

Van Buren High School

Digital Student Handbook 2023-2024 School Year



VAN BUREN HIGH SCHOOL

217 South Main Street
Van Buren, Ohio 45889

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PREFACE

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

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

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

This handbook was adopted by the Van Buren Board of Education on July 22, 2023.

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was produced. If you have questions or would like more information about a specific issue or document, contact the principal or access the document on the district website: www.vbschools.net.

● STUDENT STATUS

Students must be enrolled in a minimum of five (5) credits per year to be considered a full-time student eligible for participation in co- and/or extracurricular activities. Students participating in College Credit Plus (CCP) programs are an exception to this requirement, but must still meet the requirements of a full-time student.

● ATTENDANCE POLICIES

House Bill 410 defines excessive absence as a student missing 38 or more hours of school in a single month, or 65 or more hours in one school year, with or without a legitimate excuse. (As a point of reference, there are 6.5 hours in a school day, thus 65 hours would equal 10 days.)

Students returning from an absence or requesting to leave during the school day must report to the office with confirmed parent communication indicating the date(s) of absence, reason and if leaving, time to be dismissed.

Absences will be recorded as excused if appropriate communication occurs with the parent/guardian. The following absences may be excused:

- Personal illness and/or medical appointments.
- Severe illness in the immediate family.
- Death in the family.
- Religious observances.
- Other legitimate reasons which receive approval of the principal.

All other absences may be marked “unexcused”. No parent communication as to the nature of the absence within two days of an absence will result in the absence being considered “unexcused” or truant, making it subject to possible disciplinary action.

Medical excuses/official documentation must be submitted to the attendance office within two (2) school days to be medically excused. After 48 hours of the absence, absences may not be medically excused.

Field trips, pre-approved College/Shadow Days, Career Experience opportunities, contests, and all other school-sponsored activities which would require students to be out of class are exempted from school absence infractions.

All other absences that are not specifically provided for must be judged individually. The school attempts to cooperate with the parents when conditions are beyond their control.

- **Doctor’s appointments** – a student will be excused to keep a doctor’s appointment, provided that the attendance office receives a notification including the requested dismissal time and anticipated return time. Failure to follow this procedure could result in the absence being unexcused.
- **Pre-Approved Absence** – Students who plan to be absent or go on vacation during the school year may be excused upon completion of the Pre-Approved Absence Form unless the absences exceed the attendance policy. Students should contact the office and

complete the approval process PRIOR to leaving. All assignments are due the day the student returns to school unless other arrangements have been agreed upon with the specific classroom teacher or principal.

- **College visitations/ Career Experience Opportunities** – Students are encouraged to gain exposure and experience with various potential colleges or universities or career exposure opportunities to best prepare for their future. Those planning for these experiences, should obtain a permission slip from the school counselor and submit to the attendance office in advance of the absence. Those who have exceeded our high school attendance policy will not be permitted to take advantage of this privilege without specific permission from the principal.
- **Driver license examinations** – only one half (1/2) day will be excused.
- **Job interviews** – excused absences must meet the following criteria:
Prior approval obtained from the office at least three (3) days prior to the interview appointment. Written verification from the prospective employer indicating the student has an appointment for a structured interview or test which can occur only during school hours. A maximum of one half (1/2) day will be excused.

● **ATTENDANCE AT EXTRACURRICULAR ACTIVITIES**

Students **MUST** be in attendance at school for a minimum of five (5) full periods in order to attend or participate in any extracurricular practices or events on that school day. Exceptions to this rule may be made in advance by the building principal under extraordinary circumstances.

● **EXCESSIVE TARDIES**

Students arriving late for school must report directly to the High School and Middle School office for a pass to enter class. Any student who is tardy to school, or class: three (3) times during a nine-week period may be issued discipline. Additional issues will likely result in progressive discipline.

● **TRUANCY POLICY**

When students accumulate 5 days (32.5 hours) of absence, a letter advising parents and students of an attendance concern is mailed to families.

When students accumulate 6 days (38 hours) of absence within one school month, the county attendance officer mails the family a letter advising parents and students of an attendance concern.

When students accumulate 10 days (65 hours) of absence during the school year, the county attendance officer mails the family a letter and medical excuses are required for any subsequent absences in order to be excused.

The state of Ohio defines habitual truant as:

1. Absent 30 or more consecutive hours without a legitimate excuse (5 days);
2. Absent 42 or more hours in one month without a legitimate excuse (7 days);
3. Absent 72 hours or more in one year without a legitimate excuse (12 days).

The state of Ohio defines excessive absences as:

1. Absent 38 or more hours in one school month with or without a legitimate excuse;
2. Absent 65 or more hours in one school year with or without a legitimate excuse.

District responsibilities (for a child with excessive absences or truancy) When a student is excessively absent and/or truant from school, the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence.
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.
4. The student will be referred to juvenile court for a pre-court hearing.

