

2009 - 2010 SCHOOL CALENDAR

FIRST SEMESTER

August 21	Freshman Orientation
August 25	Teacher Work Day
August 26	First Day of School
September 7	No school – Labor Day
August 31	Open House
October 1	Interim Progress Reports mailed
October 15	Parent/Teacher Conferences
October 16	No school – Teacher In-Service Day
October 26 - 30	Grades 11 – 12: Ohio Graduation Test
October 30	End of 1 st Grading Period
November 25-27	No school – Thanksgiving Break
December 4	Interim Progress Reports mailed
December 18	Last Day of School before Winter Break
January 5	School Resumes
January 14	Last Day of First Semester
January 15	No school – Records Day
January 18	No school – Martin Luther King, Jr. Day

SECOND SEMESTER

January 26	Open House
February 11	Interim Progress Reports mailed
February 15	No school – Presidents' Day
February 18	Parent/Teacher Conferences
February 19	No School
March 15 - 19	Grades 10 – 12: Ohio Graduation Tests
March 26	End of 3 rd Grading Period
March 26	Last Day of School before Spring Break
April 6	School Resumes
May 7	Interim Progress Reports mailed
May 28	Senior Final Exam Day
May 28	Last Day for Seniors
May 31	No school – Memorial Day
June 3	Last Day of School
June 4	Records Day
June 6	Commencement

2009 - 2010 TESTING CALENDAR

Ohio Graduation Test (OGT)

October 26 – 30, 2009 Fall Administration (Grades 11 – 12)
March 15 – 19, 2010 Spring Administrations (Grades 10 – 12)

PLAN Test

October 7 Pre-ACT test (Grade 10)

PSAT Test

October 14 Pre-SAT Reasoning Test (Grades 10 – 11)
National Merit Scholarship Qualifying Test

ACT (Grades 11 – 12) www.actstudent.org

<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Fee</u>
October 24, 2009	September 18	Sept. 19 – Oct. 2
December 12, 2009	November 6	Nov. 7 – 20
February 6, 2010	January 5	Jan. 6 – 15
April 10, 2010	March 5	Mar. 6 - 19
June 12, 2010	May 7	May 8 – 21

SAT Reasoning (Grades 11 – 12) www.collegeboard.com

<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Fee</u>
October 10, 2009	September 9	September 23
November 7, 2009	October 1	October 15
December 5, 2009	October 30	November 12
January 23, 2010	December 15	December 30
March 13, 2010	February 4	February 18
May 1, 2010	March 25	April 8
June 5, 2010	April 29	May 13

Advanced Placement Exams (AP)

May 3 – 7, 2010
May 10 – 14, 2010

Daily Time Schedule

Warning Bell	7:35
Block 1A	7:40 - 8:24
Block 1B	8:26 - 9:10
Block 2	9:15 - 10:48
Block 3	10:53 - 12:55
Lunch A	10:48 - 11:18
Lunch B	11:38 - 12:08
Lunch C	12:25 - 12:55
Block 4A	1:00 - 1:44
Block 4B	1:46 - 2:30

Early Release Schedule

Warning Bell	7:35
Block 1A	7:40 - 8:11
Block 1B	8:13 - 8:45
Block 2	8:50 - 10:00
Block 3	10:04 - 11:47
Lunch A	10:00 - 10:30
Lunch B	10:38 - 11:08
Lunch C	11:17 - 11:47
Block 4A	11:52 - 12:25
Block 4B	12:27 - 1:00

T.A.G. Schedule

Warning Bell	7:35
Block 1A	7:40 - 8:19
Block 1B	8:21 - 9:01
T.A.G.	9:07 - 9:37
Block 2	9:42 - 11:07
Block 3	11:07 - 1:03
Lunch A	11:07 - 11:37
Lunch B	11:51 - 12:21
Lunch C	12:33 - 1:03
Block 4A	1:08 - 1:48
Block 4B	1:50 - 2:30

Two-Hour Delay Schedule

Warning Bell	9:35
Block 1A	9:40 - 10:09
Block 1B	10:11 - 10:40
Block 2	10:45 - 11:40
Block 3	11:45 - 1:25
Lunch A	11:45 - 12:10
Lunch B	12:18 - 12:48
Lunch C	12:55 - 1:25
Block 4A	1:30 - 2:00
Block 4B	2:02 - 2:30

Changes may be made in the daily time schedule for such things as assemblies, testing, teachers' meetings, calamities, or other special activities.

SECTION I: ATTENDANCE POLICY

Regular attendance in all scheduled classes and study halls is a basic responsibility of all students attending Vermilion High School. Students must be on time and in class regularly in order to learn and be successful in classes.

Attendance Procedures:

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session.

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. Senate Bill 181, the "truancy bill", prescribes punishments for both students and parents when a student is deemed a "habitual" or "chronic" truant by the courts. Habitual truancy is defined as any unexcused* absence "five or more consecutive days, seven or more days in a school month or twelve or more days in a school year". Chronic truancy is defined as "seven or more consecutive school days, ten or more days in a school month or fifteen or more school days in a school year". Vermilion High School is obligated by law to report such cases to local officials and a hearing may be scheduled at the Vermilion Municipal Court. Students who are found to be chronically truant will be referred to court on truancy charges. Any student absent from school without authorization, even one day, may be charged with truancy and is subject to discipline under the guidelines of the student code of conduct.

*In order for an absence to be counted as "excused", a medical note from the doctor or a legal note from the court must be provided.

New Policy For Release During The School Day

Beginning with this school year, in order for a student to be released during the day for an appointment, the parent must have their student bring in a handwritten, dated and signed note to the office that morning. Students will not be permitted to call home regarding appointments.

Phone calls regarding appointments from parents will only be honored in emergency situations. The parent or another authorized person will then be required to come into the building and present an ID before the student will be released. If the authorized person cannot physically come into the building, a fax will be required to release the student.

Authorized Absence:

Students absent from school must provide authorization from their parent to prevent the absence from counting as truancy. The following conditions constitute reason for an authorized absence from school. Any unauthorized absence will be recorded as truancy. A written note from the parent is required to authorize these absences.

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative who is not in the immediate family
5. Work at home due to absence of parents or guardians
6. Observance of a religious holiday

Parents are requested to phone the school before 8:00 a.m. to report their child's absence. If a call is not received, the school will attempt to contact the parent. If a parent/guardian is not reached, the absence will be recorded as "*truant*" until written documentation is received. It is the student's responsibility to provide written documentation of the above absences within three (3) days of the absence.

Truancy - unauthorized absence or leaving the building without permission.

- a. The first offense will result in one (1) Friday school.
- b. The second offense will result in two (2) days of Friday school and a parent conference.
- c. Any further offense may result in immediate and severe disciplinary action that may include out-of-school suspension, court referral and/or a recommendation for expulsion.

Off - Schedule - unauthorized absence from a class.

- a. The first offense will result in one (1) day of ISR.
- b. The second offense will result in two (2) days of ISR and a parent conference in addition to ISR.
- c. Any further offense may result in ISR school and immediate and severe disciplinary action that may include out-of-school suspension, court referral and/or a recommendation for expulsion.

Hall Passes:

All students must have their **agenda handbook** with them in the halls. The agenda must be signed by the teacher or an administrator to be in the halls during class time. The bell schedule has been designed to allow adequate time for most students to use the restroom and stop at their locker between classes. Students that have excessive requests for hall passes or that have discipline problems may be denied this privilege. In the event of an emergency, students on Hall Pass Restriction may obtain a written pass to the office only from their teacher or administration.

Prearranged Absence:

Absences that are planned ahead require a "Prearranged Absence Form". The form may be obtained from the Attendance Office. This form must be completed and returned at least one (1) day prior to the absence. The form will only be accepted if it contains the signatures of all teachers, the student's counselor, an administrator, and a parent or guardian. A family vacation is considered an authorized pre-arranged absence. Prearranged absences count against the six (6) day total allowed each semester for credit. All assigned work must be turned in upon the student's return to class to receive credit.

Prearranged absences with proper documentation that do not count against the six (6) day limit each semester are:

1. College visits
2. School-approved activities (student provides transportation)
3. Field trips (school provides transportation)
4. Legal appointments and prearranged doctors' appointments

Prolonged Absence:

If a student is unable to attend school for more than 5 days, parents should arrange to meet with their child's counselor. If the absence is to be more than two school days, parents may contact the Attendance Office to request homework assignments from teachers. Parents can pick up the work the following school day between 2:45 and 3:15. It is the responsibility of the student or parent to pick up assignments in the Attendance Office.

Makeup Work:

The student is responsible for making arrangements with his/her teachers for makeup work due to absence from school. The students will have one day for each day of absence to complete makeup work. The teacher at his/her discretion may extend this. Previously assigned projects will still be due on established dates.

