

# **VERMILION HIGH SCHOOL**

**1250 Sanford St., Vermilion, OH 44089**

**Grades 8-12**

*Sailors are responsible, respectful, safe, and ready to learn!*



## **Student/Parent Handbook**

**Office (440) 204 - 1701**

**Fax (440)204-1781**

**Vermilion Local School District  
2019 - 2020**

# Vermilion Local Schools

## 2019-2020 SCHOOL YEAR



AUGUST 2019						
SU	M	T	W	TH	F	SA
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JUNE 2020						
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JULY 2020						
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26	27	28	29	30	31	

**T = Teacher Work Day (no students)**

**D = Two Hour Delayed Start for Students**

**E – Early Release for Students**

**GRADING PERIODS TOTAL: 177 DAYS**

1<sup>st</sup>: Sept. 3 to Nov. 5 43 days  
2<sup>nd</sup>: Nov. 6 to Jan. 23 44 days  
3<sup>rd</sup>: Jan. 27 to Mar. 30 45 days  
4<sup>th</sup>: Mar. 31 to June 9 45 days

**Holidays:** Labor Day, Thanksgiving, Christmas Day, New Year's Day, M.L. King, Jr. Day, Presidents' Day, Memorial Day  
INFO ONLY: Easter April 12, 2020

**P.D and In-Service Days:** Aug. 29, Aug. 30, Sept. 23, Oct. 11, Oct. 28, Jan. 24, June 10.

**P-T Confer. Comp Dates:** Nov. 27, Feb. 28

**FIRST TEACHER DAY** August 29  
**FIRST STUDENT DAY** September 3  
**LAST STUDENT DAY** June 9

**NO SCHOOL**

Teacher Professional Dev. August 29  
Teacher In-Service August 30  
Labor Day September 2  
Professional Development September 23  
NEOE Day; In-Service October 11  
Professional Development October 28  
Thanksgiving Break Nov. 27 - 29  
Winter Break Dec. 23 - Jan. 3  
Martin L. King, Jr. Day January 20  
Records Day; In-Service January 24  
Presidents' Day February 17  
Schools Closed February 28  
Spring Break April 6 - 10  
Memorial Day May 25  
Records Day; In-service June 10  
**Commencement** June 7

**PARENT-TEACHER CONFERENCES**

Vermilion Elementary  
Oct : 3:45-7:15  
Oct : 3:45-7:15  
Feb : 3:45-7:15  
Feb : 3:45-7:30  
  
Sailorway Middle  
Oct : 3:00-6:45  
Oct : 3:00-6:30  
Feb : 3:00-6:45  
Feb : 3:00-6:30  
  
Vermilion High  
Oct : 3:00-6:45  
Oct : 3:00-6:30  
Feb : 3:00-6:45  
Feb : 3:00-6:30

**NOTE: Conference trade-off days of November 27 and February 28 are counted as student days per O.R.C.**

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<b>NOTE:</b>	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 printed in July, 2019. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: <a href="http://www.vermilionschools.org">www.vermilionschools.org</a> by clicking on "Vermilion High School" then "Student/Parent Handbook 2019-2020" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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# Introduction

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Welcome to Vermilion High School! We are excited to partner with you in preparing for life beyond high school and will do our best to make your experience here as enjoyable and successful as you wish. To help provide a safe, productive learning environment for students, staff, parents, and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities, and consequences for behavior. Please take a few minutes to review and discuss the information in this handbook with your parent. Teachers will also review this handbook with you at the beginning of the school year. If you have any questions, please contact the principal and assistant principal.

Lisa Deliz, Principal  
440-204-1701 x 382  
ldeliz@vermilionschools.org

Jennifer Bengeler, Assistant Principal  
440-204-1701 x 386  
jbengeler@vermilionschools.org

Brenda Adkins, Administrative Assistant  
440-204-1701 x 384  
badkins@vermilionschools.org

Phil Pempin, Superintendent of Vermilion Local School District  
440-204-1700 x 194  
ppempin@vermilionschools.org

Adopted by the Board of Education on July 8, 2019.  
Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on July 8, 2019.

## **FOREWORD**

This student handbook was developed to answer the commonly asked questions that you and your parents may have during the school year and supersedes all prior handbooks and other written material on the same subjects. The administration of Vermilion High School has the responsibility to ensure the orderly educational process 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, the administrators of Vermilion High School reserve the right to establish new policies as new issues occur, with the primary responsibility of a proper educational environment in mind.

## **MISSION OF THE SCHOOL**

Our mission is to provide each student the knowledge and skills to be life ready.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Lisa Deliz  
High School Principal  
440-204-1701 ext. 382  
ldeliz@vermilionschools.org

James Williamson  
Director of Operations  
440-204-1716  
jwilliamson@vermilionschools.org

Complaints will be investigated in accordance with the procedures described on page(s) 16 - 17 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **SCHOOL DAY HOURS**

Office Hours: 7:00 am - 3:30 pm  
Student Hours: 7:15 am - 3:00 pm\*  
Classes begin at 7:35 am and end at 2:30 pm.

\*Only students directly supervised by a teacher, advisor, or coach will be permitted in the building after 3:00 pm each day.

# Activities & Employment

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## ACTIVITY / ATHLETIC GUIDE

The complete Student Activity Guide can be found on the [vermilionschools.org](http://vermilionschools.org) website at High School > Athletics > Student Activity Guide.

## CLUB OPTIONS FOR 2019-2020

Academic Challenge, Grades 9-12	Principal's Advisory Council, Grades 8-12
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Leo Club, Grades 8-12	Spring Musical, Grades 8-12
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Model UN, Grades 9-12	Student Council, Grades 9-12
Move 2 Stand, Grades 8-12	Winter Guard, Grades 8-12
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## SCHEDULE CONFLICTS

A performance (athletic event, contest, play, concert, etc.) has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence. Students are to inform coaches/advisors of conflicts as soon as they become aware of them.

