKS ADMINISTRATIVE GUIDELINES**

Use of the Internet and other network resources is a privilege, not a right. Vanlue Local School's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in cancellation of this privilege.

Computer and Network use at Vanlue School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware, software, and data. The school also reserves the right to inspect, copy, and/or delete any files and records created or stored on school owned computers.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the Teaching Staff, the Technology Coordinator, and/or Administrators.

1. Students will use the equipment with respect to the proper care and function of the equipment. Any student found to be intentionally damaging any technology or media equipment (hardware or software) may be responsible for replacing the original cost of the equipment.
2. Files stored on school computers are restricted to school related assignments only. Students may not store executable programs on any school computers.
3. The use of Technology should be for educational purposes only. There will be no access to home email accounts, games, or surfing, except for research purposes.
4. Students shall not transmit threatening, obscene, harassing, defamatory, lewd, vulgar, profane, sexually explicit, any form of cyberbullying, or otherwise unacceptable materials or language.
5. Students shall not install, damage, or alter any hardware or software, or knowingly introduce a computer virus to any school system device.
6. Network password security is the responsibility of the student. Students shall not use or alter another person's password, files or directories. Students shall not copy, alter, or delete any files that they themselves have not created.
7. Flash drive use is permitted on an as needed basis, but the flash drive may not contain any files that are not school related. If it does, the flash drive may be confiscated.
8. Use of all telecommunications is restricted to school related projects and must be supervised by school personnel.
9. No student shall attempt to, or establish computer contact into a school district restricted network, or any other unauthorized files or records.
10. Excessive use of bandwidth is prohibited. Streaming of video or audio is permitted only when assigned by a teacher
11. All student files must be saved to the student's Google Drive. Failure to do so will result in total loss of all data, and any saved work.
12. Student email access will only be used for communication and collaboration on projects and activities that are in direct correlation with school. No personal usage.

**Penalties:** The Teacher and/or Technology Coordinator will recommend the penalty to the Principal upon which the Principal will hand out the penalty.

The following consequences are contingent on the extent of the breach of the acceptable use policy and a much stricter penalty may be incurred, as well as criminal charges could be filed.

**Step 1: Written warning.**

**Step 2: Student may not take computer home for three (3) weeks.**

**Step 3: Students may not take home computer for remainder of the semester.**

**Step 4: Student will lose computer privileges for the remainder of the school year.**

Students receiving the loss of privileges penalty will have their passwords changed and have their user account disabled for the duration of the penalty.

Teachers may request reinstatement of lost privileges for a student for the purpose of completion of required assignments. A student under this provision must be supervised at all times.

Notification to parents/guardians will be sent at any penalty level.