● **SICKNESS OR INJURY WHILE AT SCHOOL**

Students are required to report to the High School and Middle School office when they become ill or sustain an injury while at school. For safety reasons, students are to make calls on this issue **ONLY** from the High School and Middle School Office.

● **MEDICATION**

Students who bring prescription/nonprescription medicine to school must register it with the office. The attending physician and parent/guardian must have completed a consent form before the medicine may be administered at school. Medications must be sent to the school in its original packaging for verification of student name and/or dosage.

● **STUDENTS LEAVING THE BUILDING**

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

● **SCHOOL BUS PROCEDURES**

School bus transportation is a privilege for our students. All bus students will comply with the fourteen (14) cardinal rules at all times. These rules are intended to set the standards for proper bus behavior. This is not an all-inclusive list.

Cardinal Rules

1. Students shall arrive at their "Safe Place" before the bus is scheduled to arrive. The driver will operate on an approved bus schedule and shall wait for students *only* if ahead of schedule.
2. A student's behavior at the "Safe Place" must not threaten life, limb, or property of any individual.
3. On entering the bus, students must go directly to his/her assigned seats.
4. Students must remain seated keeping aisles and exits clear.

5. Students must observe classroom conduct and obey the driver promptly and respectfully. Student behavior should not distract the driver. (ie. Flash photography)
6. Students must not use profane language.
7. Students must not eat or drink on the bus.
8. Students must not use tobacco on the bus.
9. Students must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
10. Students must not throw or pass objects on, from, into the bus.
11. Students may carry on the bus only objects that can be held in their laps.
12. Students will only be dropped off and picked up at their "Safe Place" unless they have parental and administrative authorization to do otherwise.
13. Students must not put head or arms out of the bus windows.
14. Cell phones or other communicative devices shall not be used on school transportation vehicles.

School bus drivers will execute disciplinary procedures necessary to maintain order and safety aboard the buses. However, when student behavior is deemed so inappropriate by the driver that it creates a threat to order and safety, a formal procedure will be implemented.

- First Offense A written incident report will be submitted to the appropriate school principal. This report will be filed in the student's file. A copy of the notice may be mailed to the student's parent or guardian along with a letter from the building principal. A conference attended by the student, parent or guardian and driver may be called at the discretion of the principal.
- Second Offense The student's seat may be reassigned by the driver. A telephone contact will be made by the driver to the student's parent or guardian. A record of the telephone contact, including time and date of the call, will be recorded on the bus incident report, which will become part of the student's file. Bus riding privileges may be curtailed for a period prescribed by the principal, along with other disciplinary measures including detention, suspension (in or out-of-school), and/or expulsion.
- Third and Subsequent Offenses Bus riding privileges curtailed as prescribed by the building principal. Other school disciplinary actions including detention, suspension (in or out-of-school), Saturday School, and/or expulsion may result.

● SCHOOL PARKING REGULATIONS

Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Fines, removal of driving privileges, towing of vehicles and/or other disciplinary action may occur. All automobiles parked on school grounds must be registered with the High School office. When the vehicle is registered, a parking permit will be issued. This permit MUST be displayed on the vehicle rearview mirror when parked in the school parking lot. One (1) permit will be provided free upon registration. Additional/replacement permits will cost \$5.00. Parking is strictly limited to the designated student parking areas. Faculty and visitor parking are marked accordingly. Fines will be issued for unregistered vehicles and for vehicles not parked properly. All student drivers must be licensed and covered by insurance. The school is NOT responsible for the automobile or its contents. Students shall not loiter in the parking area. Students will not be permitted in any vehicle during regular school hours without permission from the administration. Student vehicles may be subject to search if there are

reasonable grounds. Vehicles will be appropriately parked on arrival, with one space per vehicle in appropriate areas. Parking lot speed shall not exceed 10 miles per hour. Reckless and/or irresponsible operation of vehicles is prohibited and may result in the revocation of parking privileges.

- **COMMONS AREA - “STUDY HALL”** Students grades 10 through 12 who are unassigned to an academic course but are required to be in attendance, will report to the commons area for a study hall. Students are encouraged to use this time for academic purposes but are not required to do so. Students are permitted to use this time/space to socialize, or “take a break.” These privileges are earned by maintaining “good academic standing” and respecting the established parameters. Students who desire a quiet, independent workspace, may report to the library. All freshmen are required to attend the library for study hall.