## STUDENT FUNDRAISING

Student fundraising includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. The Board will permit student fundraising in school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity connected with the schools with permission of the principal and superintendent.

## 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.

## WORK PERMITS

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. After all parties have completed the permit application, the permit will be issued to the student to deliver to the employer, and the application forms will be held on file in the high school office.

# Attendance

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Per Board policy 5200, attendance is required of all students enrolled in the schools during the days and hours that school is in session or during the attendance sessions to which he/she has been assigned. A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

## 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.

A parent must notify the school on the day a student is to be absent by the start of school at 7:35 AM unless previous notification has been given in accordance with school procedure for reporting absences. (R.C. 3313.205) If such notification is not received, the school shall notify by telephone or in writing the student's parents, guardian, or legal custodian of a child's absence. The parent is responsible for providing the school with **current** home and/or work telephone numbers and to notify the school of any change in the above information. **Parents are required to contact the school for the first 30 hours of a student's absence. After the first 30 hours of absence, the student must bring in documentation from the doctor, court, etc. for the absence to be excused.**

If your child is going to be absent please call the main school line at (440 ) 204-1701 and press 1 to report an absence. You will be required to leave your child's name, your name, date of absence and reason for absence.

Absences will be considered "unexcused" unless they meet one of the following criteria:

- Illness of child; after 30 hours of absence, the school requires a written statement from physician or medical health professional to be considered excused
- Illness in the family requiring presence of the child; requires written statement from physician and explanation why child's absence was necessary

- Quarantine of the home; limited to three days unless reasonable causes may be shown
- Death of relative; limited to three days unless reasonable causes may be shown. Appropriate documentation must be provided.
- Medical or dental appointment; requires written statement from physician or dentist
- Observance of religious holiday; for purpose of observing a religious holiday consistent with child's truly held religious beliefs

House Bill 410 recognizes the importance for every student in Ohio to attend school every day. Missing too much school has long-term negative effects on students, such as lower achievement and graduation rates. There are many reasons why students miss school and at Vermilion High School we are committed to finding extra supports and services to get students to school every day.

The Ohio General Assembly passed a bill to encourage and support preventive approach to excessive absences and truancy. A school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a standardized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance.

#### Highlights of House Bill 410

Definition of "habitual truant" changed from days to hours. The new definition is:

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

Includes "excessive absences"

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

The creation of an absence intervention team to develop an absence intervention plan for students who are habitually truant.

House Bill 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 (2) other situations:

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

House Bill 210 allows the superintendent to notify the registrar of motor vehicles and the county juvenile judge of a students unexcused absences of more than 60 consecutive hours in a month or at 90 hours in a school year. The superintendent shall provide the parents with written notice that the students drivers licenses, temporary permit, or opportunity to obtain such permit has been suspended and that the parents and students may have a hearing with the superintendent as scheduled.

### **CLOSED CAMPUS (GRADES 8 THROUGH 11)**

Vermilion High School is a closed campus for grades 8 through 11 and students may not leave the school building unless prior administrative approval has been granted. Students shall not be allowed outside of the building or off school grounds during the regular school day without permission from the administration. Students are required to have adult school personnel supervision to be outside the building on school grounds during the regular school day.

### **COLLEGE VISITS / JOB SHADOW EXPERIENCE**

The College Visit/Job Shadow experience form must be completed with signatures from parents, teachers, counselors, and the principal. The form must be submitted at least two (2) days prior to the scheduled college visit. The student must provide the name of the college official or business representative that you met with and his/her signature and telephone number. The verification form is to be returned to the attendance office immediately upon returning to school.

### **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.

### **OFF SCHEDULE**

A student who is absent from class or the school building without permission is off schedule. Parents will be notified and consequences may be given.

### **PREARRANGED ABSENCE**

Absences that are planned ahead require a "Pre-arranged Absence Form" which may be obtained from the attendance office. This form must be completed and returned at least two (2) days prior to the absence and will only be accepted when it contains the signatures of all teachers, the student's counselor, an administrator, and a parent or guardian. All assigned work must be turned in upon the student's return to class to receive credit. Prearranged absences count towards hours of attendance, such as:

- College visits / Job Shadow Experience (2)

- School approved activities (student provides transportation)
- Field trips (school provides transportation)
- Legal appointments and prearranged doctors' appointments
- Approved family vacation

### **PROLONGED ABSENCE**

If a student is unable to attend school for more than five (5) days, a parent should arrange to meet with their child's school counselor. If the absence is to be more than two (2) school days, parents may contact the attendance office to request homework assignments from teachers, which may be picked up the following school day. It is the responsibility of the student or parent to pick up assignments in the attendance office.

### **MAKE-UP WORK FOR EXCUSED ABSENCES**

The student is responsible for making arrangements with his/her teachers for makeup work due to excused absence from school. The students will have one (1) day for each day of absence to complete makeup work, however, the teacher may opt to extend this deadline. **Previously assigned projects will still be due on established dates and times.** Missed assignments and school work as a result of unexcused absences may not be made up for credit.

### **RELEASE DURING THE SCHOOL DAY**

In order to be released during the day for an appointment, the student is required to bring in a handwritten, dated and signed note to the office that morning from the parent. 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 identification 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.

### **TARDINESS**

If a student is tardy to school, he/she must report to the attendance office for an admit slip. Any student who arrives more than thirty (30) minutes after the start of the school day according to their schedule may be ineligible to participate in any/all extracurricular activities on that day. **Tardy records will start over with each semester and students arriving on time for 20 consecutive days of school will receive a tardy merit.** Excessive tardiness may result in the following action:

- 1st tardy: No consequence
- 2nd tardy: No consequence
- 3rd tardy: No consequence
- 4th tardy: Written letter sent home
- 5th tardy: detention
- 6th tardy: detention
- 7th tardy: Friday school
- 8th tardy: Family Conference

Additional tardies beyond this point will result in repeat consequences starting at the 5th tardy, so detention for the 9th, detention for the 10th, and Friday School for the 11th.