Loss of Credit due to Poor Attendance:

Students accumulating six (6) or more days of classroom absence per semester will lose credit for that class. If a student misses more than half of a class, he/she will lose credit for the class period. Days missed for court-ordered appearances, doctor's visits, bereavement (within the immediate family), field trips and school-sponsored activities will **not** count toward the six (6) day limit. **Out-of-school suspensions will count toward the six (6) day limit.** When a student exceeds six (6) days of absence during a semester, no credit will be granted for courses taken during that semester. A student may make up the credit by first attending a "Friday school", or time as assigned by the administration. A student must attend one day of Friday school (or its equivalent) for each half-day absence in excess of six (6) days. One Friday school appointment per semester can be rescheduled at the discretion of an administrator, but the request must be made by a parent and must occur 24 hours prior to the assigned Friday school day. The consequence for failing to serve the assigned Friday school for make-up credit is a one day out of school suspension.

Driver's License Revocation Bill (HB 204) requires the Bureau of Motor Vehicles to revoke the driver's license of any student who drops out of school. Dropouts may receive licenses once they reach the age of 18, return to school or receive a GED certificate. House Bill 204 also allows the denial or revocation of a student's driver's license in two other situations:

1. Nonattendance or habitual absence.
2. Students expelled or suspended from school for use or possession of alcohol or drugs at the discretion of the superintendent.

Tardiness:

If a student is tardy to school, he/she must report to the Attendance Office for an admit slip. A student who arrives at school more than thirty (30) minutes late will also be counted as one-half day (1/2) absent. Students who arrive after 11:10 a.m. will be counted as a whole day (1) absent.

Any student who arrives more than thirty minutes after the start of the school day will be ineligible to participate in any/all extracurricular activities on that day. This includes practices as well as contests, performances, and all other curricular and/or extracurricular activities.

The administration of Vermilion High School realizes that students may have a morning emergency. Therefore, every student's first two tardies (of each semester) will not be subject to discipline.

- 3rd tardy: One (1) detention
- 4th tardy: Three (3) detentions
- 5th tardy: One (1) Friday school
- 6th tardy: Friday school and Court referral

Beginning with the seventh tardy, each additional tardy will result in a Friday School. Students failing to serve detentions will be assigned a Friday school. Students failing to serve an assigned Friday school will be given a one-day out-of-school suspension. Excessive tardiness may result in additional disciplinary action that may include parent conferences, court referrals, out-of-school suspensions, and/or recommendation for expulsion.

Tardiness to Class:

If a student is tardy to class, he/she must present a pass from the preceding teacher. Teachers are directed by the administration to issue an office detention to all students arriving late to class. If the student misses more than one half of the class, it will be counted as a full class absence.

Closed Campus:

Vermilion High School is a closed campus and students shall not leave the school building.

1. Students shall not be allowed outside of the building or off school grounds during the regular school day without permission from the administration.
2. Students shall be required to have adult school personnel supervision to be outside the building on school grounds during the regular school day.
3. Students are not permitted to leave the grounds once they have arrived or leave the building once they have entered.
4. Students arriving at Vermilion High School for transfer to the EHOVE bus shall not enter the high school unless they are there to speak to an administrator or school counselor. Such students are to proceed immediately to the EHOVE bus upon arrival at VHS so that the bus may depart on time.

Field Trips:

The same rules and regulations in effect during a "normal" school day are likewise in effect during all field trips. Emergency Medical Forms must be on file in order for students to be permitted to participate in field trips. Students who have been suspended or had other major disciplinary actions during the current school year will be denied the privilege of participating in

field trips, other co-curricular trips, and special trips such as the overseas foreign language trips.

Home for Lunch:

Students who live within five minutes walking distance from VHS are eligible to apply for a Home for Lunch Permit. Students are not allowed to operate or ride in a motor vehicle during this time. Students with this permit are allowed to exit and reenter only at the main entrance. Students must request a Home for Lunch Permit from the Main Office. An administrator will revoke home for lunch privileges if the student has attendance, discipline or academic deficiencies.

Illness at School:

Any student who becomes ill during the school day must report to the office. At no time should the student remain out of class, in a restroom, or anywhere else outside the supervision of a staff member.

If the school nurse, the principal, or his designee determine the student should go home, the student's parent(s) or guardian(s) must be contacted to get permission to release the student. Only persons whose name appears on the student's emergency medical form will be accepted in lieu of contacting the parents. Failure to comply with this policy will result in disciplinary action.

**SECTION II: VERMILION LOCAL SCHOOLS –
STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action, including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school restriction, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials, as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

These rules apply to students of the Vermilion Local Schools while:

1. in school or on school grounds during school hours or at a school-related activity, function, or event;
2. on a school bus or other authorized conveyance;
3. at a school bus stop;
4. off school grounds at events related to a school activity, function, or extracurricular event;
5. in student parking lots.

1. **Truancy** is declared when a student is absent from the school building without authorization during such time the student would be expected to be in school. Tardy is declared when a student is late to school or a class without school authorization. Off-schedule is declared when a student is in the school building, but whose whereabouts are unaccounted for according to school procedures. Repeated violations may result in referral to the Juvenile or Municipal Court.

2. Behavioral Problems

- a. **Class Disruption** – A student shall not be involved in any actions that disrupt the educational process of the other students in a classroom activity or other organized functions of the school.
- b. **Harassment, Intimidation, and Bullying** – Harassment, intimidation, or bullying behavior by any student/school personnel in the Vermilion Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying”, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e. Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
 1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,
 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.
- c. **Computer Network Violation** – A student shall not use school-owned equipment or personal equipment to gain unauthorized access to school records or commit any violation of the Computer Network Activity policy (see pg. 32).
- d. **Extortion/Complicity** – Extortion: Students shall not use or attempt to use or express an implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property or favor. Complicity: Students shall not aide or abet any violation of the Code of Conduct. Failure to report knowledge of dangerous weapons or threats of violence to the principal may subject the student to discipline. Conspiring to commit a violation or coercing another student to commit violence shall be considered “complicity”.
- e. **Falsification of school work, identification, forgery** – Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member is

prohibited. This prohibition includes, but is not limited to forgery of hall/bus passes, attendance excuses, as well as use of false IDs.

- f. **Academic Dishonesty, plagiarism, cheating** – No form of academic dishonesty will be tolerated. Any assignment for which dishonesty is evident will receive no credit. Furthermore, if the situation warrants, disciplinary action may be taken. Academic dishonesty includes, but is not limited to the following:
- Obtaining or accepting a copy of tests
 - Copying another student's answers
 - Providing another student answers
 - Representing as one's own work the product of someone else's creativity
 - Using notes or other material not permitted during a test
 - Duplicating another student's project
 - Having someone, other than the student, prepare the work
 - Permitting another student to copy
- g. **Gambling** – Gambling (i.e. playing a game of chance for stakes) including casual betting, betting pools, organized-sports betting and any other form of wagering is prohibited. Students who bet on an activity in which they are involved may also be banned from the school activity. No Playing Cards are permitted.
- h. **Insubordination** – Students are expected to comply with reasonable directions of staff. Insubordination includes willful refusal or failure to follow or comply with a reasonable direction given by a staff member, or action in defiance of staff members.
- i. **Abusive Communication / Obscene Language / Sexual Misconduct** – A student shall not use hurtful, vulgar, or threatening language. Verbal assault, abusive communication (including gestures) or racial slurs toward another person is forbidden. A student shall not use profanity or obscene language, either written or verbal. No student shall participate in inappropriate or indecent behavior. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications. Public display of affection is also prohibited.
- j. **Trespassing** – Being present in any district facility or portion of a district facility when it is closed to the public or when the student does not have authorization to be there, or unauthorized presence in district vehicle, or unauthorized

access or activity in a district computer; district, school, or staff computer files, school or district file server, or into a network is prohibited. 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 from the principal.

- k. **Violation of Bus Rules** – Students shall not violate the district bus rules. Students are subject to school discipline for misconduct on the bus.
3. **Assault / Battery / Fighting** – A student shall not threaten, cause physical injury or behave in such a way which could cause physical injury to another person. “Self defense” is not an acceptable excuse for striking another student. No form of violent, disruptive, or inappropriate behavior will be tolerated.
4. **Vandalism** – A student shall not cause or attempt to cause damage or destruction to school property including buildings, grounds, equipment, vehicles, or materials or any private property on the school premises at any school activity on or off school grounds. Students who disfigure property or do damage to school or personal property or equipment may be required to pay for the damage that is done or replace the item, in addition to disciplinary action.
5. **Theft** – A student shall not cause or attempt to cause the unauthorized taking or property of another person or receipt or possession of such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from a teacher or principal. The school is not responsible for personal property.
6. **Use or Possession of a Gun** – Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline set forth in Board Policy.
7. **Use or Possession of a Weapon** – A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects like guns, pellet guns, knives, or club type implements including look-alikes. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury. Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry. Possession and/or use of a weapon or knife may subject a student to expulsion and possible permanent exclusion.

