

**VERMILION HIGH SCHOOL
1250 Sanford Street
Vermilion, OH 44089**

OFFICE (440) 204-1701

FAX (440) 204-1781

**Home of the Sailors
Student Handbook
2018-2019**

Grades 8 through 12

Sailors are ready to learn, responsible, respectful, and safe.

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

FOREWORD: This student handbook was developed to answer the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. Should you have any questions that are not addressed in the handbook, please contact the high school principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

NOTE: 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.

District Academic Plan of Excellence

Commitment: The student is the focus of every decision we make.

Mission: Make every student college and career ready through personalized instruction.

Vision: Inspiring students to be leaders and lifelong learners.

Values: Personalization, High Expectations, Relationships, Communication, Innovation

Board of Education

Chris Habermehl, President

Mike Stark, Vice President

Shelley Innes, Member

Krystal Russell, Member

Sarah 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

Erin Smith, A-K 10-12 grade

Cara Habermehl, L-Z 10-12 grade

To be announced, 8th and 9th grade

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

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SECTION I: ATTENDANCE POLICY

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

ATTENDANCE PROCEDURES

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

A parent must notify the school on the day a student is to be absent by the start of school (7:40 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.

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 the school requires written statement from physician or medical health professional)
- 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 student's 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 student's driver's license, temporary permit, or opportunity to obtain such permit has been suspended and that the parents and student may have a hearing with the superintendent as scheduled.

RELEASE DURING THE SCHOOL DAY

In order for a student to be released during the day for an appointment, the parent must have their student bring in a handwritten, dated and signed note to the office that morning. Students will not be permitted to call home regarding appointments. Phone calls regarding appointments from parents will only be honored in emergency situations. The parent or another authorized person will then be required to come into the building and present 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.

PREARRANGED ABSENCE

Absences that are planned ahead require a "Pre-arranged Absence Form". The form may be obtained from the attendance office. This form must be completed and returned at least two (2) days prior to the absence. The form will only be accepted if it contains the signatures of all teachers, the student's counselor, an administrator, and a parent or guardian. Absences for worthwhile educational experiences or family activities are to be approved one week in advance of the activity. 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

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.

PROLONGED ABSENCE

If a student is unable to attend school for more than five (5) days, parents should arrange to meet with their child's 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. Parents can pick up the work the following school day at the main office. 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 absence from school. The students will have one (1) day for each day of absence to complete makeup work. The teacher at his/her discretion may extend this. Previously assigned projects will still be due on established dates.

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. This includes practices as well as contests, performances, and all other curricular and/or extracurricular activities.

The administration of Vermilion High School realizes that students may have a morning emergency. Excessive tardiness will 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: (1) After School Detention
- 6th tardy: (2) After School Detentions
- 7th tardy: (1) Friday School
- 8th tardy: (2) Friday Schools

9th tardy: Family Conference to create an attendance plan in order to ensure student is showing up to school on time for the remainder of the semester. An alternative consequence may be given at this time.

*Tardy records will start over with each semester.

Tardiness to Class: If a student is tardy to class, he/she must present a pass from the preceding teacher. Teachers are directed by the administration to issue an after school detention to all students arriving late to class.

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 both before leaving and class and upon reentry posted by the entrance of each classroom. Students are expected to know and use their gmail account provided by the school for this process.

CLOSED CAMPUS (GRADES 8 THROUGH 11)

Vermilion High School is a closed campus for grades 8 through 11 and students shall 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 shall be required to have adult school personnel supervision to be outside the building on school grounds during the regular school day.

SENIOR RELEASE

Vermilion High School's senior release program is given to students to help them develop responsibility for their unassigned periods. Seniors are allowed to leave school one (1) designated period. This must be earned and may be lost if the student fails to follow the school rules and release guidelines. Senior release is reserved for those students with a C- or higher in all classes. 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.