### **SENIOR SIGN-OUT**

Vermilion High School's senior sign-out program is given to students to help them develop responsibility for their unassigned periods. Seniors are allowed to leave school one (1) designated period and during lunch. Senior sign-out is reserved for those students with a C- or higher in all classes and who are on track to meet ALL state requirements for graduation. This privilege must be earned and may be lost if the student fails to follow the school rules and release guidelines. Grades will be checked regularly and removal of sign-out will be immediate. Senior release has a cost of \$5.00 for the first card and \$5.00 for a replacement card.

# **Behavior & PBIS**

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### **BOARD POLICY ON STUDENT DISCIPLINE**

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board may require each student of the district to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. This policy is adopted pursuant to Section 3313.66 of the Ohio Revised Code. Students who continue to be a discipline problem may be referred to court on an informal unruly charge. Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. **The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.**

### **CODE OF CONDUCT**

The Vermilion High School code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and 2) misconduct by a student that, regardless of where it

occurs, is directed at a district official or employee or the property of an official or employee.

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to school counselors, parental contact or conference, detention, Friday school, in-school assignment, behavioral counseling/instruction, community service, emergency removal, referral to law enforcement agencies, suspension, or expulsion.

The EHOVE Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Vermilion High School and/or the EHOVE Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

The administrative staff at Vermilion High School reserves the right to determine the appropriateness of any student action or item in a student's possession. School authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they have reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras.

Students at Vermilion High School are expected to act with . . .

1. **Honesty.** Expected behaviors include telling the truth and doing one's own work. Prohibited behaviors include cheating, lying, false reporting, plagiarism, forgery, and falsification of any kind.
2. **Respect.** Expected behaviors include treating others with kindness, showing self control, taking care of school property, and following school and classroom rules. Prohibited behaviors include insubordination, profanity, harassment, sexual harassment, vandalism, theft, threats, intimidation, aggression, bullying, and cyberbullying.
3. **Responsibility.** Expected behaviors include keeping track of one's own belongings, following school and classroom procedures, cleaning up after oneself, taking care of property, and lending help to others. Prohibited behaviors include destruction of property, gambling, inappropriate expression, improper use of technology including social media, trespassing, acting as an accomplice, and possession of any medication.
4. **A readiness to learn.** Expected behaviors include adhering to a class schedule, arriving to class on time, having required class materials, wearing appropriate school attire, and limiting public displays of affection. Prohibited behaviors include any disruption of the learning process, truancy, and class tardiness.

5. **Safety.** Expected behaviors include following emergency procedures, carrying a single backpack during the school day, securing school-issued lockers with a lock, keeping all medications with the school nurse, and reporting any suspicious or dangerous activity. Prohibited behaviors include possession, use, or suspicion of use of any drug, including medication, alcohol, hemp, steroids, and vaping products, drug paraphernalia; hazing, fighting, instigating or promoting fighting, threat or act of school violence, weapons, explosives, selling or distribution of any drug or weapon, false alarms or tampering with safety equipment, horseplay, fires, and opening any exterior door other than the main front entrance during the school day.

**POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORT, or PBIS**

Positive Behavior Interventions and Supports (PBIS) exists to provide a clear system for all expected behaviors at Vermilion High School, thereby enhancing academic and social behavioral outcomes for all students. Emphasis is placed on promoting constructive interventions and solutions to potential conflicts. VHS staff will be looking for students displaying the behaviors listed in the following table. Recognition may be given to individual students exhibiting these positive behaviors throughout the year.

PBIS at VHS	Behavioral Expectations			
	School Settings	Be Respectful	Be Responsible	Be Ready to Learn
All Campus	Speak with kindness. Respect personal space.	Clean your space before you leave. Keep track of personal belongings. Wear appropriate attire. Handle equipment with care.	Attend all classes. Follow your schedule. Be present and on time.	See Something? Say Something! Use good judgement when using social media. Practice good hygiene. Follow emergency procedures.
Hallway	Remain quiet.	Keep moving. Have a pass.	Have class materials. Arrive on time.	Walk in the hallways. Use lock on lockers.
Cafeteria	Use kind language. Keep your own place in the lunch line.	Clean your space before you leave. Place trash in trash and/or recycle bin.	Make healthy food choices.	Clean up spills or notify staff of spills.
Auditorium	Show self control <ul style="list-style-type: none"> <li>• <i>Focus</i></li> <li>• <i>Listen</i></li> <li>• <i>Respond appropriately</i></li> </ul>	Help protect space from damage. Keep area food and drink free.	Keep your eyes on the speaker. Silence your phone. Remain seated.	Walk in aisles. Maintain personal space. Keep aisles clear.
Restroom	Keep restrooms clean and vandalism free.	Flush toilet and dispose of trash.	Use between classes. Use closest bathroom.	Use facilities as intended. Wash hands.

	Respect personal space.			
Classroom	Follow class rules.	Do your own work. Be prepared.	Be on time. Have needed materials. Ask questions.	Keep aisles clear. Get permission to leave.

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

### Board Policy 5517.01

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well

being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the

Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of

suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events. Allegations of criminal misconduct and

suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy. Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements. In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development. The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

### **WEAPONS**

Section 2923.122 of the Ohio Revised Code makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned or controlled by, or to any activity held under the auspices of a school. Any student in violation must be excluded from school for a period of one (1) year according to State law. Vermilion High School is a Gun Free School Zone. Federal law and school board policy prohibits guns on school property.