8. **Possession and/or use of Explosives and/or Fireworks** – Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers) is prohibited.
9. **Use or Possession of Tobacco** – It is prohibited by school policy to use, consume, smoke, or possess cigarettes, other tobacco products, or papers used to roll cigarettes including look-alikes. It is also prohibited by Ohio law for a minor to use, possess, pay for, or share in the costs of such products. The penalty for such offenses may include a written citation from the Vermilion Police Department. The citation may include mandatory attendance at a smoking education program, fines up to \$100 (or higher for subsequent offenses), community services, or suspension of driver's license. School policy prohibits the possession of cigarette lighters.
10. **Use or Possession of Alcohol** – Possessing, using, transmitting, or concealing, or being under the influence of any alcoholic beverage is prohibited. If a building administrator or designee has a reasonable individualized suspicion of alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol use unrefuted, thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.
11. **Use or Possession of Other Drugs** – Possessing, using, transmitting or concealing, or being under the influence of any controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter medication, stimulants or depressants, anabolic steroids or drug-related paraphernalia is prohibited. If a building administrator or designee has a reasonable individualized suspicion of drug use, s/he may request the student in question to submit to any appropriate testing, including but not limited to a urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

12. **Sale / Distribution of Weapons** – Distributing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation is prohibited.
13. **Sale / Distribution of Alcohol and/or Other Drugs** – The sale or distribution of drugs, including prescribed and over-the-counter medications, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids and the like. Many drug abuse offenses are also felonies.
14. **False Alarms / Bomb Threats** – 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 is prohibited. Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.
15. **Misconduct Off School Grounds** – Students may be subject to discipline for their misconduct even when it occurs off school property, owned or controlled by the district, or at times and other locations in which the district participated in an activity.
16. **Violation of Rules** – Students shall not violate the policies of the Board, school administrative guidelines, or classroom procedures. Such policies, procedures, and guidelines will be posted and/or incorporated in student handbooks. The administration has the responsibility to ensure a climate conducive to learning on a daily basis. As much as possible, this handbook covers most issues of school policy and student conduct. However, because future events and circumstances cannot always be seen clearly at print time, administrators reserve the right to establish new policies as new issues occur, with the primary responsibility of a proper educational environment in mind.

Additional VHS Code of Conduct Violations:

17. Dress Code

Students of Vermilion High School are expected to dress and groom themselves in good taste. The school administration reserves the right to determine what constitutes acceptable and appropriate clothing and accessories. Any extreme modes of dress or grooming that may be distracting or not in good taste, including body/facial piercings will be considered a violation of this policy. The following are in violation of this code:

- Shoes and sandals that do not conform to meet health and safety regulations (i.e. – flip-flops).
- Shirts without sleeves (baring arms and/ or shoulders), bare midriffs or backs.
- Sleepwear, pajama pants, boxers or slippers.
- Exposed undergarments (bras, underpants, camisoles)
- Dark glasses

- Torn clothing including those purchased that way.
- Chains, chained wallets, spikes, wrist bands worn on arms, necks or elsewhere.
- Any item of clothing with unacceptable words or illustrations or which bear symbols or words relating to drugs, alcohol, or tobacco.
- All headwear is prohibited during the school day including headbands and bandanas and hoods.
- Shorts and skirts must be long enough to reach the end of a student's fingertips when the arm and hand are extended to their full length at their side.
- Outdoor apparel (coats, jackets, hoods and gloves) may not be worn in the building during instructional hours.
- Book bags and backpacks are prohibited. Book bags and backpacks must be placed in the student's locker upon arrival at school.

Students will be asked to make changes in their appearance or dress to conform to the above guidelines. This may require the student to be sent home. If the student's situation precludes changing; the student will be placed in ISR for the remainder of the day. If abuses continue, further disciplinary action may result.

18. Electronic Devices

All non-instructional electronic devices (i.e. CD players, iPods, cell phones, digital cameras, pagers, etc.) are to be turned off, kept out of sight, put in the student's locker, **and not used from the time a student enters the building until the student leaves the building.** Electronic devices are prohibited at school-sponsored events and on school buses. Text messaging is prohibited during the school day. Violation of this rule may result in disciplinary action and confiscation of the item. There will be no expectation of privacy for any stored text or voice message once a cellular phone or other ECD is confiscated.

19. Beverages / Food

Students are not permitted to bring any food or drink into school. Items can be purchased from the school's vending machines at the discretion of the teacher. Food items used for classroom instructional purposes may receive prior approval by the teacher and/or administration.

20. Cafeteria Expectations

The cafeteria uses point of sales computer systems for lunches. No lunches may be charged. Students will use their six-digit ID number to purchase lunches or a la carte items. Money may be added to a student account as needed. Money in a student account may not be used for vending machines.

All students must remain in the cafeteria during lunch until properly dismissed or they are off-schedule. Students are not allowed to leave the building for lunch. Throwing food will result in disciplinary action. Each student is responsible for clearing his/her trash at the end of each lunch period. Carry-out foods are not to be ordered or delivered during

school time. Borrowing, begging or coercing money from another student is forbidden.

21. Bicycles / Scooters / Skateboards

Rollerblades, roller-skates, skateboards, or scooters are not permitted in the building or on school grounds at any time. School grounds include all school buildings, parking lots, paths and fields. Students on bicycles shall dismount and walk up to bike racks, where the bicycle must be locked. In addition, if use results in destruction of school property or endangerment of the student body, appropriate discipline will be enforced and police involvement may occur.

School Resource Officer:

The School Resource Officer may be present during any resolution to a Code of Conduct violation as a safety precaution for all of those involved. All disorderly conduct and assaults may be reported to the Vermilion Police Department. Efforts will be made to contact a parent to allow them the opportunity to attend their child's conference with the police if and when charges are filed. In the event the parents cannot be reached, an administrator will be present to sit in *loco parentis*.

Detentions:

1. All detentions assigned in the office or by a teacher will be served from 7:05 – 7:35 a.m. or 2:35 – 3:05 p.m.
2. Twenty-four (24) hours notice is given.
3. If a student skips a detention, they will be referred to the office and may receive a Friday school or other discipline designated by the administration.

Friday School:

Friday school will be held on assigned Fridays from 2:35-5:30. Students should see their teachers for assignments prior to attending. It is the responsibility of the student to assure the correct date is served after assignment.

A Friday school appointment can be rescheduled at the discretion of an administrator, but the request must be made by a parent and must occur 24 hours prior to the assigned Friday school day. There may be only one rescheduled Friday School per student per semester. The consequence for failure to serve an assigned Friday school is a one-day out-of-school suspension.

MAJOR DISCIPLINE:

Any offense for which the discipline is an in-school restriction (ISR) or an out-of-school suspension (OSS) is considered a major offense. The student shall receive a notice clearly stating the offense committed and that he/she may be restricted or suspended if the offense is found to be true. The student will be allowed an opportunity to refute the charges and/or explain his/her actions.

In-School Restriction (ISR) results in an excused period of absence from regular classes by placing the student in an isolated room for the school day. During this time, students will be given their assignments from the regular classroom teachers for full credit. While under in-school restriction (ISR), the student is permitted access to the school grounds, facilities, and activities after the school day is completed. Students will be allowed to complete all work for credit during the time spent in in-school restriction (ISR). Students who refuse to comply with ISR rules may be suspended, removed from school immediately by school administration or police and charged with unruly behavior.

Out-of-School Suspension (OSS) results in loss of academic credit with the following exceptions: 1) semester tests, 2) final exams, 3) major tests and projects. Students will be permitted to turn in assignments made prior to the suspension. The student is also denied access to the school grounds, facilities, and activities (both home and away) for the duration of the out-of-school suspension and until a full day of regular school attendance has been completed. Out-of-school suspensions will count toward the six (6) day limit. When a student receives his/her fourth major offense, he/she is subject to out of school suspension or expulsion from school.

Suspension / Expulsion Appeals:

The student or his/her parent or guardian may appeal a suspension or expulsion to the Board of Education's designee. The request for an appeal shall be made within three (3) school days. A representative of their choosing may accompany parents or students to an appeal hearing.

SECTION III: GRADING

Continuous Grading Policy:

1. The final grade in each course will be figured in a cumulative manner from the first day to the last day of the class.
2. Only the Final Grade will appear on the transcript and will be calculated into the student's GPA.
3. Departments may or may not choose to include a "final exam" into this average. If a final exam is given, it may not count as more than 20% of the final grade.
4. No student may fail for failing to complete a single item without previous notification, such as in a course syllabus.