COMMONS AREA STUDENT EXPECTATIONS: Students will report to the commons on time and be seated for attendance

- Students are permitted to engage in conversation and work collaboratively with peers.
 - Students are responsible for maintaining a reasonable volume level as monitored by staff
 - Students are permitted to utilize technological devices, including personal cell phones, as long as they are adhering to the district user agreement policies
 - Listening to music is permitted, but must be done on a personal level (i.e. headphones, no speakers)
 - Students are NOT permitted to leave this space without permission from staff - students will comply with sign out procedures as directed by staff
 - Students are permitted to eat and drink, but are expected to clean up after themselves
 - Students should not relocate tables or chairs from their designated space
 - Any and all privileges of this space, may be revoked at any time
- **ACADEMIC WATCH:** Students and parents are expected to check their grades and be accountable with regards to the following expectations:
 - Student academic progress will be monitored regularly. Students with grades lower than a “C” will be identified and study halls relocated to the library. This is intended to provide additional structure, monitoring, and academic support. As their grades improve to “C” or higher, students will again be granted additional options and choices with regard to their learning environment for study halls. The grade requirement applies to all coursework (VBHS courses, Millstream, CCP, online offerings, etc.)
 - At the start of a new school year, students with grades below a “C” in the previous semester (Spring) will be on academic watch for a minimum of 4 weeks.

ACADEMIC WATCH STUDENT EXPECTATIONS:

- Students assigned to Academic Watch will report directly to the library.
- Students will be in assigned seats and spread out as much as possible unless there is an academic benefit AND direct permission from the supervisor.
- The academic expectation for students is silent, independent work unless there is an academic benefit AND direct permission from the supervisor.
- Personal phones are not permitted to be used unless there is an academic benefit AND direct permission from the supervisor.
- School-issued devices are to be used for academic purposes only.
- If no academic work is to be completed, students should read independently.

● ACADEMIC ASSIST:

- Students who are failing ("F") a course, will be required to attend Academic Assist (Wednesday mornings from 7:55 am - 8:35 am, 23-24 School Year). This too will be the requirement for the first 4 weeks of the school year.
- A two-week grace period will be provided at the start of the second semester.
- Students are expected to work on improving their academic progress; contacting teachers, meeting with teachers, getting organized, studying, etc.
- Students who fail to attend Academic Assist without an excused absence may be issued an administrative detention.

● COURSE FEES

Students are required to pay fees in some courses, as approved by the Board of Education. The fee money is used to pay for materials used or obtained by the students in those courses. Students having financial concerns should discuss the matter with their principal. ([Course Fee Sheet](#))

● TEXTBOOKS

Textbooks are furnished by the Board of Education for the student's use. The student is permitted to use these textbooks free of charge provided the books are in the same condition (less ordinary wear) at the end of the school year as they were when issued. Each student will be held strictly responsible for any damage or undue wear inflicted upon the book while in his/her possession. The Board of Education cannot be responsible for lost or stolen textbooks.

● LOST AND FOUND

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

● LOCKERS

All students will be assigned a hall locker and are responsible for seeing that it is cared for properly. Students are not to make any permanent markings or place materials on lockers that cannot be

removed completely from their lockers. The lockers remain the property of the school and the school reserves the right to inspect lockers and any contents of the lockers, and to remove anything contrary to school rules or detrimental to the school, with disciplinary action taken as necessary.

The school does not assume responsibility for articles taken from the locker. Items that are not school-related should be left at home.

● **ASSEMBLIES**

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

● **STUDENTS BEFORE AND AFTER SCHOOL**

Students who arrive prior to the start of the school day must enter the building and report immediately to the cafeteria. At the end of each school day, students should leave the school grounds by 3:30 p.m. Students in the building or on school grounds after this time must be directly involved with a school-related activity (i.e. athletic participation, music participation, observing a game or performance, teacher request, club meetings, etc.). Students are not to be in the school building before or after school hours unless they have school-approved supervision.

● **DISASTER PROCEDURES**

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

TORNADO/WIND/STORM - Students should follow the directions of the teacher in charge. The signal of impending bad weather will be an announcement over the public address system.

● **CAFETERIA/LUNCH PERIODS**

The following cafeteria rules apply to students:

- Students will eat in an orderly and respectful manner.
- Students are responsible for the cleanliness of the area where they are seated.
- Students must remain in restricted areas unless otherwise granted permission.
- Students will be released to common areas and classrooms at the sound of the bell.

Application for *Free and Reduced Lunches* may be obtained in the High School office.

● **LIBRARY/MEDIA GUIDELINES**

Van Buren's Library/Media Center is a facility maintained to help students find material needed for class assignments and to provide books for recreational reading. These specific guidelines must be followed:

- Students may use the library during their scheduled study halls.
- The academic expectations of this space are for silent, individual academic work, or independent reading.
- Students assigned to Academic Watch will report directly to the library.
- Students must follow specific library rules and procedures posted in the library.

- The normal loan period for a library book is three weeks. Books can be renewed online or at the library if they are not on hold for another student. Overdue notices will be sent via email to the student. Borrowing privileges will be suspended for students with overdue books.
- Students are to return reference books and magazines to the shelves or book carts, return computer programs to the librarian, and put chairs and tables in order before leaving the library.