## **Consequences**

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### **COMMUNITY SERVICE & RESTORATIVE DISCIPLINE**

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. As such, when a student makes a mistake, he/she may be provided the opportunity to make suitable retribution for the error in lieu of a more traditional consequence. This may include meeting with the other person(s) involved.

### **DETENTIONS**

All detentions assigned will be served from 2:35 to 3:00 PM in room 003. Twenty-four (24) hour notice is given. When a student skips a detention, he/she will be referred to the office and may receive a Friday School or other additional consequence designated by the administration.

### **FRIDAY SCHOOL**

Friday School will be held on assigned Fridays from 2:35 to 4:30 PM for students who violate school and/or classroom rules. 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 student or parent

24 hours prior to the assigned Friday School day. Failure to serve an assigned Friday School may result in an alternative consequence determined by administration.

### **IN-SCHOOL ASSIGNMENT**

Any student who is issued an in-school disciplinary assignment, or ISA, will serve such assignment in a supervised learning environment within the school setting and will be permitted to complete any classroom assignments missed as a result of the in-school discipline. An in-school assignment does not require any notice, hearing, or appeal rights since it is served entirely within the school setting.

### **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the superintendent, principal, or assistant principal may remove the student from curricular activities or from the school premises. Because such removal is not subject to the normal suspension and expulsion procedures, no prior notice or hearing is required for any removal under this policy.

### **SUSPENSION**

Suspension is the temporary exclusion of a student by the building administrator from the district's program for a period not to exceed ten school days, provided that the student has been given written notice of his/her suspension and the reasons therefore, and has been given an opportunity to appear at an informal hearing to answer the charges against him/her. **Students who are suspended out of school or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.** When a student is suspended, he/she may make-up schoolwork, however, in order to receive full credit, the work must be turned in on the day of return. In addition, any tests or quizzes given on the day of return must be taken.

### **EXPULSION**

Expulsion is the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in Board policy 5610 and the Student Code of Conduct. The Superintendent may expel a student from school provided the student and his/her parent or guardian have been given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the superintendent to answer the charges within three (3) to five (5) days after the notice has been given, unless the superintendent grants an extension of time.

Notice of suspension or expulsion will be sent by letter to the parent or guardian and treasurer within twenty-four (24) hours. If at the time of a suspension or expulsion,

there are fewer days remaining in the school year than the number of days the suspension or expulsion, the superintendent may apply the remaining period to the following school year. If a student is expelled for more than twenty (20) days or for any period of time that extends into the next school year, the superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attributes that contributed to the incident(s) that caused the expulsion. Expulsion may result in the loss of credit for courses being taken at Vermilion High School, at EHOVE Career Center, or at any college or university, whether under an Education Option, CCP, or at the student's own expense.

### **SUSPENSION / EXPULSION APPEAL PROCESS**

The student or his/her parent or guardian may appeal a suspension or expulsion to the Board of Education's designee which is the Assistant Superintendent. The request for an appeal shall be made within seventy-two (72) hours in writing to the designee. The Superintendent shall ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

### **ALTERNATIVE SCHOOLS**

Students may be assigned to an alternative school under Ohio Revised Code 3313.533 for those students "who are on suspension, who are having truancy problems, who are experiencing academic failure, who have a history of class disruption, or who are exhibiting other academic or behavioral problems". Should a student be assigned to an alternative school, a written plan will be developed to address academic or behavioral concerns.

### **PERMANENT EXCLUSION**

Permanently excluded students may never be permitted to return to school anywhere in the state of Ohio.

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses: carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordinance on property owned or controlled by a board of education or at an activity held under the auspices of this Board, possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board, complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion: rape, gross sexual imposition or felonious sexual

penetration, murder, manslaughter, felonious or aggravated assault, complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs.

# Policies & Procedures

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## **ACADEMIC DISHONESTY**

Students found cheating or plagiarizing may receive a zero on the assignment and parents will be notified by the teacher. On the second offense in the same class, a student may receive a failing grade for the nine-week period and parents will be notified. On subsequent offenses in the same class, a student may lose credit for the semester or entire course and parents will be notified.

## **ACCEPTABLE USE POLICY**

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. Students are required to sign a legally binding "Acceptable Use Form" and "Laptop Guidelines and Procedures Form" to use the internet at school. Students may be subject to consequences for inappropriate use of the internet or computers.

Laptop Policy:

- The Asset Tag and name tag must remain on the MacBook.
- MacBooks should be fully charged when students arrive at school.
- Laptops are not permitted to be used during student lunches.
- Laptops are to be used for educational purposes.
- Laptops are to be carried in an approved, padded sleeve bag.

## **BACKPACK/BAG USE**

For safety reasons, students are only permitted to carry a single bag throughout the school day. Laptops must be securely carried in a backpack or school-issued laptop bag, however, only one bag will be allowed. This policy includes duffel bags and purses. All other bags must be stored away in a locked locker during the school day.

## **BRING YOUR OWN DEVICE (BYOD) POLICY**

Students are only permitted to bring their cell phone and school-issued laptop to school. All other electronic devices including video gaming systems, cameras, laptops, iPads, laser pointers, etc. are not allowed unless it is part of a classroom assignment and the student has received permission from the teacher.

## **BUILDING ACCESS AFTER HOURS**

All students are required to exit Vermilion High School by 3:00 pm each day unless being directly supervised by a teacher, advisor, or coach. Any student remaining after

3:00 pm that is not being supervised will be asked to leave by administration. Repeated offenses may result in a trespassing violation.

### **CAFETERIA / FOOD**

Students will use their ID number to purchase lunches or a la carte items. Money may be added to a student account as needed. No change will be returned for any transaction which includes cash or checks. Money in a student account may not be used for vending machines. Students with unpaid lunches at the end of the year will have the balance added to their school fees the following school year.