Grading Scale and Grading System (GPA):

The Vermilion High School staff will observe the following marking system for grades 9 – 12. Grades are calculated on a 4.0 scale and carry the numerical values listed below.

A+	99 – 100	4.33
A	93 – 98	4.00
A-	90 – 92	3.67
B+	87 – 89	3.33
B	83 – 86	3.00
B-	80 – 82	2.67
C+	77 – 79	2.33
C	73 – 76	2.00
C-	70 – 72	1.67
D+	67 – 69	1.33
D	63 – 66	1.00
D-	60 – 62	0.67
F	Below 60	0.00
P	See Pass/Fail policy	0.00

A project will also be required to receive a grade of A+.

Teachers may assign a plus (+) or a minus (-) to a letter grade to indicate the level of achievement.

Weighted Grading Policy:

The Vermilion Board of Education has approved the following add-on policy for 2008 – 2009 students. VHS will apply an “add-on” factor for the following classes:

English:	College Writing, Humanities Honors English IV
Math:	Pre-Calculus (part 2), Calculus or AP Calculus
Science:	Physics, Anatomy & Physiology
Social Studies:	College American History, College International Relations, Humanities Honors Social Studies
Foreign Lng:	French IV, Spanish V

The department chairmen and administrative committee may adjust the above list of classes upon a majority vote. The administration has the right to determine if these classes will be offered according to number of registrants and availability of faculty. The final master schedule is determined by the administration. Any course offered on the master schedule cannot be taken as an independent study course.

1. The add-on factor will be 0.5 quality points.
2. The add-on factor will be added to final grades of C- or better (70% or higher).
3. Students cannot receive a final grade of A+ in an add-on course.
4. Students’ transcripts will reflect their GPA on both the weighted grading scale, using the add-on value, and the 4.0 grading scale.
5. The weighted grading policy and the add-on factor will not be retroactive. This policy will be implemented at the start of 2008 – 2009.

Graduation Requirements:

Vermilion High School is certified by the Ohio State Department of Education and is a member of the North Central Association of Colleges and Secondary Schools. The Vermilion Board of Education requires all students to earn 26 credits for graduation and pass all parts of the Ohio Graduation Test: Reading, Math, Writing, Science, and Social Studies.

1. English – 4 credits, including Eng I, Eng II, Eng III, Eng IV
2. Mathematics – 4 credits, including Algebra 1 and Geometry
3. Science – 3 credits, including Phys Sci, Bio, and Chem or Env Sci
4. Social Studies – 3 credits, including SS I, SS II, and SS III.
5. Health – ½ credit
6. Physical Education – ½ credit
7. Computer Applications – 1 credit
8. Career Exploration – ½ credit
9. Elective Credits – 9 ½ credits

Students cannot take graduation requirements, add-on value classes, and/or elective classes as independent study courses. Students at EHOVE must meet the State minimum graduation requirements.

The privilege to participate in the Commencement ceremony is extended to students who have successfully met all graduation requirements. Furthermore, any public performance or presentation by a student at the graduation ceremony will be by invitation of the principal, who is authorized to exercise control over the appropriateness of the content.

High School Credit for 8th Grade Algebra I and Health:

Students who successfully complete Algebra I and Health at Sailorway Middle School must select one of the following options:

1. Accept the credit and the final grade as part of the cumulative GPA on the student's transcript.
2. Retake the class as a freshman in high school for a credit and a final grade on the high school transcript; and thus eliminate the grade received in the class during eighth grade at Sailorway.

The final decision between the student and the parents is irreversible at any future date. No change may be made in this matter after the child is at VHS.

High School Credit:

Credit earned via high school courses e.g. Algebra I, Health, taught at the Middle School level by a secondary certified teacher, will be counted toward graduation. The final grade will be calculated into the student's cumulative grade point average. This policy applies to students transferring into Vermilion High School.

Incomplete Grades:

Teachers may assign an incomplete grade (I) when extenuating circumstances interfere with a student's ability to complete the course requirements. Incomplete assignments should be completed within the two weeks after the incomplete grade is issued. If a student is unable to meet this deadline, parents should schedule a meeting with the principal to discuss the circumstances. Incomplete grades are considered as an F when determining eligibility to participate in athletics and/or extra-curricular events.

Interim Progress Reports:

To keep parents informed of students' progress, interim progress reports will be mailed home midway through each nine-week grading period. These grades will not be averaged to determine the final grade. They are interim progress reports only.

Pass/Fail Option:

Students may *apply* to take one course per year on the pass-fail option. This course cannot be a graduation requirement. Students must register for this option within one week after the first interim progress report. At the end of the semester, students may elect to take the "P" if they have maintained a grade of C- or better (70% or higher) or the earned final grade. A grade of

“F” in a pass-fail class will count in the student’s GPA as well as for extracurricular activity eligibility.

Repeating/Auditing a Course:

A student may choose to audit a course for the purpose of review or reinforcement before taking the next course of a sequence. No credit will be granted for an audit course. Students will be expected to meet all class requirements. A student may audit no more than one course per year.

SECTION IV: ACADEMIC AWARDS AND RECOGNITION

Honor Roll:

To qualify for honor roll, a student must meet the following criteria for the nine weeks grading period:

1. Distinguished Honor Roll: 3.67 GPA with no ranked grade lower than an A-
2. Honor Roll: 3.33 GPA with no ranked grade lower than a B-
3. Merit Roll: 3.00 GPA with no ranked grade lower than a C-

Class Rank:

The Board authorizes a system of class ranking, by grade point average, for students in grade(s) 9-12. A student’s cumulative GPA and overall class rank at graduation will be based upon the completion eight (8) semesters of high school.

Valedictorian and Salutatorian:

Students must attend Vermilion High School for four (4) semesters during the junior and senior year to be eligible for recognition as the valedictorian or salutatorian at graduation.

In the event of a tie, the student(s) who are considered first in the class will receive a class rank of 1, while the student(s) considered second in the class will receive the cardinal value as it pertains to the number of students ahead of the individual in the class. For example, if four students tie for first place, each will be ranked as first (1) in the class. The next individual will be ranked fifth (5) in the class.

Honors Diploma:

A Vermilion High School academic diploma with honors will be awarded to students who fulfill all but one criterion as specified below by the Ohio Department of Education.

Award of Merit:

1. College Prep Curriculum Requirements – complete the following minimum requirements:
 - a. English – 4 units
 - b. Mathematics – 3 units (must include 1 unit of algebra and 1 unit of geometry or its equivalent)
 - c. Science – 3 units (must include 2 units from among biology, chemistry, & physics)
 - d. Social Studies – 3 units (must include 2 units of history and ½ unit of civics or government)
 - e. Foreign Language – 3 units (3 units of one language or 2 units of 2 different languages)
 - f. Complete 2 units from one or more of the following, or two additional units from one or more of the areas listed in 1a-1e above
 - g. Business, Computer science, Visual Arts or Performing Arts.

Subject	Graduating Class of 2010 and Before	Graduating Class of 2011 and Beyond
English	4 units	4 units
Mathematics	3 units, including Algebra I, Geometry, Algebra II, or a three-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	3 units, which develop the concepts for physical, life and earth and space sciences	4 units, including physics and chemistry
Social Studies	3 units	4 units
Foreign Language	3 units, including at least 2 units in each language studied	3 units, including at least 2 units in each language studied
Fine Arts	1 unit	1 unit
Electives	Either 1 unit of business/technology and 2 units of above or 3 units of the above subject	Not counted toward requirements
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score (excluding scores from the writing sections)	27 ACT / 1210 SAT	27 ACT / 1210 SAT
Subject	Graduating Class of 2010 and Before	Graduating Class of 2011 and Beyond
English	4 units	4 units
Mathematics	3 units, including Algebra I, Geometry, Algebra II, or a three-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	3 units, which develop the concepts for physical, life and earth and space sciences	4 units, including physics and chemistry
Social Studies	3 units	4 units
Foreign Language	3 units, including at least 2 units in each language studied	3 units, including at least 2 units in each language studied
Fine Arts	1 unit	1 unit
Electives	Either 1 unit of business/technology and 2 units of above or 3 units of the above subject	Not counted toward requirements
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score (excluding scores from the writing sections)	27 ACT / 1210 SAT	27 ACT / 1210 SAT

2. Vocational Curriculum Requirements – complete a vocation occupation preparation program and complete the following curriculum requirements:
 - a. English – 4 units
 - b. Mathematics – 3 units
 - c. Science – 2 units
 - d. Social Studies – 2 units
 - e. Applied academic credits earned via vocational education shall apply to the criteria for the *Award of Merit*
 - f. Complete two units from one or more of the following, or two additional units from one or more of the areas listed in 2a-2d above
 - g. Business
 - h. Computer Science
 - i. Foreign Language
 - j. Visual or Performing Art

3. Performance Criteria
 - a. Maintain above average attendance for grades 9-12 compared to a rolling four-year state average. The average rate will be announced each year by the Ohio Department of Education.
 - b. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following: Earn an overall GPA of 3.25 on a 4.0 scale for grades 9-12, earn an overall GPA of 3.5 on a 4.0 scale for grades 11-12, or ranking in the top 25% of the class.
 - c. Participate in co-curricular, extracurricular, or community activities in accordance with procedures established by the district board of education.
 - d. Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district board of education.