ILLNESS AT SCHOOL

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

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

SECTION II: STUDENT BEHAVIOR

ACADEMIC DISHONESTY, PLAGIARISM, CHEATING

No form of academic dishonesty will be tolerated. Any assignment for which dishonesty is evident will receive no credit. If a student is concerned that his or her work may violate academic integrity, then it is the responsibility of the student to confer with the teacher prior to submitting the work for credit. Furthermore, if the situation warrants, disciplinary action may be taken. Academic dishonesty includes, but is not limited to the following:

- Obtaining or accepting a copy of tests
- Copying another student's answers
- Providing another student answers
- Representing as one's own work the product of someone else's creativity
- Using notes or other material not permitted during a test
- Duplicating another student's project
- Having someone, other than the student, prepare the work
- Permitting another student to copy

Students found cheating/plagiarizing will receive zero credit on the assignment and parents and/or guardians will be notified (if a student allows another student to copy his/her work, both students will receive a zero). Students may be referred to the office for further disciplinary action.

On the second offense the student(s) will receive a failing grade for the nine-week period and parents and/or guardians will be notified. Students may be referred to the office for further disciplinary action.

Upon subsequent offense, the student will be referred to the office for further disciplinary action, which may include loss of credit for the semester or entire course, and parents and/or guardians will be notified.

The previous provisions are accumulated per school year across all courses.

DATING VIOLENCE

H.B. 19 requires the school district to include age-appropriate instruction in dating violence prevention and the characteristics of healthy relationships. Per the written request of a parent

whose student is younger than 18 years of age, the principal of the school must, within a reasonable period of time, allow the parents to examine the materials used by the school to provide instruction on dating violence. School district employees who work in the middle or high school as a teacher, administrator, counselor, nurse, or school psychologist will be provided training on dating violence.

MULTI-TIERED SYSTEM of SUPPORTS (MTSS)

A systemic, continuous- improvement framework in which data-based problem-solving and decision making is practiced across all levels of the educational system for supporting students.

The essential components of an MTSS framework represent the integration of existing evidence-based educational reform initiatives, Response to Instruction and Intervention (RtII) and Positive Behavioral Interventions and Supports (PBIS).

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

The main focus of Positive Behavior Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at Vermilion High School. Through PBIS, we will work to create and maintain a productive, safe environment in which all school community members have clear expectations and understandings of their roles in the educational process. A small number of clearly defined behavioral expectations are defined in positive, simple rules. VHS will encourage all students to be responsible, be respectful, be ready to learn, and be safe.

Students attend Vermilion High School by direction of State law and with full benefits of constitutional protection for their rights as citizens. They, therefore, can act, speak, or behave as young citizens within a large scope of options. Our code, published in conformity with Ohio Revised Code 3313.661, specifies the school’s expectations. Pupils have a right to reasonable treatment from the school and its employees and visitors. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries responsibilities for all concerned. If a violation of these responsibilities occurs, disciplinary action will be taken according to the proper procedures of the Vermilion Local School District.

PBIS at VHS	Behavioral Expectations			
	Be Respectful	Be Responsible	Be Ready to Learn	Be Safe
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 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"> • <i>Focus</i> • <i>Listen</i> • <i>Respond appropriately</i> 	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. Respect personal space.	Flush toilet and dispose of trash.	Use between classes. Use closest bathroom.	Use facilities as intended. Wash hands.
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.

RESPONSE TO INSTRUCTION AND INTERVENTION (RtII)

Response to Instruction and Intervention (RtII) is a comprehensive system of instruction and intervention for meeting the needs and improving the performance for all students. Key features include all students receiving high quality instruction and intervention matched to their academic, behavioral, and/or social-emotional needs. This system of support will impact: students not performing at expected levels, students identified with disability conditions, students who are culturally diverse who need specialized instruction, students who demonstrate evidence of requiring advanced instruction and students identified as gifted, and students with behavioral or emotional problems.

DETENTIONS

All detentions assigned will be served from 2:35 to 3:00 PM in room 003.

Twenty-four (24) hour notice is given.

If a student skips a detention, they will be referred to the office and may receive a Friday School or other discipline designated by the administration.

FRIDAY SCHOOL

Friday School will be held on assigned Fridays from 2:35 to 4:30 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 a one (1) day Out-of-School suspension or an alternative consequence determined by administration.

HARASSMENT/INTIMIDATION/BULLYING

It is a violation of school rules, and often of law, for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual conduct or communications; or of derogatory communications or conduct concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office. All reports shall be kept confidential and shall be investigated as soon as possible.