Cafeteria Expectations:

1. Form a single-file line
2. Wait your turn
3. Stay seated
4. Keep voices low
5. Place trash in garbage cans
6. Clean up area
7. Return baskets/plates/trays to kitchen

8. Keep laptops away

9. Get permission to leave cafeteria

10. Be respectful

Consequences:

Removal from cafeteria during lunch

Assigned seats in the cafeteria

Office consequences or restorative actions

### **CARE OF PROPERTY**

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

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. Students should not bring items of value to school. The school is not liable for any loss of damage to personal valuables.

### **CELL PHONE USE**

Cell phone use will be dictated on an individual classroom basis by each classroom teacher. Students are expected to follow the rules that each teacher has established for cell phone use within his/her classroom. Consequences will be given when classroom cell phone policies are not followed which may include confiscation of the device.

### **DRESS CODE**

As stated in the Code of Conduct, students are expected to dress in a respectful way that indicates a readiness to learn. Hats and hoods may not be worn during the school day. Tops and bottoms must overlap, avoiding any exposure of the student's torso. Clothing must cover undergarments and private parts, including the chest, genitalia, and buttocks in both seated and standing positions. All clothing and accessories are to be free of obscene, offensive, or harmful images and language. The school administration reserves the right to determine what constitutes acceptable and appropriate clothing

and accessories. Students will be asked to change for dress code violations, and when necessary, contact a parent to bring appropriate clothing to school.

### **DRUG TESTING**

Prior to obtaining a parking permit or participating in any extracurricular activity, those students and their parent(s) will be required to give written consent for the student to be tested on a random basis for illicit drugs by a vendor of the Board of Education's choosing, which must result in a negative test. The consent includes permission for random testing throughout the school year, and for reasonable suspicion testing as warranted. Any refusal to consent to the drug testing by any student and/or parent will result in the student not being allowed to practice or participate in extracurricular activities/events in the Vermilion Local School District until consent is given and a negative result is received. Refer to Board Policy #5530.01 for detailed information.

Opt in clause: With the Opt-In Student Drug Testing Program the Vermilion Schools will allow parents or guardians to request that non-eligible students be included in the student drug testing program. Results are 100% confidential and will be released by the Assistant Superintendent only to the parent, guardian or custodian named on the consent form.

### **ENROLLMENT**

New residents to our school district will need to complete an online registration process by visiting the [vermilionschool.org](http://vermilionschool.org) website, selecting the Parents tab, and then clicking on "Registration for All New Students" in the left hand menu. Students residing outside of the district will need to follow the open enrollment process which is also located under the Parents tab, third link in the left hand menu "Open Enrollment Options". Please refer to Board policy 5111 for complete enrollment information.

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

The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities, and military recruiters should contact the high school counseling office at 440-204-1701 ext. 306.

### **FEES**

Student fees must be paid by the end of each quarter, which includes any fees that may have been owed from previous semesters or years. **Refunds will only be given when all school fees are current and paid in full.** 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 including sports. Any student who wishes to withdraw from school must pay all outstanding fees. Seniors must have all fees paid in order to participate in prom, commencement and to receive his/her diploma. Fees may be paid by check, cash or credit card at the main office. All checks returned for Nonsufficient

Funds (NSF) will be debited back to the account for both the full amount of the check plus a returned check fee of \$35.

### **FIELD TRIPS, CLASS TRIPS & LOCAL TRIPS**

Parents completing the yearly registration update in PowerSchool will be asked to electronically grant permission for their child to attend local field trips within the district. Students attending field trips out of the district must complete a field trip form provided by the supervising adult in charge of the trip. The privilege to attend a field trip may be affected by poor academic performance or violation of school rules.

### **HALL PASSES**

All students must complete a digital hall pass form when exiting and reentering a classroom, except for transitions between classes. To access the form, students will scan a QR code or access a posted link via their laptops. Students are expected to know and use their Gmail Sailornet account provided by the school for this process. Students opting to not use this process may be considered off schedule.

### **HOMELESS STUDENTS & YOUTH IN FOSTER CARE**

Homeless students and students in foster care will be provided a free appropriate public education (FAPE) in the same manner as all other students in the district, including transportation services and special programming. Please refer to Board policy 5111.01 and 5111.03 respectively, for more information.

### **IDENTIFICATION CARD (SCHOOL ID)**

Every student will be issued an identification card which must be in the possession of the student at all times. The card is necessary to gain admission to dances, athletic events, for attendance purposes, and as a library card. A \$5.00 fee will be charged for replacements.

### **INTERROGATION OF STUDENTS**

In certain instances, students may have to speak with an official from a public children's services agency or law enforcement agency. When the conversation takes place during school hours, the building administrator may attempt to contact the parent prior to questioning and will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency. Every Board official and employee of the Vermilion Local School District is required to immediately report knowledge or suspicion of child abuse or neglect to a public children's services or law enforcement agency in accordance with Board Policy 8462.

### **LATE TO CLASS**

Students are expected to use the 4 minutes in between classes to arrive to class on time. When a student is late to class, he/she must present a pass from the preceding teacher or other school official. Teachers may issue an after-school detention to any student arriving late to class without a pass.

### **LOCKER USE**

Lockers are school property on temporary loan to students, and therefore, subject to periodic cleaning and searches throughout the year (ORC 3313.20). Each student is expected to use his/her assigned, school-issued locker to store personal belongings throughout the school day and to keep it locked. Eighth graders and any new student will be issued a combination padlock from the school at the beginning of the school year. Returning students needing a lock may purchase one from the main office or use a lock of his/her own. However, please note that personal locks may be damaged in order to access the contents of the locker at no expense to the school. Students are responsible for their locker security and any locker damage and are advised not to share their locker or the combination with anyone. The high school is not responsible for lost or stolen items. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

### **LOST AND FOUND**

Students are asked to bring any found item to the main office to be reunited with its owner. Lost and found items will be temporarily kept in the main office or on a table in the custodial hallway. Unclaimed items will be donated to charity or discarded.