Diploma of Distinction:

The *Diploma of Distinction* has been created to award those students who have demonstrated a commitment to their academic life. Any student that accumulates a total of 28 credits or more toward graduation will receive this recognition. This award was inaugurated with the Class of 2003.

Diploma of Service

The *Diploma of Service* has been created to award those students who have demonstrated a commitment to community service throughout high school. Seniors will need to finish all necessary requirements by May 1st of their graduating year. The community service must be completed outside the normal school day and separate from other community service requirements for academic classes.

The Class of 2010 will need to complete 30 hours.

The Class of 2011 will need to complete 40 hours.

The Class of 2012 and beyond will need to complete 50 hours.

Academic Varsity Letters and Pins:

The following are criteria for awarding academic letters and pins:

1. All academic achievement points must be accumulated from Vermilion High School and within the first sixteen (16) quarters of attendance.
2. A student must accumulate twenty (20) points to be awarded an academic letter. This letter will be awarded at the end of the third quarter of the year in which it was earned at an academic awards night ceremony. If a senior earns a letter or pin during his/her fourth quarter, that award will be available after that fourth quarter.
3. A student will receive a pin for each twenty (20)-point accumulation beyond the original twenty-point letter. These awards will also be given at the end of the third quarter of the year in which they were earned. The same exception to fourth quarter seniors (Section 2) will apply. Surplus points may be carried to the next academic year.
4. The points may be accumulated from the following areas:
academic achievement, academic activities, and academic honors.

The following Academic Achievement points will be awarded from only one honor or merit roll per quarter for VHS or EHOVE students.

- Distinguished Honor Roll – four (4) points
- Honor Roll – three (3) points
- Merit Roll – two (2) points

The Outstanding Department student for the nine weeks ($\frac{1}{2}$ point).

The Evening of Excellence Awards for department recognition ($\frac{1}{2}$ point).

The following Academic Activities will be awarded one (1) point:

- Academic Challenge
- Mock Trial
- Model UN
- National Forensic League

The following Tests will award $\frac{1}{2}$ point for taking the exam and an additional $\frac{1}{2}$ point if the student places:

- Advanced Placement
- National French Exam
- National Spanish Exam
- Voice of Democracy competition

The following points will be awarded one time based on a student's best score for college entrance exams:

- ACT composite score of 22 – 23: one (1) point
- ACT composite score of 24 or above: two (2) points
- SAT combined score (Rdg & M) of 900 – 1050: one (1) point
- SAT combined score (Rdg & M) of 1051 or above: two (2) points

The following Academic Honors will receive one (1) point upon induction:

- National Honor Society

The following honors will receive ½ point upon induction:

- National French Honor Society
- National Spanish Honor Society
- National Math Honor Society

The National Merit Scholarship Honors will be awarded based on a student's performance on the PSAT/NMSQT test taken during the junior year:

- Commended student – three (3) points
- Semi- Finalist – four (4) points
- Finalist – five (5) points

The following graduation honors will be awarded one (1) point:

- Diploma of Distinction
- Diploma of Service
- Award of Merit
- Honors Diploma

The responsibility for reporting the qualified student and points earned will rest on the sponsor or advisor of that activity.

National Honor Society:

National Honor Society (NHS) recognizes students who have distinguished themselves in scholarship, character, service and leadership. Membership in this organization is a privilege, not a right.

The following criteria must be met for a student to be considered a candidate for National Honor Society:

1. Four semesters and junior standing
2. A cumulative grade point average of 3.5
3. Participation in a minimum of two (2) dissimilar school activities. The student must be active in at least one of these during his/her most recently completed semester
4. Successful completion of all of the following: two (2) credits in required English courses, two (2) credits in mathematics, two (2) credits in a laboratory science, two (2) credits in social studies, one (1) credit of a foreign language.

Upon verification of all of the above, the student must submit an application for membership. A committee of faculty members will consider the applications and award membership based on scholarship, character, service and leadership.

The NHS committee will use all of the following in the selection process:

1. Eligibility criteria.
2. The evaluations made by the student's teachers from the current and most recently completed year. These forms evaluate scholarship, character, service, and leadership.
3. The student's discipline record from the current and most recently completed years. This discipline record will include reported violations of academic integrity.

4. Documented evidence of school and/or community service
5. Documented evidence of leadership in school and/or community.
This may include evaluations from teachers and activity sponsors.

Membership will be awarded on the basis of a majority of favorable votes by members of the committee. Neither the principal nor the advisor may vote.

In accordance with the guidelines of the National Honor Society, candidates who are not selected for membership may resubmit their applications each time they are eligible. Vermilion High School will consider applications once every year during the first semester.

Transfer students who were members in good standing of the National Honor Society chapter at their previous schools will automatically be awarded membership in Vermilion's chapter upon receipt of a letter of transfer from the previous chapter.

Outstanding Department Students:

The faculty in each department will select one student each nine weeks as the outstanding department student. Students may be selected for achievement, improvement, and/or attitude. Students who have a major discipline violation are not eligible.

Vermilion Sailor Pride Cards:

This program is designed to promote academics, attendance and positive attitudes throughout Vermilion High School. Every nine weeks, students have an opportunity to earn a Sailor Pride Card based on the criteria given below dealing with academic standing, attendance, and discipline. The card carries various perks from local businesses and school programs. These perks are subject to change each nine weeks.

The criteria for the cards are as follows:

Gold Card: 3.67 GPA with no ranked grade lower than an A-
(for the 9 weeks)
No incomplete grades
No more than one (1) absence
No tardies
No administrative disciplinary action

Purple Card: 3.33 GPA with no ranked grade lower than a B-
(for the 9 weeks)
No incomplete grades
No more than two (2) absences
No tardies
No administrative disciplinary action

White Card: 3.00 GPA with no ranked grade lower than a C-
(for the 9 weeks)
No incomplete grades
No more than three (3) absences
No tardies
No administrative disciplinary action

SECTION V: STUDENT SERVICES OFFICE

Admissions:

New students must enroll at the Board of Education Office, located at 1230 Beechview Drive before registering for classes at Vermilion High School. The following items are needed to register new students: personal identification (picture ID of custodial adult registering the child); proof of residency, child's birth certificate, child's complete immunization record, proof of the child's social security number, certified copy of any court order establishing custody or guardianship, and current special education records (if applicable).

Advanced Placement Courses:

Advanced Placement (AP) courses are college level courses with the primary curricular focus of preparing the student to master the AP curriculum in the content area and to be successful on the AP exam. The difficulty of the work, the time and attention demanded, and the cost (approximately \$85 for the exam itself) exceeds that of other high school courses. Since the course of study for each AP course includes preparation for the AP test given in May, the test is required in all AP courses. Students expecting to receive AP credit on their transcript are required to take the AP exam. Failure to take the test will result in failure of the course.

College Visits:

Juniors will be permitted one college visit per year and seniors will be permitted two college visits that will not count toward the six day limit. The "College Visit" form must be completed with signatures from parents and teachers. The form must be submitted at least two days prior to the scheduled college visit. The student must provide the name of the college official that you met with and his or her signature and telephone number. The verification form is to be returned to the Attendance Office immediately upon returning to school.

Early Completion of Graduation Requirements:

If a student wishes to finish before the normal four-year period, contact the guidance counselor for an application. Specific requirements for early completion are stated on the application form. For example, early completion applicants must have earned 22 credits prior to their senior year of high school. Permission must be gained from the counselor, principal and superintendent. No student shall graduate prior to the completion of the first semester of his or her senior (fourth) year.

Early completion students do not attend classes during their second semester. The privilege of student involvement in any school activities is forfeited for the balance of the school year. This includes participation in any curricular and extracurricular programs, as well as athletic eligibility.

Eighteen-Year-Old Students:

Students that have reached the age of majority and are still living with a parent or guardian must comply with the same rules that apply to minor students at VHS. Thus, eighteen-year-old students must still have notes excusing them from absence from their parents, permission slips for field trips, etc. School records will still be sent to, and shared with, the parents of the adult student. Students who are eighteen or older are expected to comply

with reasonable requests of those in authority and to following the code of conduct.