● **GRADE REPORTS and EARNING CREDIT**

Van Buren Schools utilizes an online grade reporting system that allows student and parent access to grades and comments posted by our teachers. Since students and parents have 24/7 access to grades and comments posted by the student's teacher, the high school does not provide hardcopy grade card reports unless specifically requested by a parent on a school-produced request form.

Every HS course will award credit and a final grade at the end of each semester. Therefore, student progress, "points," skills, and/or course content standards will be tracked for an 18-week cumulative period.

- The first and third nine weeks grading reports will simply provide an update and current "status" of student progress for the semester in their courses. Student progress will continue to accumulate until the end of the semester.
- Course exams may be given at the completion of the course, and/or semester. The length, date, and weight of the exam is at the discretion of the classroom teacher. The district does not indicate specific dates nor a modified schedule for exam procedures.
 - Students expected to take more than 3 exams on a given day, may request permission from the building principal to have exams altered to a different date to allow proper preparation.

● **EXTRACURRICULAR ELIGIBILITY**

The administration determines if a student, for academic reasons, is eligible to participate in school-sponsored extracurricular events. The grades earned by the student upon his/her nine weeks grade report will be used to determine eligibility.

To be eligible during any grading period, a pupil in grades 9-12 must have earned a passing grade in a minimum of five (5) one-credit courses, or the equivalent, in the immediately preceding grading period to remain eligible for participation.

Grading periods are described as:

- 1st quarter grade reports at the conclusion of the 1st nine weeks.
- 1st semester grade reports at the conclusion of the 1st semester.
- 3rd quarter grade reports at the conclusion of the 3rd nine weeks.
- 2nd semester grade reports at the conclusion of the 2nd semester/school year.
 - The 2nd semester grades will determine eligibility for the following Fall season.

When dropping a class, students should ensure that doing so does not endanger their athletic eligibility. Additional requirements and supports may be implemented by the administration to ensure high standards and expectations for our students.

- **WORK PERMITS**

Ohio Revised Code requires that students age 16 or 17 obtain a work permit when working during the school year. Students ages 14 or 15 are required to obtain a work permit for all employment year-round. An application for a permit may be secured from the High School and Middle School office during the school year and during school hours. Applicants must have a physical within the past 12 months which will be given by the student's physician (athletic physicals on file with the school may be used) and a copy of their birth certificate or driver's license. Any time a student changes employers, a new work permit must be obtained.

- **TRIPS BY STUDENT GROUPS**

In general, commercial buses or school buses will be engaged to transport students to and from school-sponsored activities in which students are participating. These buses will be under faculty supervision, direction, and control. Students belonging to a group being transported will ride in the assigned bus to and from the destination of the group. No exceptions will be made in this requirement without the specific approval of the principal and then only upon a request made by the parent of a student. For students to participate in a field trip, they must have an Annual Field Trip Permission Form completed through the school district electronic forms program.

- **PHONES**

Students may possess a cell phone or any non-school-issued communicative devices during the school day. Classroom use is at the discretion of the teacher. If devices are being used in the classroom without direct permission of a staff member, they may be confiscated and/or brought to the office. Students may use their cell phones during transitions, before and after school, and during their scheduled lunch period. At all times, students must follow the guidelines of our district technology user agreement. Students who fail to follow the expectations of the appropriate use of these devices are subject to discipline and phones may be confiscated by any staff member. Students may also lose the privilege to possess a device on school grounds.

- **SCHOOL EVENT SCHEDULING**

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

- **VISITORS TO THE BUILDING**

Visitors, such as parents, student teachers, and others who have an interest in education, are always

welcome to visit Van Buren High School and Middle School. Immediately upon entering the building, all visitors must sign in and obtain a Visitor Pass from the office.

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

- **RESPONSIBILITY FOR STUDENT CONTROL**

Teachers are responsible for order, attention, and deportment of their assigned pupils and any other pupils of their school. All teachers share responsibility for maintaining student control at all times.

- **MILLSTREAM CAREER & TECH CENTER**

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

- **EDUCATIONAL OPTIONS**

Students interested in these or other educational options should contact our school guidance counselor.

College Credit Plus (CCP) Program - If you are a seventh through twelfth-grade student, the CCP Program provides you with an opportunity to take classes at participating institutions. These institutions may include community colleges, vocational-technical institutions, state universities, and many private colleges and universities.

Flex Credit Program - The credit flexibility initiative is part of a statewide effort to increase learning and engagement and to help students graduate ready for success in college and careers. In addition to earning credit by successfully completing traditional courses, the credit flexibility program provides new options for students.

- **ONLINE AND CORRESPONDENCE COURSES**

Students will be allowed to enroll in online courses or correspondence courses only when making up previously failed courses. Others may be accepted in the event of scheduling conflicts as approved by the principal and/or guidance counselor. Course costs and charges may be the responsibility of the student. All correspondence credit work final grades must be received by the guidance office by the last date of attendance required for seniors to be eligible to participate in graduation unless approved by the principal and/or guidance counselor.