### **MEDICINE**

All medication, including over-the-counter medicines such as ibuprofen, needs to be stored and administered by the school nurse or other office personnel. A parent or guardian may bring and administer their student medicine as needed during the school day as well. Refer to "Medication Possession and Use" in the Health & Safety section of this handbook for more information.

### **PERSONAL HYGIENE**

For wellness reasons and the development of healthy self-care habits, students are expected to come to school well groomed. Students needing self-care guidance or products such as toothpaste should see their school counselor.

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Public displays of affection are to be school/work appropriate. Kissing, extended embraces, and lap sitting are examples of PDA not conducive to a school or work environment and may be subject to consequences.

### **PUBLICATIONS AND PRODUCTIONS**

Any school-sponsored publication such as yearbook or school-sponsored production such as the spring musical are nonpublic forums connected to the overall school program and as such, are subject to editorial control by school authorities.

### **RIGHTS OF EXPRESSION**

Any student wishing to distribute or display nonschool material must first submit for approval a copy of the material to the principal twenty-four (24) hours in advance of

desired distribution/display time, together with the following information: name of the student or organization, date(s) and time(s) of day of intended display or distribution, location where material will be displayed or distributed, and the grade(s) of students to whom the display or distribution is intended. For more information, refer to Board policy 5723.

### **SCHOOL DANCE REGULATIONS**

School rules and regulations apply to all those attending the dance. Students and guests may be asked to provide a valid student ID card and a dance ticket. Students can be subject to both alcohol and metal detector screening by school personnel and the Vermilion Police Department. Guests of Vermilion High School students wishing to attend a dance must complete a registration form prior to the dance. Any student or guest refusing to comply with any dance regulation will not be admitted. Students will not be allowed to enter the dance one hour after it begins. There is no re-admittance to the dance once a student leaves. Dances are a privilege and factors such as behavior and attendance may be taken into consideration when allowing a student to purchase a ticket or attend a dance.

### **SCHEDULING**

Schedules are provided to each student at the beginning of the school year or upon enrollment and are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the School Counseling Office. Students may be denied course enrollment due to lack of available space, a schedule conflict, or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Please refer to the VHS Course Guide for more information.

### **SEARCH AND SEIZURE**

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they have reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. This authorization to search shall apply to all situations in which the student is under the jurisdiction of the Board. The Board also authorizes the use of canines, trained in detecting the presence of drugs. This means of detection shall be used to determine the presence of drugs in locker areas or other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use. Please refer to Board Policy 5771 for more information.

### **STUDENTS IDENTIFIED WITH SPECIAL NEEDS**

A student may access special education, gifted services, and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal and State law. Contact Karen Blackburn, Director of Pupil Services, at 440-204-1701 ext. 336 to inquire about evaluation procedures, programs, and services.

### **VISITORS**

Visitors to Vermilion High School must be approved by the principal. All visitors are required to sign in at the attendance office and wear a visitor's badge during their stay. Student visitors from another school may also need to supply a completed Emergency Medical Authorization form.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

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

A student who is transferring to another school will be considered withdrawn from Vermilion High School when the School Counseling Office receives record requests from the student's new school. School records, including disciplinary records of suspension and expulsion, may be transferred to the new school.

# **Safety & Health**

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The safety of our students is of great concern to all of us. The teachers and administrators have been instructed in specific procedures for all emergency situations. Teachers are on duty in the hallway between periods and all doors are locked during the school day.

### **BLOOD-BORNE PATHOGENS**

Blood-borne pathogens are viruses and bacteria present in human blood that can cause disease in humans. Students must assume that all body fluids are potentially infectious and as such, are instructed to avoid contact and immediately notify the teacher or supervising adult when exposure is a possibility.

### **BUILDING EVACUATION**

Each building has an evacuation plan for fire and other emergencies. Students are evacuated from their building and are not permitted to re-enter until the building administrator and/or safety forces have approved re-admittance. If the evacuation is expected to last for a prolonged period of time, students will be moved to the next nearest school building. If both buildings need to be evacuated, students will be moved to a pre-planned secondary evacuation site.

### **BUILDING SECURITY**

Exterior doors of all school buildings are kept locked throughout the school day. All visitors must enter through the main entrance to be granted access during the school day. Visitors must sign in at the office and wear a visitor name tag while in the building. All staff members are instructed to report any unauthorized persons to the office immediately. Staff members are issued picture identification badges that are updated annually.

All buildings are equipped with security systems that include video monitoring both inside and outside the building. Building floor plans are on file with the police and fire departments. Room numbers are displayed in windows and all exits are numbered for ease of communication with safety forces.

### **BUS SAFETY**

School buses are inspected annually and randomly throughout the year by the Ohio Highway Patrol. School bus drivers are required to take annual physicals and are subject to random drug testing. Bus drivers practice emergency evacuation drills at least twice each school year. All buses are in constant radio contact with the Transportation Supervisor and the Board of Education office. Bus drivers going out of town are issued cellular telephones to use only in case of emergency.

### **COOPERATION WITH SAFETY FORCES**

The Vermilion Police Department, Vermilion Fire Department, and Lorain County SWAT Team regularly use school facilities for training. This cooperation allows these first responders to become familiar with our school facilities to save time in the event of an emergency.