H.B 276 provides school district employees, students, and volunteers with qualified civil immunity for damages arising from reporting an incident of student harassment, intimidation, or bullying. Retaliation against any individual is prohibited including those who report, are thought to have reported, have filed a complaint, or have otherwise participated in an investigation or inquiry concerning allegations of this nature. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Retaliation and / or intentionally making a false report for the purpose of getting someone in trouble are prohibited and may result in disciplinary action. A strategy will be administered to protect victims from additional harassment and individuals from retaliation.

TITLE IX COORDINATOR

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

The Assistant Superintendent is the district's designee representative to serve as the Harassment Officer and/or Title IX Officer.

SCHOOL RESOURCE OFFICER

The City of Vermilion and the Vermilion Police Department in conjunction with the Vermilion Local Schools are pleased to provide a School Resource Officer. This fully uniformed policeman will have an office located at Vermilion High School and will be under the supervision of both the high school principal and the Chief of the Vermilion Police Department. The SRO 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

STUDENT CODE OF CONDUCT

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

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

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

1. Attendance

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

2. Behavioral Problems

- A. Class Disruption: A student shall not be involved in any actions that disrupt the educational process of the other students in a classroom activity or other organized functions of the school.
- B. Harassment, Intimidation, and Bullying: Harassment, intimidation, or bullying behavior by any student/school personnel in the Vermilion Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e. internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
- 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.
 - Supporting deliberate, repeated and/or hostile behavior by an individual or group by use of information and communication technologies such as email, cell phones, texting, instant messaging, defamatory websites or defamatory personal polling.

Please refer to the Bullying Checklist in Appendix B. This checklist will be used to identify situations in which bullying is involved.

C. Computer Network Violation: A student shall not use school-owned equipment or personal equipment to gain unauthorized access to school records or commit any violation of the Computer Network Activity policy.

D. Extortion/Complicity: Extortion – Students shall not use or attempt to use or express an implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property or favor. Complicity – Students shall not aide or abet any violation of the Code of Conduct. Failure to report knowledge of dangerous weapons or threats of violence to the principal may subject the student to discipline. Conspiring to commit a violation or coercing another student to commit violence shall be considered "complicit".

E. Falsification of Schoolwork, Identification, and Forgery: Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member is prohibited. This prohibition includes, but is not limited to forgery of hall/bus passes, attendance excuses, as well as use of false IDs.

F. Gambling: Gambling (i.e. playing a game of chance for stakes) including casual betting, betting pools, organized sports betting and any other form of wagering is prohibited. Students who bet on an activity in which they are involved may also be banned from the school activity.

G. Insubordination: Students are expected to comply with reasonable directions of staff. Insubordination includes willful refusal or failure to follow or comply with a reasonable direction given by a staff member, or action in defiance of staff members.

H. Obscene Language / Sexual Misconduct: A student shall not use profanity or obscene language, either written or verbal. No student shall participate in inappropriate or indecent behavior. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications. Public display of affection is also prohibited.

I. Trespassing: Being present in any district facility or portion of a district facility when it is closed to the public or when the student does not have authorization to be there, or unauthorized presence in a district vehicle, or unauthorized access or activity in a district computer; district, school, or staff computer files, school or district file server, or into a network is prohibited. When a student has been removed, suspended, expelled or permanently excluded from school, the student is prohibited from being present on school property without authorization from the principal.

J. Violation of Bus Rules: Students shall not violate the district bus rules. Students are subject to school discipline for misconduct on the bus.

These are the rules for our school buses that each student is expected to follow:

<ul style="list-style-type: none"> Observe same conduct as in the classroom 	<ul style="list-style-type: none"> Go directly to your assigned seat
<ul style="list-style-type: none"> Bus driver will assign seats 	<ul style="list-style-type: none"> Be courteous, no profane language
<ul style="list-style-type: none"> Must remain seated, keeping aisles clear 	<ul style="list-style-type: none"> Cooperate with the driver
<ul style="list-style-type: none"> Do not eat, drink, or chew gum on the bus 	<ul style="list-style-type: none"> Keep head, hands and feet inside

<ul style="list-style-type: none"> • Tobacco, alcohol or drugs are not permitted 	<ul style="list-style-type: none"> • Use inside voice
<ul style="list-style-type: none"> • No throwing objects on, from, or into the bus 	<ul style="list-style-type: none"> • Keep bus clean
<ul style="list-style-type: none"> • Cross street on driver's signal only 	<ul style="list-style-type: none"> • Do not be destructive
<ul style="list-style-type: none"> • No talking while at railroad tracks. 	