- **EIGHTEEN-YEAR-OLD STUDENTS**

Eighteen-year-old students must comply with the rules and regulations of Van Buren Schools.

- **SEARCH AND SEIZURE**

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

School Property

1. General searches of school property may be conducted at any time by school authorities when there are reasonable grounds to believe the welfare and/or safety of a student, the student body, or the school community may be in jeopardy or compromised.
2. When it appears reasonably necessary to prevent immediate harm, either to a student himself or to others, a student, like any other citizen, may be questioned or searched. Any search of a person shall be done in private.
3. There shall be reasonable cause for school authorities to believe that possession of certain items constitutes a rule violation or a crime.
4. Lockers are the property of the Board of Education and students are assigned lockers for storage of items. The school retains the right to check lockers, and students should have no expectation of privacy.
5. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities and the student and parents involved shall be notified of disciplinary action taken.
6. Items that are used to disrupt or interfere with the educational process will be removed from the student's possession.
7. The contents of a school-issued electronic device are subject to confiscation and search at any time.

Non-School Property

Efforts will be made to have the student or parent present before searching non-school property. All student property, including personal electronic devices, are subject to confiscation and search. Backpacks, duffle bags, purses and similar devices are subject to confiscation and search at any time.

- School administration may use assistive detection devices such as a metal detector or wand to aid in the search.

● SURVEILLANCE CAMERAS

Cameras may be used throughout our school building, grounds, and transportation vehicles to monitor student behavior and activity. Information from these devices may be used for verification and determination of a violation of school rules. Images captured on school surveillance cameras are and will remain confidential.

● SCHOOL DRESS CODE

A focus will be emphasized on the health, welfare, and safety of our student body. Any form of dress or grooming that detracts from or disrupts the expected orderly educational process is unacceptable. The following are in this category:

- Garments with words, designs, or patches that are obscene, disrespectful, or suggestive. Those which refer to sex, alcohol, tobacco, or drugs (including advertisements of alcohol, tobacco, or drugs) are also included in this category.
- Clothing that exposes the midriff, cleavage, and/or backless attire. This means that shirts

must cover the top of the pant/skirt, etc while in a standing position. Shirts/tops should be worn so that no cleavage is visible.

- Clothing normally worn as outer clothing (winter coats and/or oversized coats) is unacceptable attire for classrooms. Hoodies and Varsity jackets are permissible. The principal or classroom teacher can make exceptions to this policy.
- Hats, head coverings, and sunglasses are unacceptable attire in the building. (Special considerations for religious reasons will be made by the Principal.)
- Sleepwear/pajamas or slippers that are determined to be disruptive are unacceptable attire in the building.
- Shirts containing less than a two (2) inch band from collar to shoulder will be considered unacceptable.
- All shorts, skirts, dresses, etc. shall have a minimum of a 3-inch inseam or equivalent.
- Clothing shall be hemmed and mended, free of holes, slashes and tears at and above the 3 inch inseam.
- Spirit Day attire is restricted to the designated theme.

Final decisions regarding appropriate dress will be under the jurisdiction of the building principal.

If a student's attire is deemed inappropriate the following procedure will occur:

1. Student will be sent to the office.
2. Student will be asked to alter his/her attire, if possible to meet the Dress Code. If Dress Code standards cannot be met, then:
 - a. Student will be given the opportunity to change into attire that meets the Dress Code.
 - b. Student will be given the opportunity to call someone to bring acceptable attire.

Repeat Dress Code offenders or those refusing to comply are subject to administrative discipline.

● **HALLWAY PASSES**

Students should have direct permission from a staff member to be in the hallways during class periods. Students outside of their assigned class without permission are subject to discipline.

● **ACADEMIC HONORS**

An HONOR ROLL will be published after each semester. This is to recognize students who have earned a minimum of all B's in their academic courses. (The balance of a C with an A is not permitted.)

National Honor Society – Information on the application and acceptance to the National Honor Society (NHS) may be found on our school's web page.

● **ACADEMIC HONESTY**

Academic standards are seriously undermined by cheating, plagiarism, providing answers to others without teacher approval, and unauthorized copying of class work. Plagiarism and unauthorized copying of classwork are considered a violation of academic honesty. Any type of academic dishonesty, or the strong suspicion of, will result in discipline according to the steps below. In regards to plagiarism, the school reserves the right to use electronic services (i.e. Internet services) to evaluate students' work.

The following policy shall be implemented by the teacher when a student has been dishonest on a test, quiz, exam, or report.

- Private conference/conversation with student.
- Notify parent and principal.
- Alter credit for work or provide an opportunity to “redo” for altered credit.
- Disciplinary action is likely to be issued from administration.