Emancipation / Independent Student:

In accordance with state law, the following will be the criteria that a student must meet in order to be declared “emancipated”:

1. Age – The student must be between the ages of 18 and 22.
2. If under 18, the student must be married and living with his/her spouse.
3. The student must live apart from his/her parents.
4. The student must be self-supporting.
5. The student must not have completed the high school curriculum or IEP.
6. Application must be made to the high school principal who will make the final decision on eligibility.

Foreign Exchange Students:

A student who participates as a foreign exchange student will not be considered as an enrolled VHS student during the time of the exchange experience. Grades and/or credits earned during the foreign exchange opportunity will not be eligible for the add-on value when calculating the student’s GPA.

Gifted Students:

The district uses a three-part approach to identify students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creative thinking, and visual and performing arts. The district ensures that there are ample and appropriate scheduling procedures for assessments and reassessments. Referrals are accepted on an ongoing basis using the procedure outlined in the Information for Parents brochure available at your district offices. The brochure also explains the withdrawal procedures and the process for appeals. Also available are:

1. Identification of Children Who Are Gifted, describing the eligibility criteria, the identification plan, and the appeals process allowable through HB 282
2. Assessment Instruments used by the District for Gifted Identification, which lists the instruments accepted by the Ohio Department of Education.

This identification system follows the assessment process delineated in HB 282, the Rule for Identification and Services for Children who are Gifted, effective July 1, 1999, and the recommended procedures by the Ohio Department of Education’s Division of Gifted Education.

Guidance Counselors:

The high school counselors are available to counsel students and parents about personal or academic problems, careers, college planning, or armed service opportunities, vocational programs, scheduling, etc. If you wish to see a guidance counselor, make an appointment with the secretary in Student

Services. If you have a serious problem that needs immediate assistance, feel free to see your counselor without an appointment.

Minimum Class Load:

All students must be enrolled in a minimum of three (3) blocks which will earn a total of three (3) credits each semester, regardless of the number of credits already accumulated.

Exceptions may be made for students participating in the Post Secondary Enrollment Options, College Credit-In-Escrow Program, Individual Education Plan, or a “Fifth Year Senior” – a returning student who has not met graduation requirements on schedule.

Post Secondary Enrollment Options Program (PSEO):

Qualified students may elect to participate in the Post Secondary Enrollment Options Program. Students may elect to receive either college credit only or dual credit (high school credit in combination with college credit). The following guidelines apply to all PSEO students taking courses for college credit, either at VHS or at a local college campus:

1. Attend informational meeting at the end of February.
2. Notify your counselor of your intent to participate by March 30th.
3. Verify GPA criteria with your counselor.
4. Complete local application as an interested PSEO student.
5. Complete Compass assessment (placement test) at the college.
6. Schedule courses with PSEO coordinator at VHS.

PSEO students will have two weeks from the start of an off-campus class to withdraw from the class. The college will allow you to withdraw and will place a “W” on your college transcript. That “W” will be recorded as a W/F grade on your high school transcript and will be calculated as a 0.00 toward your GPA. Students who withdraw and/or fail a PSEO course will bear the responsibility of reimbursing Vermilion Local Schools for the cost of the class(es).

Schedule Changes:

It is the policy of Vermilion High School to deny schedule changes once a student’s schedule has been established. Students and parents are urged not to plan a schedule of classes with the idea that classes can be changed.

After the close of the school year (one week after teacher records day), no schedule changes will occur unless:

1. there is a technical error in the scheduling process,
2. there is a need to balance class sizes,
3. there is summer school attendance,
4. there is a scheduling conflict, and/or
5. course failure the preceding school year.

Any schedule change made after the close of the school year will result in a withdrawal / fail (W/F) grade on a student’s transcript. Any exceptions will require administrative approval. No effort will be made to adjust senior schedules to ensure 4th block study hall for senior sign out.

EHOVE students are given a try-out period at the beginning of the school year. At the end of two weeks, a student may request to return to VHS if they do not wish to remain at EHOVE. However, any requests made

after this two-week deadline will not be considered until the following semester.

Summer School:

Summer school is an option available for those students who failed a course during the year. Information and registration forms are available in Student Services. All summer school courses must be pre-approved by the guidance counselor or administration.

Transcript Requests:

A Release of Records form must be completed in order to release a student's information. Students under 18 years of age must obtain their parent's signature to release an official transcript. Students who are 18 years of age may have records released only at their own request. Please allow one week prior to application deadlines when making transcript requests. Transcripts are free of charge for current high schools students and \$ 2.00 each for graduates.

Transfer Students:

Students who transfer into Vermilion High School are given the opportunity to be rated equally with students who have been in attendance throughout their high school career. Grade placement of new students depends upon the review of academic records by the school counselors and administration. Transfer students will receive the add-on value in *only* those courses determined by the VHS add-on policy when compiling students' GPA and class rank. Transfer students' grades and credits from previous high school transcripts will be recognized; however, such students will have no established class rank for purposes of graduation honors, such as valedictorian, etc., until they have completed four (4) semesters at VHS.

Withdrawals and Transfers:

When a student finds it necessary to withdraw from school, a withdrawal form must be signed by a parent or legal guardian if the student is under the age of 18. Please discuss the matter with the counselor first. All books must be returned and other obligations fulfilled. Student's records will be transferred to the new school at the parent/guardian's written request providing there are no outstanding school fees.

SECTION VI: ATHLETICS, CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Vermilion High School provides a variety of extracurricular and co-curricular activities. Students are encouraged to participate in these activities. Participation in these activities is a privilege not a right. Regular school rules cover all activities. In addition, advisors and coaches may have specific guidelines for each individual activity.

Athletic Eligibility/Activity Eligibility:

Vermilion High School follows the guidelines of the Ohio High School Athletic Association. In addition, students must maintain a minimum of a 1.5 GPA with no more than one F and no outstanding Incomplete grades.

Eligibility is determined by grades during the preceding nine (9) week grading period.

A student who is ineligible to participate in a contest or program may be permitted to practice during the first nine (9) weeks he/she is ineligible. If a student is ineligible for a second nine (9) weeks during a school year, he/she may not participate in any extracurricular practices or activities.

Athletic, Extracurricular and Co-Curricular Code of Conduct:

The following provisions are in effect from the time of completion of Middle School or the transfer or enrollment into Vermilion High School and will end upon graduation. A student who participates in athletic, extracurricular and co-curricular activities represents not only himself or herself, but also the Vermilion Local Schools and the local community. Since these activities are a privilege for each participating individual, it is important that students and parents/ guardians be aware of the necessary rules and regulations which are in effect twenty-four hours a day, seven days a week, 365 days a year. A violation of the Code of Conduct shall result in the disciplinary action according to the student handbook and/or the state penalties.

Definitions

The terms used in this policy are defined as follows:

1. Alcohol: Any liquor, wine, beer or other beverage containing alcohol.
2. Drugs: Any drug, including illegal drugs, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, counterfeit (look alike) substances and tobacco products.
3. Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.
4. Substance Abuse: The use of drugs, alcohol or tobacco products in violation of state or federal law or in violation of school policy.
5. Out of Season: The time in which a sport is currently not active or is out of season as defined by the Ohio High School Athletic Association (OHSAA) calendar.
6. In Season: The time in which a sport is active or is in season as defined by the OHSAA calendar.

Behavior Code Violations include:

1. Disruption of Activity: A participant shall not cause disruption obstruction of co-curricular programs, by use of violence, force, coercion, threat or words.
2. Damage of Property: A participant shall not willfully or recklessly cause or attempt to cause damage to property owned by the Board of Education, private individuals or public agencies.
3. Assault and Battery: A participant shall not intimidate, threaten, assault, or commit battery upon any person. A student athlete shall not behave in such a manner that could cause physical or emotional injury.
4. Dangerous Weapons and Instruments: A participant shall not use, possess, handle transmit, or conceal dangerous weapons, substances, or instruments

- which include, but are not limited to, firearms, knives, mace, tear gas, firecrackers, explosives, incendiaries, or other similar devices.
5. **Obscenity:** A participant shall not use obscenity, profanity, or other offensive language or gestures.
 6. **Theft:** A participant shall not wrongfully take, carry away, or exercise dominion and control over property of others.
 7. **Insubordination:** A participant shall not fail to comply with the rules and regulations of the governing body of the Ohio High School Athletic Association. A student shall not fail to comply with any additional rules as required by a coach/advisors.
 8. **Use of Tobacco:** A participant shall not use or possess any tobacco product which shall include, but are not limited to, cigarettes, cigars, snuff, chewing tobacco, or pipes.
 9. **Chemical Use and/or Abuse:** Participants shall not at any time possess, use, sell, deliver, conceal, consume, or be under the influence of any drugs of abuse, including alcoholic beverages, or any counterfeit drugs of abuse. This includes attending parties where alcoholic beverages or illegal substances are openly used or consumed. Counterfeit drugs of abuse include any substance that is directly or indirectly represented as a drug of abuse. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. Participants shall not possess, use, sell, offer to sell, deliver, or conceal any instruments or paraphernalia for use with drugs of abuse.