3. Assault / Battery / Fighting: A student shall not threaten, cause physical injury or behave in such a way that could cause physical injury to another person. "Self defense" is not an acceptable excuse for striking another student. No form of violent, disruptive, or inappropriate behavior will be tolerated.

4. Vandalism: A student shall not cause or attempt to cause damage or destruction to school property including buildings, grounds, equipment, vehicles, or materials or any private property on the school premises at any school activity on or off school grounds. Students who disfigure property or do damage to school or personal property or equipment may be required to pay for the damage that is done or replace the item, in addition to disciplinary action.

5. Theft: A student shall not cause or attempt to cause the unauthorized taking of property of another person or receipt or possession of such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from a teacher or principal. The school is not responsible for personal property.

6. Use of Possession of a Gun: Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law; this expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline set forth in Board policy.

7. Use of Possession of a Weapon: A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects like guns, pellet guns, knives, or club type implements including look-alikes. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable causing death or serious bodily injury. Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry. Possession and/or use of a weapon or knife may subject a student to expulsion and possible permanent exclusion.

8. Possession and/or use of Explosives and/or Fireworks: Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers) is prohibited.

9. Use or Possession of Tobacco and/or Vaping Products: It is prohibited by school policy to use, consume, smoke, or possess cigarettes, other tobacco products, e-cigarettes, papers used to roll cigarettes including look-alikes, and any vaping product. It is also prohibited by Ohio law for a minor to use, possess, pay for, or share in the costs of such products. The penalty for such offenses may include a written citation from the Vermilion Police Department. The citation may include mandatory attendance at a smoking education program, fines up to \$100 (or higher for subsequent offenses), community services, or suspension of driver's license. School policy prohibits the possession of cigarette lighters.

10. Use or Possession of Alcohol: Possessing, using, transmitting, or concealing, or being under the influence of any alcoholic beverage is prohibited. If a building administrator or designee has a reasonable individualized suspicion of alcohol use, he/she may request the student in question to submit to any appropriate testing, including but not limited to a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, he/she will be advised that such denial leaves the observed evidence of alcohol use irrefutable, thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

11. Use or Possession of Other Drugs: Possessing, using, transmitting or concealing, or being under the influence of any controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter medication, stimulants or depressants, anabolic steroids or drug-related paraphernalia is prohibited. If a building administrator or designee has a reasonable individualized suspicion of drug use, he/she may request the student in question to submit to any appropriate testing, including but not limited to a urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, he/she will be advised that such denial leaves the observed evidence of drug use irrefutable thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

12. Sale / Distribution of Weapons: Distributing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation is prohibited.

13. Sale / Distribution of Alcohol and/or Other Drugs: The sale or distribution of drugs, including prescribed and over-the-counter medications, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids and the like. Many drug abuse offenses are also felonies.

14. False Alarms / Bomb Threats: Making a bomb threat (i.e. intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held is prohibited. Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.

15. Misconduct Off School Grounds: Students may be subject to discipline for their misconduct even when it occurs off school property, owned or controlled by the district, or at times and other locations in which the district participated in an activity.

16. Violations of Rules: Students shall not violate the policies of the Board, school administrative guidelines, or classroom procedures. Such policies, procedures, and guidelines will be posted and/or incorporated in student handbooks. The administration has the responsibility to ensure a climate conducive to learning on a daily basis.

As much as possible, this handbook covers most issues of school policy and student conduct. However, because future events and circumstances cannot always be seen clearly at print time, administrators reserve the right to establish new policies as new issues occur, with the primary responsibility of a proper educational environment in mind.

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 shall 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.

“Emergency Removal” shall be the exclusion of a student who poses a continuing danger to district property or persons in the district or behavior that presents an ongoing threat of disrupting the educational process provided by the district. A suspension hearing shall be held within seventy-two hours of removal. “Suspension” shall be the temporary exclusion of a student by the school building administrator from the district’s program for a period not to exceed ten school days, and such suspension may take place within, as well as, outside the school facilities, except that “suspension” shall not include removal of a student for a period of less than twenty-four hours. 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.