● **STUDENT DISCIPLINE CODE**

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

This discipline code applies to all Van Buren Local School property, the property of employees of Van Buren Local Schools and related activities both at school and away from school.

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

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

The following constitutes a list of possible disciplinary actions; however, it is not necessarily all-inclusive. They are set forth in degree of severity. In all regards, attempts to contact and communicate with parents will be emphasized and encouraged.

- Warned and advised
- Teacher assigned detention
- Conference with parents
- Lunch Detention

- Administrative detention
- Referral to our school's School Resource Officer SRO
- Referral to helping agency
- Suspension from a specific class
- Withdrawal from a specific class with no credit
- Saturday School Assignment
- In-school Assignment
- Alternative Opportunity Center (A.O.C.)
- Out-of-school Suspension (one to ten days)
- Referral to juvenile court
- Withdrawal of student under Van Buren's "18 yr. old policy"
- Expulsion from school (Superintendent)

Due process for suspension, expulsions, and removals will be in accordance with ORC Section 3313.66.

- A) Disruption of School** - A student shall not, by use of violence, force, coercion, threat, harassment, disrespect, insubordination, horseplay, or lack of cooperation, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities. This would also include the failure to report such knowledge to the principal.
- B) Damage to/Loss of School Property** - A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment or materials. A student shall be responsible for any loss of school property placed in his/her care.
- C) Damage to Private Property** - A student shall not cause, incite, or attempt to cause damage to private property on school premises or at any school activity, on or off school grounds.
- D) Assault and/or Hazing** - A student shall not cause mental or physical harm, or behave in such a manner which could threaten to cause physical injury to school staff, other students, or other persons, while under the jurisdiction of the school. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm.
- E) Dangerous Weapons and Instruments** - A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence. This includes firecrackers, smoke bombs, knives, lighters, etc.

F) Use/Possession of Tobacco - A student shall not use, knowingly be in the presence of use, or possess tobacco or look-alike substance, in any form – including, but not limited to snuff, chewing tobacco, vaping devices, e-cigarettes or cigarette(s) and associated accessories – within the school building, on school property, or at school events.

G) Narcotics, Alcoholic Beverages, Stimulant Drugs, and Inhalants - A student shall not possess, sell, purchase, transmit, use or have used, attempt to acquire, be knowingly in the presence of, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, caffeine pill, stimulants, alcoholic beverage, prescription drug, drug paraphernalia (including electronic cigarette or vaping device), inhalants, or any other mind altering substance within any school building, on school property, or while participating in/or attending school or school sponsored activities. A student shall not use, possess, distribute, sell, or package counterfeit drugs (look-alikes).

A counterfeit controlled substance is defined as:

- Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark without authorization of the owner.
- Any substance that is represented as a controlled substance.
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance.
- Students selling/trafficking any items mentioned in Section G (above) are subject to expulsion.
- A student shall not possess, distribute, sell, give away or package prescription drugs, over the counter drugs, or health care supplements without proper medical forms completed and on file in the office.

H) Theft/Unauthorized Possession - A student shall not take, or attempt to take into possession the public property/equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.

I) Physical Contact - A student shall not initiate or participate in any form of physical confrontation. If it can be clearly established that a student in a fight was merely defending himself/herself, he/she may receive a lesser penalty or no penalty, depending on the circumstances.

J) Frightening, Degrading, or Disgraceful Acts, Speech Against Diversity, Harassment - From Board of Education Policy 5517.01: Harassment, intimidation, or bullying behavior by any student/school personnel in the Van Buren 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 hand-held 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:

- 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,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel. The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, e-mailing or sexting, etc.) may constitute a crime under state and/or federal law.
- Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct.
- Any of the infractions listed above may be reported to the appropriate law enforcement agencies.

K) Insubordination - A student shall not disregard or refuse to obey reasonable directions given by school personnel.

L) School Transportation - All students shall cooperate with bus drivers and comply with basic safety regulations.

M) Dress, Appearance, & Public Display of Affection and Sexual Contact - A student shall not dress or behave in such a manner which calls attention to him/her, causes a disruption or presents a safety or health problem. This includes any acts of sexual contact.

N) Truancy - See truancy policy.

O) Excessive Absences and/or Tardiness - A student shall not be excessively absent or excessively tardy (Attendance policy applies).

P) Repeated Violations of Directions, Policies, Rules, etc. - A student shall not repeatedly fail to comply with directions, policies, rules, etc. of teachers, student

teachers, substitute teachers, teacher aides, principals or other authorized school personnel, during any period of time when the student is properly under the authority of such school personnel.