### **CRISIS RESPONSE PLAN**

Vermilion Local School District has a written Crisis Response Plan to guide our response to various emergency situations. The district-wide plan is reviewed bi-monthly by the District Crisis Team, a committee that includes the superintendent, assistant superintendent, building principals, teachers, classified personnel, and the school resource officer. A copy of the district's Crisis Response Plan is issued to all staff members each year. Members of the building and district crisis teams attend safety workshops and seminars annually to get new ideas for the local plan. A copy of the

district's Crisis Response Plan is available in each building office and in your child's classroom.

### **FIRE, TORNADO, AND SAFETY DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. The school conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers provide specific instruction on how to proceed in the case of a fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Vermilion High School conducts a variety of safety drills throughout the year in compliance with state law, including lockdown drills, shelter in place drills, and evacuation drills.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year on the online registration update in PowerSchool. This form must be completed each year for a student to participate in the school program.

### **HANDICAPPED ACCESSIBILITY**

In an effort to safely serve students, parents, and the general public, all buildings are 100% handicapped accessible. Improvements in elevators, restrooms and entrances have increased access for individuals who are challenged. Please contact the school principal with any questions regarding accessibility.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law, and for the safety of all students, the principal may remove a student from school or establish a deadline for meeting State requirements when a student does not have the necessary immunizations or authorized exemption. Any questions about immunizations or exemptions should be directed to the school nurse.

### **MEDICATION POSSESSION AND USE**

State law requires that all students who are to be given medication (including over-the-counter) at school or school activity must submit a completed form, "REQUEST FOR STUDENT'S MEDICATION IN SCHOOL", in accordance with Ohio Revised Code 3313.73, 3313.716 signed by a physician and parent/guardian prior to any medication being taken at school. Students are not permitted to carry any form of medication (except asthma inhalers that have been properly documented on the RAMS form) including prescribed medication and over-the-counter medication. Forms may be obtained from any Vermilion school office. All medications will be securely stored and administered by the school nurse. Students are permitted to carry and use throat lozenges.

### **NURSING STAFF**

Nurses are assigned to the Vermilion Schools through the Mercy Hospital System. These individuals are on duty in every school for a scheduled period each day.

### **SAFEROH TIP LINE**

The Ohio Department of Education and the Ohio Department of Public Safety sponsor the SaferOH tip line to accept both calls and texts 24 hours a day. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student. Every tip can remain anonymous. School safety analysts may ask for additional information, but the caller can remain secret or leave his or her contact information for later follow-up.

**Call or texts to 844-SaferOH (844-723-3764)** are answered by analysts in the Ohio Homeland Security's Threat Assessment and Prevention (TAP) Unit. When action is needed, the TAP Unit immediately forwards information to local school officials, local law enforcement agencies and others, if necessary. TAP Unit analysts always follow up quickly with the affected school and law enforcement agencies to make sure that the incident is investigated, action is taken and the outcome is tracked.

### **SAFETY INSPECTIONS**

Inspections are completed annually by the Ohio Highway Patrol, the State Fire Marshal, Erie County Health Department, and on request by the county emergency management agency.

### **SCHOOL CLOSINGS AND DELAYS**

In the event the school must be closed or delayed due to inclement weather or other conditions, parents will be notified via a pre-recorded telephone message delivered to the phone number on file. Information concerning school closings or delays can also be found on the district's website, Facebook page, and Twitter.

### **SCHOOL RESOURCE OFFICER (SRO)**

Vermilion Local Schools are pleased to provide two School Resource Officers, or SRO's. The SRO's will have a variety of responsibilities including but not limited to:

- Providing expertise in the areas of safety and protection for students and staff
- Lecturing in classrooms on a variety of topics
- Advising proper procedures in Crisis Information situations
- Being a positive role model to students and serving as a liaison to other law enforcement agencies, educational institutions and criminal justice departments
- Coordinating communications with other school districts and safety departments

# Transportation

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## **SCHOOL BUS**

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. Video cameras are installed on school buses to monitor behavior and footage may be used as evidence as needed.

The following behaviors are considered to be extremely disruptive to the driver and create an unsafe environment for all students:

1. Disrespectful behavior - bullying, hitting, punching, yelling, screaming, failure to obey the driver
2. Vulgarity - inappropriate language or rude gestures to other students, driver, or the public
3. Disruption at railroad tracks - Ohio law requires students to be silent at railroad crossings until the bus is safely across the tracks
4. Inappropriate behavior including but not limited to throwing items within or outside the bus, using sprays on or near others, and vandalism (writing on or damaging seats, floors, walls, etc.)

Principals and drivers will strictly enforce these rules. Violations will result in immediate removal from the bus beginning with one day off the bus for the first offense and progressive steps for additional violations up to and including expulsion from the bus.

The following behaviors are safety rules put in place by the Ohio Department of Education Transportation Section and will be enforced by the driver and administration:

5. Eating, drinking, chewing gum, littering
6. Legs in aisles and/or arms, hands, etc. sticking out of the windows
7. Sitting in an unassigned seat or standing while the bus is moving
8. Violation of the bus stop rules, including not remaining in the safety zone, repeatedly being late to the bus stop, and getting on or off at an incorrect bus stop without permission

Violation of these rules will result in a letter being sent home. Additional violations will be referred to the building principals for action up to and including suspension from the bus.

## **STUDENT VEHICLES**

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 or as students obtain their driver's license throughout the year. 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 permit for the vehicle they drive to school. Guidelines are:

- The parking permit must be displayed from the rear-view mirror so that it can be clearly seen from the front of the car.
- Students may not go to their cars during the school day without permission of the school administration.
- The school is not responsible for stolen items or for damage.
- No parking in faculty parking areas, visitor areas, and fire lanes.
- Student must exit their automobiles upon arriving on campus.
- Cars not registered or cars illegally parked may be towed away at the driver's expense.
- Students who drive to school are part of the random drug testing policy and are required to submit a completed Informed Consent Agreement form before a permit is issued.