A student may be suspended by the superintendent or the building administrator for a period of not more than ten 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.

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 and 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.

REMOVAL, SUSPENSION AND EXPULSION

The Board of Education recognizes that exclusion from the educational program of the school, whether by emergency removal, suspension, or expulsion, is the most severe sanction that can be imposed on a student in this district, and one that cannot be imposed without due process, since exclusion deprives a child the right to an education.

SUSPENSION / EXPULSION APPEAL

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.

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 by 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.

Vermilion High School is a Gun Free School Zone. Federal law and school board policy prohibit guns on school property.

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 problems.

SECTION III: GRADING

GRADING POLICY

The grade earned in each course will be calculated per quarter. Semester grades will appear on the transcript and calculated into the student’s cumulative GPA. Half credits will be issued on transcripts for all successfully completed courses (i.e. core academic requirements, semester electives, etc.). Exceptions include Physical Education and Marching Band Auxiliary, which are one-quarter credit courses. Exams may not count for more than 20% of the semester average.

GRADING SCALE AND GRADING SYSTEM (GPA)

A+	99 to 100	4.333
A	93 to 98	4.000
A-	90 to 92	3.667
B+	87 to 89	3.333
B	83 to 86	3.000
B-	80 to 82	2.667
C+	77 to 79	2.333
C	73 to 76	2.000
C-	70 to 72	1.667
D+	67 to 69	1.333
D	63 to 66	1.000
D-	60 to 62	0.667
F	Below 60	0.000
WF	Withdraw Fail	0.000
I	Incomplete	0.000
NG	No Grade	0.000

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

WEIGHTED GRADING POLICY

The Vermilion Board of Education approved an amendment to the weighted grading policy effective 2010-2011. VHS will apply an “add-on” factor for the following classes:

English

Honors English I
Honors English II
College Composition I (CCP+)
College Composition II (CCP+)
Introduction to Poetry (CCP+)
Introduction to Fiction (CCP+)
AP English Language
AP English Literature

Math

Honors Algebra I (Class of 2019 and beyond)
Honors Geometry
Honors Algebra II
Pre-Calculus
College Algebra (CCP+)
Pre-Calculus (CCP+)
Calculus
AP Calculus
AP Statistics

Science

Honors Physical Science
Honors Biology
Honors Chemistry
Intro to Ecology (CCP)
Physics
AP Physics

Social Studies

Honors Social Studies I
Honors Social Studies II
AP Government
U.S. History I (CCP+)
U.S. History II (CCP+)
AP Psychology

Foreign Language

French IV

Spanish IV

The add-on factor will be 0.5 quality points, beginning in 2012-2013.

The add-on factor will be added to final grades of C- or better (70% or higher).

Students' transcripts will reflect their GPA on both the weighted grading scale, using the add-on value, and the 4.0 grading scale. The weighted grading policy and the add-on factor will not be retroactive

GRADUATION REQUIREMENTS: To earn a high school diploma in Ohio, you must complete courses below and then choose one of the three options below to show that you are ready for college or a job.

- English: Four (4) credits including English I, English II, English III and English IV
- Mathematics: Four (4) credits including Algebra I, Geometry, Algebra II, and one additional upper level course.
- Science: Three (3) credits including Physical Science, Biology, and advanced studies in one or more of the following areas: Chemistry, Astronomy, Physics, Anatomy and Physiology.
- Social Studies: Three (3) credits including Social Studies I (U.S. and World History), Social Studies II (U.S. World History) and Social Studies III (Government/Economics)
- Health: One-half (1/2) credit
- Physical Education: One-half (1/2) credit
- Elective Credits: Six (6) credits consisting of one or any combination of foreign language, fine arts, business, career technology, family and consumer science, technology, or English language arts, mathematics, science, or social studies not otherwise listed above
- Fine Arts: One (1) credit

And one of the following three options:

- Option A: Ohio's State Tests: Earn at least 18 points on seven end-of-course state tests. End-of-course test are: Algebra I or Integrated Math I, Geometry or Integrated Math II, American Government, American History, English I, English II, and Biology.
- Option B: Industry Credential and Workforce Readiness: Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn a 13 on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.