- Q) Altered or Forged Documents**- A student shall not alter, forge, or use a fraudulent pass/excuse/documentation.
- R) Academic Dishonesty** - It is expected that all students will be honest on all tests, assignments, etc. and no student will engage in the conduct of academic dishonesty as described above (See Academic Honesty). Student work must be his or her own and any form of forgery is prohibited. Violation may also result in loss of credit.
- S) Leaving School Grounds** - During school hours a student shall not leave the school building or school grounds without permission from the office. This includes leaving the building without signing out on the proper form located in the office.
- T) Offensive Language and/or Obscene Gestures** - A student shall not use offensive language and/or obscene gestures toward school staff, students or other persons. Offensive language and obscene gestures are defined as language or gestures commonly and customarily considered by a reasonable person in a school setting to be profane, vulgar, or disrespectful.
- U) Improper or Inappropriate Use of Technology** - Computer use at Van Buren School is encouraged and made available to students for educational purposes. Students must realize that the use of district technology is a privilege, and observe the guidelines established for computer and technology use. Improper/Inappropriate use will result in disciplinary action. The list of Improper/Inappropriate actions addressed in the Student Handbook section entitled, "*Computer Technology and Networks Administrative Guidelines*" is intended to make clear certain uses which are not consistent with school policy, not to exhaustively enumerate all such possible uses.
- V) False Reporting** - A student shall not make a false statement, a false accusation, or provide false information that in any way would lead to school personnel conducting an investigation or assigning disciplinary action. A student shall not make a false report or issue false allegations that could or do result in law enforcement agencies being involved.

● **BOARD POLICY REGARDING "SENIOR PRANKS" AT END OF YEAR**

Group misbehavior by seniors toward the end of the school year, where the misbehavior is serious

enough to merit suspension, expulsion, and/or referral to the legal authorities, and where the individual(s) responsible for the misbehavior cannot be determined, will result in an emergency meeting of the Board of Education to hear the facts and to consider appropriate disciplinary action, including the possibility of canceling the graduation ceremony.

Any individual senior determined to be guilty of the type of misbehavior described in the paragraph above will be subject to serious disciplinary action, including exclusion from participating in the graduation ceremonies.

● **PUBLICATION OF STUDENT IMAGES**

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

● **PUBLICATIONS**

School publications such as the student newspaper, literary magazine, and yearbook are connected to the overall school program and are subject to editorial control by school administration. Non-school publications may be displayed or distributed at school only with the approval of the principal.

● **School Issued Computer Policies & Guidelines**

District Responsibilities

- ❖ In grades K-12, provide students with a device computer to use during the academic year. Students will return the computer at the end of the school year.
- ❖ Provide students wireless, digital access to academic content and resources at school.
- ❖ Encourage students to use electronic resources to promote educational excellence through resource sharing, innovation, communication, and electronic tools.

Student Responsibilities

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

- ❖ When using my device at home, school, or anywhere else, I will follow the policies of the Van Buren Local School District and abide by all local, state, and federal laws.
- ❖ I will treat my device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. I will always carry it in the device sleeve or bag in the proper manner.
- ❖ I will recharge the device battery each night.
- ❖ I will bring my device to school every day.
- ❖ I will not place decorations that will leave adhesive or permanent marks (stickers,

markers, etc.) on my device.

- ❖ I understand that my device is the property of the school district. All accounts, programs, and files are subject to inspection and search at any time without notice.
- ❖ I will not lend my device to anyone.
- ❖ I will keep all accounts and passwords assigned to me secure.
- ❖ I will be responsible for all damage or loss caused by neglect or abuse. See “Associated Fees” below.
- ❖ I will not load any software onto the device without first receiving permission.
- ❖ I agree that e-mail or any other computer communication should be used only for appropriate, legitimate, and responsible communication.
- ❖ I agree not to share personal information about myself (full name, address, etc.) or about family, friends, or anyone else.
- ❖ I agree not to search for, download, display, post, or distribute vulgar, offensive material or images as described in applicable district policies (Acceptable Use, Internet Use, Rights and Responsibilities of Students).
- ❖ I will talk with my parent or guardian about their expectations and ground rules for going online when not at school.
- ❖ I agree to abide by all school rules that will identify device procedures when I am not in an academic class (assemblies, cafeteria, etc.).
- ❖ I will return the device computer when requested and upon my withdrawal from school.

Parent/Guardian Responsibilities

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

- ❖ I will review materials provided by the school to ensure that I understand the school’s responsibility, the student’s responsibility, and my responsibility. We will discuss, at home, acceptable and non-acceptable uses of the device according to district policies.
- ❖ I understand that the school district has made all reasonable attempts to provide a safe computing environment for students within the district’s network. I also understand that the district cannot control student access to internet content when students are not within the district’s network. Students using their district-assigned device are responsible and accountable for appropriate use of the internet regardless of where they are, or when internet access occurs.