Penalties for Violation of the Code of Conduct:

Penalties for Students Who Voluntarily Seek Help

A participant who voluntarily seeks help with any situation covered by the substance chemical abuse section of the Code of Conduct prior to imposition of any discipline under the schedule set forth below, at the discretion of the principal or his/her designee, may be excused from full imposition of discipline, provided that the student voluntarily and fully participates, to the satisfaction of the principal or his/her designee, in a program designed to help the student avoid such situations in the future. A current list of available programs will be given to each student found in violation of this behavior code. The provisions of this paragraph are not applicable once an offense has been committed and becomes known to the coach, advisor and/or school administrator.

Penalties Out of Season: Penalties for violation of the Code of Conduct for student athletes that are not currently “participating in season” are as follows:

1. **First Violation:** Any participant violating the Code of Conduct sections regarding alcohol, tobacco and drugs shall be required to show written proof of having an assessment and completing the recommendations of the assessment. This written proof shall be given to the athletic director or principal before the student will be permitted to compete for a position on the team, squad or activity.
2. **Second Violation:** A second violation of the Code of Conduct sections regarding alcohol, tobacco and drugs will result in the student being removed from participation in an activity for sixty (60) school days. The removal shall start from the first day practice is permitted by Ohio High

School Athletic Association. The participant is not allowed to practice or play during the removal.

3. Third Violation and Subsequent Violations: A third or subsequent violation of the Code of Conduct will result in removal from participation for a period of 180 school days. The participant is not allowed to practice or play during the removal.

Penalties In Season: Penalties for the violation of the Code of Conduct for student activity participants are listed below: The length of a penalty shall be determined by the Principal or his/her designee.

1. First Violation: For activities which have a schedule of public playing dates or activities, a first violation of the Conduct Code may result in removal from participation for up to two weeks or three events, whichever is less. A participant is allowed to practice with the team or organization but not to participate in public playing dates or activities. The schedule will be determined by the coach of the sport, the advisor of the activity, and/or the principal's designee. The participant and parents will be advised of the penalty for a second violation.
2. Second Violation: A second violation of the Code of Conduct will result in a student being removed from participation for a period of sixty (60) school days. The participant will not be allowed to practice or play during the period of time he/she has been removed.
3. Third and Subsequent Violations: A third or subsequent violation will result in removal from participation for a period of 180 days. The participant will not be allowed to practice or play during the period of time he/she has been removed.
4. Additional Consideration: The administration reserves the right to modify and determine the appropriateness of any penalty incurred under the Code of Conduct. Students who successfully completed a rehabilitation program may petition the school principal to have his/he eligibility reinstated to the sports team or activity.

No Right to Appeal

The Vermilion Board of Education authorizes the Superintendent or designee, to suspend or remove a student from participating in any or all athletic, extracurricular and co-curricular activities violations of the Code of Conduct. The decision of the Superintendent or designee is not subject to due process procedures and there are no rights of appeal.

Chain of Command to Process Issues

Students participating in activities or their parents may have questions, complaints, recommendations or commendations. When these arise, please raise them in the following order:

1. First, speak directly to the coach or advisor of the activity.
2. If not resolved, or if the issued has to do with how the athletic activity is conducted in the district, speak with the athletic director. In the case of a non-athletic activity, please speak with the assistant principal or principal.
3. If still not resolved, speak with the principal.

Extracurricular Transportation:

The school will be responsible for providing transportation to and from extracurricular activities. Students must ride to and from extracurricular activities on transportation provided by the school. Exception: Parents may request that students return with them after an activity if there is a good reason such as: they are visiting relatives before returning home or they are leaving from the activity for a college visit. A note must be presented to the athletic director, assistant principal or principal for approval prior to the trip. A copy of the approved note will then be taken to the coach or advisor. Students will not be allowed to drive themselves or ride with someone other than a parent, legal guardian or school personnel.

Honor Athletes:

Those students who participate in a school-sponsored athletic program and who are on the honor roll during the sport season are honor athletes.

Competition expectations for students

All students participating in extracurricular activities shall be expected to exhibit good citizenship/sportsmanship. These traits help build character, which includes truthfulness, fair play, honesty, self-discipline, courage, self-restraint and loyalty. A student participating in extracurricular activities which involve athletics or other competition should aspire to:

- A. Accept and understand the seriousness of his/her responsibility, and the privilege of representing the school, District and community.
- B. Live up to the standards of sportsmanship established by the Administration and the coaching staff.
- C. Learn the rules of the sport or competition thoroughly and discuss them with parents, fans, fellow students, and elementary students. This will assist the student and others to achieve a better understanding and appreciation of the sport or competition.
- D. Treat opponents the way the student would like to be treated, as a guest or friend.
- E. Refrain from taunting, trash talking, and making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial or sexual nature.
- F. Refrain from intimidating behavior.
- G. Wish opponents good luck before the game or competition and congratulate them in a sincere manner following either victory or defeat.
- H. Respect the integrity and judgment of competition officials. The officials are doing their best to help promote the extracurricular activity. Treating them with respect, even if the student disagrees with their judgment, will only make a positive impression of the student and the extracurricular activity in the eyes of the officials and all the people at the event.
- I. Win with humility; lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

Failure to meet these Competition Expectations may also violate, and be disciplined, under the Student Code of Conduct and/or the Activity Behavior Code.

SECTION VII: SCHOOL SAFETY

Accidents:

Any accident in the school building, on school grounds, at practice sessions or at athletic events sponsored by the school must be reported immediately to the supervising staff person and the office.

Emergency Medical Forms:

The school is required by law to have a completed Emergency Medical Form on file for each student. It is the responsibility of each student to bring in a completed Emergency Medical Form before **October 1, 2008**. Students who do not have an Emergency Medical Form on file will be excluded from school until the form is completed and returned to the office. Students will not be permitted to go on a field trip of any sort if he/she does not have an Emergency Medical Form on file. If students participate in any extracurricular activity, a separate Emergency Medical Form must be completed for each activity. The office will not make copies for individual activities or groups.

If any student's last name, street address, or telephone number changes at any time during the school year, they should notify the Attendance Office and Student Services Office immediately.

Emergency Procedures:

Fire: In the event of a fire (or fire drill) at school, each student must become acquainted with fire and shelter procedures posted in each room. Students must move in a quick and orderly fashion to the designated exit. Students are to move at least 200 feet away from the building.

Severe Weather: Tornado Watch means that weather conditions are favorable for the formation of a tornado. A Tornado Warning means that a tornado has been sighted in the area and shelter precautions must be taken immediately. The alarm signal is a series of "whooping" sirens. Students must report to the designated area and assume a kneeling position, with their head down and hands over their head.

Snow Days: School closings will be reported by the following:

- a. Television: Channel 3, 5, 8, Vermilion Cable 20
- b. Radio: WEOL (930 AM), WOBL (1320 AM), WTAM (1100 AM).

Please do not call the school. If there is no information given, school is open.

Medication:

The Board of Education is aware that, for some students, regular attendance at school is possible only as long as the student receives special medication. Parents should first consult with their physician to see if the medication schedule can be adjusted to avoid administration during school hours. If in-school medication cannot be avoided, school personnel must be present to supervise the taking of prescribed medication in accordance with the instructions written by the doctor on the *Request for Administration of Medication in School* form.

Medication Forms:

In accordance with Vermilion School Board Policy #5330, all medication brought to school must be registered in the office where it will be kept until needed by the student (including oral or injectable medications, inhalers, and emergency medication). A medication form must be signed by both the doctor and the parent, whether it is a prescription drug or an over-the-counter medication (i.e. aspirin or Tylenol). Students are not permitted to keep any form of medication in their possession while at school (except asthma inhalers, which are allowed when properly documented on the RAMS form, which contains an "authorization to carry inhaler" section). Students may not transport medications to school. Students will not be allowed to go home for medication and return. School personnel are not permitted to administer non-prescribed, over-the-counter medications to students. Students that are found to have unauthorized medications on their person in school will be subject to disciplinary action.

Safe Schools:

Vermilion Local Schools participates in the *Stay Safe, Speak Up!* program. Anyone may call 24 hours a day (1-866-listen2me) to report concerns which may jeopardize the safety of students, employees or school facilities.