- Option C: College and Career Readiness Test: Earn the “remediation-free” scores on either the ACT or SAT. ACT scores must be as follows: English 18 or higher, Mathematics 22 or higher, and Reading 22 or higher. SAT scores must be as follows: Writing 430 or higher, Mathematics 520 or higher, and Reading 450 or higher.

END OF COURSE EXAM

All students take the following end of course exams:

Algebra I and Geometry

Biology

American History and American Government

English I and English II

INCOMPLETE GRADES: Teachers may assign an incomplete grade (I) when extenuating circumstances interfere with a student’s ability to complete the course requirements. Incomplete assignments should be completed within one (1) week after the incomplete grade is issued. If a student is unable to meet this deadline, parents should schedule a meeting with the principal to discuss the circumstances. Incomplete grades are considered as an F when determining eligibility to participate in athletics and/or extra-curricular events.

PHYSICAL EDUCATION WAIVER: Students who complete two (2) seasons of district-sponsored and approved interscholastic athletics, marching band (including majorettes and flag line) or cheerleading have the option of waiving the physical education requirement for graduation. Physical Education Waiver forms are available in the School Counseling Office. Students must obtain all signatures listed on the form and submit it to the Athletic Director. Physical Education Waiver forms are due two (2) weeks after the completion of the season. More detailed information is listed on the form.

PERSONALIZED LEARNING CENTER: Vermilion High School offers many options for students within a traditional school setting. However, the traditional education does not always meet individual student needs. These programs are online where students have the option to learn anytime, anywhere.

Credit is earned and recorded on a transcript, and graduates are awarded the benefits of a diploma from Vermilion High School. Please contact the school counseling office to learn more about the available options. Students should speak to his/her school counselor for more information.

CREDIT FLEXIBILITY: Vermilion High School recognizes that an effective educational program is one that provides opportunities for all students to customize aspects of their learning around their needs and interests. The Credit Flexibility Plan offers options enabling students to earn full high school credit by completing coursework or showing mastery of course standards by testing

out. Other methods for earning full or partial credits may include the pursuit of educational options, such as online courses, educational travel, independent study projects, internships, music, arts, after-school programs or community service projects. See your school counselor or the VHS website for detailed information.

SECTION IV: ACADEMIC AWARDS AND RECOGNITION

HONOR ROLL

Honor roll only applies to full time students taking five (5) credits. To qualify for the honor roll, a student must meet the following criteria for the nine (9) weeks grading period:

Distinguished Honor Roll:	4.00 and above GPA	No grade below A
High Honor Roll:	3.67 to 3.99 GPA	No grade below A-
Honor Roll:	3.33 to 3.66 GPA	No grade below B-
Merit Roll:	3.00 to 3.32 GPA	No grade below C

CLASS RANK

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

VALEDICTORIAN AND SALUTATORIAN

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

In the event of a tie, the student(s) who are considered first in the class will receive a class rank of 1, while the student(s) considered second in the class will receive the cardinal value as it pertains to the number of students ahead of the individual in the class. For example, if four (4) students tie for first place, each will be ranked as first in the class. The next individual will be ranked fifth in the class.

HONORS DIPLOMA

Refer to Appendix A for the Ohio Department of Education Honors Diploma requirements. If you would like to receive one of the honors diplomas listed in the appendix you must meet with your counselor prior to October 1 of your senior year to let them know your interest and ensure you have all of the requirements completed before graduation.

DIPLOMA OF SERVICE

The Diploma of Service has been created to award those students who have demonstrated a commitment to community service throughout high school. Seniors will need to finish all necessary requirements by May 1st of their graduating year. The community service must be completed outside the normal school day and separate from other community service requirements for academic classes. Students need to complete fifty (50) hours.

ACADEMIC VARSITY LETTERS AND PINS

The following are criteria for awarding academic letters and pins:

- All academic achievement points must be accumulated from Vermilion High School.
- A student (grade 9-12) must accumulate twenty (20) points to be awarded an academic letter. This letter will be awarded at the end of the third quarter of the year in which it was earned at an academic awards night ceremony. If a senior earns a letter or pin during his/her fourth quarter, that award will be available after that fourth quarter.
- A student will receive a pin for each twenty (20) point accumulation beyond the original twenty (20) point letter. These awards will also be given at the end of the third quarter of the year in which they were earned. The same exception to fourth quarter seniors (number 2 above) will apply. Surplus points may be carried to the next academic year.