- ❖ I will supervise the use of the device at home, making sure that it is used and stored appropriately.
- ❖ My child and I will be responsible for all damage or loss caused by neglect or abuse.
- ❖ I will not load, delete programs, or attempt to repair the device unless those actions are approved by the district network administrator. (If deemed necessary, parents are welcome to load activity tracking software to monitor their child. However, in the event that software inhibits the functionality of the machine while at school, that device will be re-imaged.)
- ❖ I will monitor that the device battery is being recharged each night.
- ❖ I agree to make sure that the device computer is returned to the school in the condition that it was received when requested and upon withdrawal from school.

Associated Fees

As with any item issued by the school, students are expected to keep the devices in excellent condition to extend the useful life of the device. Damage incurred to the machines may result in additional fees and charges.

- ❖ Students are **REQUIRED** to transport devices in a school approved case/bag. Students who do not have a case or bag will be issued one at a cost of \$35. Students that transport devices without a protective covering are subject to device confiscation.

Bylaws and Policies

7540.03 - STUDENT NETWORK ACCESS AND E-MAIL ACCEPTABLE USE

The District is committed to delivering the tools and technologies to the students that will help them prepare for entry into the workforce or higher education. The District has assembled an advanced computer network that not only delivers time saving conveniences to the staff, but educational resources to the students. The network is a shared resource; each and every computer in the building is connected to the Internet. The District wants every child to have the opportunity to learn how to use that tool safely and correctly. But, because it is a shared resource, abuse by one can negatively impact all.

The e-mail and Internet system the students use will be filtered to the best of the District's ability by the NOACSC in Lima, Ohio to reduce the risk of viruses, malicious code, pornography, SPAM, or any other undesirable or objectionable content. However, no prevention methods are completely fool proof, and so with the use of these systems comes some inherent risk of encountering undesirable content. The intent of the District is to provide the students with a safe, fun, and educational means to communicate with

staff, colleges, students, family, or anyone else in the world with an e-mail address, and/or a web presence.

The following form is an agreement between student, guardian, and school. The District agrees to provide the best resources the District can for students - and the parent in turn agrees that their student will not abuse those privileges. The entire acceptable use policy, put in place by the Board of Education is available on the web at <http://vbschools.net> under the Offices Menu->Board of Education.

Students are encouraged to use the Board's computers/network/e-mail and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network Access and E-mail Acceptable Usage Form ([Form 7540.03 F1](#)). Parent permission is required for minors.

So that students are better prepared to work within the guidelines of this agreement, and so that the District can meet mandated guidelines of Internet safety required by the Federal Communications Commission, the District will provide instruction annually to 3rd, 6th, and 9th grade students in the following areas: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; (e) measures restricting minors' access to materials harmful to them; (f) cyber bullying; and (g) proper use and interaction with others on social networking websites.

In addition, the District has found some other specific notes, situations, and activities that we remind students of. They are as follows:

- A. All computer equipment, machines, e-mail systems, software, servers, and messages are the property of the Board. Messages transmitted via e-mail may be obtained, read, or duplicated as needed. Students are to expect no level of privacy in regards to the usage of the student e-mail. Although there will be no constant monitoring, the ability to do so is for the safety of the student.
- B. Students are reminded that email is to be used appropriately.
- C. Spamming or using e-mail for any type of mass e-mailing is thoroughly prohibited.
- D. Students found to be using e-mail with harmful intent will be prosecuted. This includes, but is not limited to, the intentional propagation of viruses or

other malicious code, the threatening or harassment of another individual, or the transmission of any illegal/confidential information or documentation.

- E. Students are expected to conduct themselves in a professional manner when conversing with anyone, especially persons outside of the District. Students are representing the District, even in digital communication. Vulgarities, sexual slang, or any other terminology deemed inappropriate in school - is inappropriate out of school. Language of this type will not be tolerated.

- F. Any activity that would be considered abuse of bandwidth is prohibited.

Noncompliance with Board usage policies, participation in above activities, or general insubordination surrounding computer use may result in discipline.

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 2256, 18 U.S.C. 1460, 18 U.S.C. 2246, 20 U.S.C. 6777, 9134 (2003) -

Adopted 8/9/01, Revised 2/8/06, Revised 1/14/10

● **EQUAL EDUCATION OPPORTUNITY**

The Van Buren Local School District provides an equal educational opportunity for all students. Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Schools District's Compliance Officer: *Superintendent, 217 S. Main St., Van Buren, Ohio 45889, 419-299-3578.*

Complaints will be investigated in accordance with the procedures described in the board policies and administrative guidelines found on the school website (www.vbschools.net). Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

● **Hancock County Crisis Hotline and Anonymous Reporting System**

Do you or someone you know need help, need to talk, or feel stressed? Please call 1-888-936-7116, available 24 hours a day, 7 days a week. This is a toll-free crisis hotline number that will listen and help.

Safer Schools Ohio YOU can anonymously report anything that is suspicious or endangering you, your friends, or your school.

Text or Call: 844 – SAFEROH