#### **OTHER—BICYCLES, SKATEBOARDS, HOVERBOARDS, ETC.**

All bicycles are to be placed in the bike racks provided. Skateboards, scooters, and rollerblades should be stored in lockers or in the main office until the end of the school day. The school accepts no responsibility for bikes, skateboards, scooters, rollerblades, or other equipment that is stolen or damaged. 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.

## APPENDIX A

### Staff of Vermilion High School

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## **APPENDIX B**

### **Board of Education**

Mike Stark, President  
Shelley Innes, Vice President  
Chris Habermehl, Member  
Krystal Russell, Member  
Sara Stepp, Member

### **District Administration**

Phil Pempin, Superintendent  
Justin Klingshirn, Treasurer  
Jim Balotta, Assistant Superintendent  
Karen Blackburn, Director of Pupil Services  
Shawn Bergman, Director of Technology  
James Williamson, Director of Operations

### **High School Administration**

Lisa Deliz, Principal  
Jennifer Bengeler, Assistant Principal  
Andrew Stillman, Athletic Director

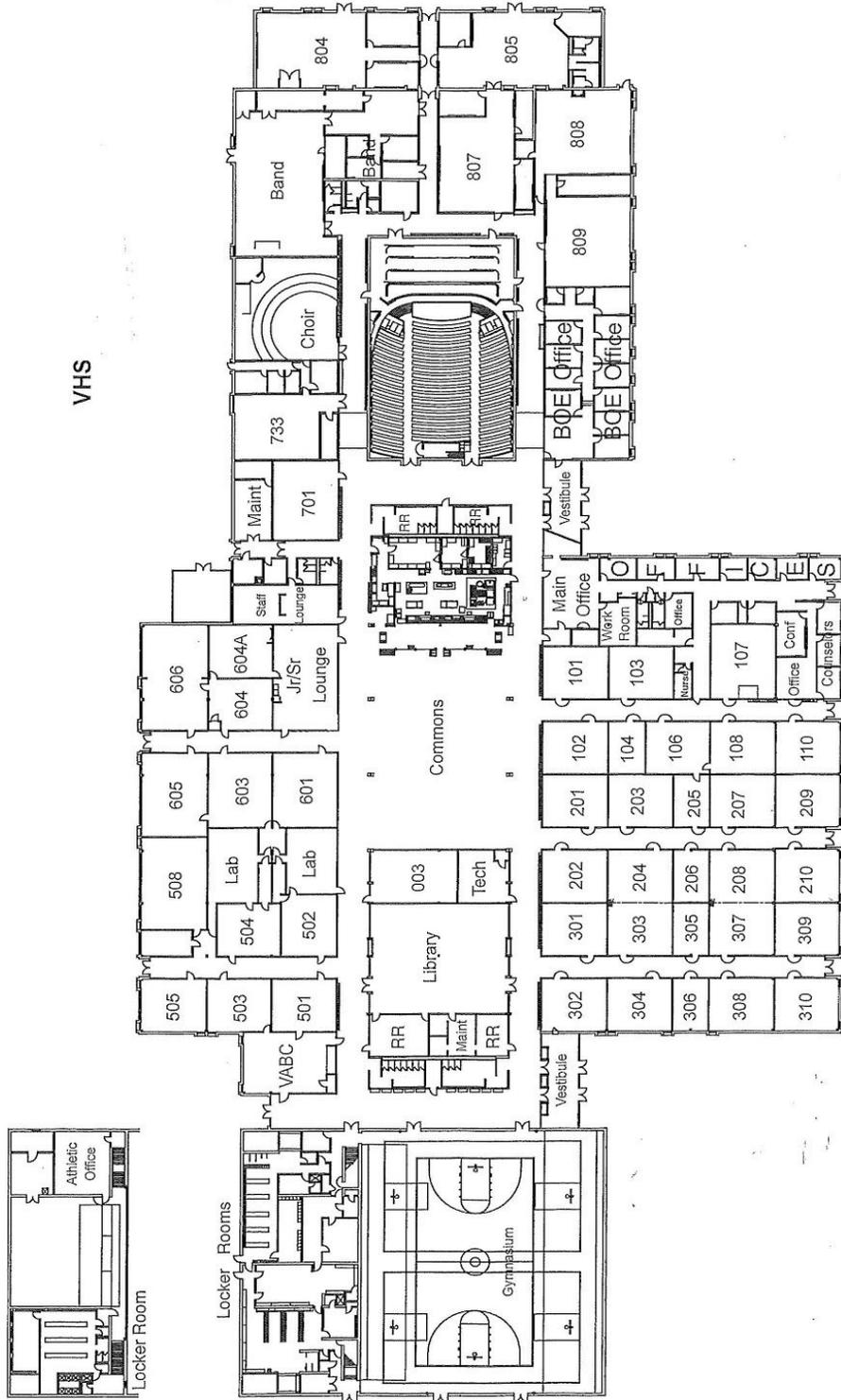
### **School Counselors**

Jordan Fahr, A-G Grades 8-12  
Zachary Watson, H-O Grades 8-12  
Cara Habermehl, P-Z Grades 8-12

### **Administrative Office Staff**

Brenda Adkins, Administrative Assistant to the Principal  
Diane Schuetz, Administrative Assistant  
Teresa Jamison, Administrative Assistant/Attendance  
Maureen Logue, Athletic/Activities Administrative Assistant  
Joni Snyder, School Counseling and Pupil Services Administrative Assistant

# APPENDIX C



APPENDIX D

**ALMA MATER**

Beside Lake Erie blue  
'Neath skies of azure hue  
Vermilion High you stand  
A symbol of our mighty land.

Alma Mater, yours will be  
Our heart's eternally  
May your spirit never die  
Your banner ever fly on high.

Paul Allen '44