The district has developed a crisis guide which covers numerous areas such as: building security, fire procedures, bomb threats, tornado procedures, toxic chemical procedures, student disturbances and many others.

Vermilion High School, in its day-to-day operations, has incorporated the following safety precautions:

1. Security Cameras with 24-hour surveillance of the facility.
2. All outside parameter doors are locked during the school day.
3. A School Resource Officer is in the building daily.
4. All adult volunteers and chaperones for field trips must be fingerprinted and must have BCI clearance.

Visitors:

Students will not be permitted to bring guests during the school day. Parents and alumni must report to the office prior to any visit.

SECTION VIII: ADDITIONAL INFORMATION

Bus Policies:

Students must ride the bus to which they are assigned and get on and off at their scheduled bus stop. Any change must be submitted on a bus form and approved by the transportation director before the student may ride a different bus. Riders must follow the rules of their bus driver. EHOVE students who ride a bus to VHS in the morning must ride the bus to EHOVE unless excused in a note by a parent or guardian.

Computer Network Activity:

Use of the school's computers is a privilege. Inappropriate use will result in the cancellation of those privileges. Students may access the Internet for educational purposes only. There should be no expectation of privacy for computer use at school including student's personal computers such as laptops.

Students may not use the Internet for:

1. Accessing sites containing material inappropriate for school (i.e. pornographic, promotion of violence, drug/alcohol content, etc.)
2. Accessing chat rooms and sites used for personal communication (MySpace, etc.)
3. Transmitting copyrighted material, material protected by trade secret, threatening material, obscene material, or any material in violation of any Federal or State regulation
4. Advertising, selling, and purchasing products (i.e. using "eBay")
5. Political lobbying
6. Downloading games/programs/music from the Internet
7. Playing games

The following are prohibited:

1. Use of disks/CD's that are not provided by the school
2. Changing computer settings (desktop, toolbars, etc)
3. Accessing another student/teacher's files or any use of another student or staff member's password
4. Use of personal e-mail or use of any "instant messaging" software (AOL Instant Messenger, ICQ, etc.)
5. Interference with computer security
6. Vandalism of computer hardware, computer software, files, etc.
7. Cyber harassment / bullying / stalking – this includes, but is not limited to, using technology to threaten, harass, terrify, embarrass, or pursuer someone against his or her wishes.
8. Unauthorized use of personal equipment is prohibited.

Students may be disciplined for behavior not mentioned above if it is considered inappropriate for the computer lab or Internet use. According to the infraction, the teacher(s) and administrator(s) will decide the appropriate level of punishment and their decision will be final.

Students must have a signed "Acceptable Use Form" to use the Internet at school. The signatures on the form are legally binding. By signing the form, students are agreeing to abide by the terms and conditions stated on it.

Dance Regulations:

Guests of Vermilion High School students wishing to attend a dance must have a completed registration form prior to the dance. Registration forms may be obtained in the main office. Guests must be included on a guest list and show picture ID. School rules and regulations apply to all those attending the dance. All students must show a ticket and a valid student ID card at the door. All in attendance will be subject to both alcohol and metal detector screening by school personnel. Anyone suspected of being under the

influence will be referred to the administrator and/or police present at the event. If a student or guest refuses to comply with any of the dance regulations they will not be admitted. Students will not be permitted to enter the dance one (1) hour after the start time of the dance. Once a student or guest leaves a dance, that person may not return.

Directory Information:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Schools may disclose, without consent, “directory” information. The following information is designated as directory information: student’s name, address, telephone number (not including unlisted telephone numbers); date and place of birth, major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received.

Parents and eligible students may refuse to allow the school to disclose any or all such “directory” information. Such refusal must be in writing and sent to the school. Federal law requires schools to release directory information to military recruiters, unless the parents have advised the school in writing that they do not want their student’s information disclosed to anyone, including colleges and employers. Directory information shall not be provided to any organization for profit-making purposes.

Driving to School:

Driving to school is a privilege and not a right. Students who drive to school must register the vehicle in the Main Office within the first two (2) weeks of school. Chronic tardiness, excessive absence, reckless operation, or other inappropriate behavior by students driving to school will result in the loss of the driving privilege. Students are required to purchase a parking sticker for every vehicle they drive to school. Guidelines are:

1. The parking permit must be displayed on the left side of the rear-view mirror so that it can be clearly seen from the front of the car.
2. Students may not go to their cars during the school day without permission of the school administration.
3. The school is not responsible for stolen items or for damage.
4. No parking in faculty parking areas and fire lanes.
5. Student must exit their automobiles upon arriving on campus.
6. Cars not registered or cars illegally parked may be towed away at the driver's expense.

Fees:

Student fees must be paid by the end of each quarter. This includes any fees that may have been owed from previous semesters or years. Any student who has outstanding fees will not receive his/her report card, have transcripts sent out, or be allowed to participate in any extracurricular activities. Any student who wishes to withdraw from school must pay all outstanding fees.

Seniors must have all fees paid in order to participate in commencement and receive a diploma. After May 13, no checks will be accepted in payment of senior fees.

Identification Cards:

Every student will be issued two free identification/library cards. One is temporary and one is permanent. The card must be in the possession of the student at all times. Cards must be shown to any adult staff member upon request. The card is necessary to gain admission to dances, for attendance purposes and as a library card. A \$5.00 fee will be charged for replacements.

Library Procedures:

Students are required to follow the established procedures for use of the school's library. These procedures are posted and will be discussed by the librarian during the first week of school. Student ID is required to enter the library, check out books and use the computers. Computers are to be used for academic purposes only. Violation of library procedures may result in the loss of library privileges as well as other disciplinary action.

Lockers:

Each student will be assigned a locker. Freshmen and any new enrollees will be issued a combination padlock from the school at the beginning of the school year. All students will be required to use locks issued by Vermilion High School on their locker. Students will keep the assigned lock and use it during all four years of high school. If a lock is lost, the student will purchase a new lock through the school. A malfunctioning lock will be replaced by the school in the main office.

Students are responsible for their locker security and any locker damage. Students are advised not to share their locker or the combination with anyone. The high school is not responsible for lost or stolen items. Lockers are the property of VHS, and their contents can be searched at any time, including canine searches coordinated with the police.

Lost and Found:

Articles that are lost or found should be reported to the Main Office. Items may be claimed by making the proper identification in the office.

Senior Sign-Out:

A senior sign out candidate must take one (1) credit in four (4) of the (5) core academic subject areas: English, math, science, social studies, and/or foreign language. Seniors who have study hall during the fourth block will be given the privilege of signing out if they meet the criteria listed below.

The student shall:

1. officially have "Senior Status" at the beginning of the semester.
2. leave the building before the start of fourth block and not return before 2:30 pm. (unless attending an assembly).
3. leave through the main lobby doors only and immediately after signing out. Go to your locker before signing out.
4. have no In-School Restriction, Friday schools or Out Of School Suspensions during the semester.
5. have enough credits scheduled to meet graduation requirements.
6. maintain passing grades in all classes including midterm grades.
7. maintain attendance at the State and school policy of 6 days or less per semester (with no trancies).

8. have a senior sign-out form on file in the office with parental permission.
9. passed all 5 parts of the OGT.

An administrator will revoke or suspend senior privileges if the student has attendance, discipline or academic deficiencies.

Signs / Posters:

All signs/announcements to be displayed at Vermilion High School must first be approved by the administration. The individual(s) responsible for the posters are to remove them. No posting is permitted on painted surfaces. Publication distribution must be first approved by the administration.

Student Groups:

Student groups that are educational in nature may be established at Vermilion High School with the approval of the school administration and the board of education. Membership or participation in the organization or operation of any fraternity, sorority, gang, or other secret group as described by law is prohibited at Vermilion High School. Gangs or gang-related activity will not be tolerated at school or on school property.

Telephone:

During school hours, students are not to use the office telephones except in cases of emergency. Pay telephones are available for the use of the student for routine and non-emergency calls before and after school or during lunch only.

Textbooks:

Textbooks and many materials are furnished at no cost by the board of education. Students must take good care of them or pay for repairs if any unusual damage occurs or if the book is lost.

Valuables:

Students should not bring large amounts of money or other items of value to school. Students should limit items brought to school to those items necessary for school activities. The school is not responsible for items brought to school that are lost or stolen. Thefts should be reported immediately to the office to aid in recovery.

Work Permit:

Any employed student under eighteen (18) years of age should obtain a work permit. A work permit application may be picked up in the Main Office of the high school only after the student has a job. After the permit application has been completed by all parties, the form is maintained on file at the county board of education.

Work Programs:

Students enrolled in work-study programs must exit the building following their last academic class or study hall of the day. They are to leave by the main entrance door between the Main Office and Student Services only. Exiting from any other door could result in disciplinary action.