The points may be accumulated from the following areas: academic achievement, academic activities, and academic honors.

The following Academic Achievement points will be awarded from only one (1) honor or merit roll per quarter for VHS or EHOVE students:

- Distinguished Honor Roll: Four (4) points
- High Honor Roll: Three (3) points
- Honor Roll: Two (2) points
- Merit Roll: One (1) point
- The Outstanding Department Student of the Nine Weeks: one-half (1/2) point
- The Evening of Excellence Awards for department recognition: one-half (1/2) point

The following academic activities will be awarded one (1) point:

- Academic Challenge
- Model U.N.
- National Forensic League

The following tests will award one-half (1/2) point for taking the exam and one-half(1/2) point if the student places:

- Advanced Placement
- National French Exam
- National Spanish Exam

The following points will be awarded one (1) time based on a student's best score for college entrance exams:

- ACT composite score of 22 or 23: One (1) point
- ACT composite score of 24 or above: Two (2) points
- SAT combined score (Reading and Math) of 900 to 1050: One (1) point
- SAT combined score (Reading and Math) of 1051 or above: Two (2) points

The following academic honors will receive one (1) point upon induction:

- National Honor Society
- The National Technical Honor Society

The following academic honors will receive one-half (1/2) point upon induction:

- National French Honor Society
- National Spanish Honor Society

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

- Commended student: Three (3) points
- Semi-Finalist: Four (4) points
- Finalist: Five (5) points

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

NATIONAL HONOR SOCIETY

National Honor Society (NHS) recognizes students who have distinguished themselves in scholarship, character, service and leadership. Membership in this organization is a privilege, not a right. The following criteria must be met for a student to be considered a candidate for National Honor Society:

- Four (4) semesters and junior standing
- A cumulative grade point average of 3.5
- Participation in a minimum of two (2) different school activities. The student must be active in at least one of these during his/her most recently completed semester.

Successful completion of all of the following:

- Two (2) credits in required English courses
- Two (2) credits in mathematics
- Two (2) credits in a laboratory science
- Two (2) credits in social studies
- One (1) credit of a foreign language

Upon verification of all of the above, the student must submit an application for membership. A committee of faculty members will consider the applications and award membership based on scholarship, character, service and leadership. The NHS committee will use all of the following in the selection process:

Eligibility criteria

- The evaluations made by the student's teachers from the current and most recently completed year. These forms evaluate scholarship, character, service, and leadership.
- The student's discipline record from the current and most recently completed years. This discipline record will include reported violations of academic integrity.
- Documented evidence of school and/or community service.
- Honorary members may be nominated and voted for selection based on faculty council recommendations and approval only.
- Documented evidence of leadership in school and/or community. This may include evaluations from teachers and activity sponsors.

Members of the committee will award membership on the basis of a majority of favorable votes. Neither the principal nor the advisor may vote.

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

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

OUTSTANDING DEPARTMENT STUDENTS

The faculty in each department will select one (1) student each nine (9) weeks as the outstanding department student. Students may be selected for achievement, improvement, and/or attitude. Students who have a major discipline violation are not eligible.

COMMENCEMENT

The Board of Education assist the high school administration in presenting diplomas to all students who have met both the curriculum requirements and testing requirements in order to earn a Vermilion High School diploma. Other requirements for graduation include payment of all fees and fines and attendance at graduation rehearsal. Although no student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, a student may be excluded from graduation ceremonies when his/her personal conduct warrants. Commencement is a privilege for students.

SECTION V: STUDENT SERVICES OFFICE

ADVANCED PLACEMENT COURSES

Advanced Placement (AP) courses are college level courses with the primary curricular focus of preparing the student to master the AP curriculum in the content area and to be successful on the AP exam. The difficulty of the work, the time and attention demanded, and the cost (the fee for each AP Exam is approx. \$90) exceeds that of other high school courses. Since the course of study for each AP includes preparation for the AP test given in May, the test is required in all AP courses. Students expecting to receive AP credit on their transcript are required to take the AP exam. Failure to take the test will result in failure of the course.

COLLEGE CREDIT PLUS (CCP)

Colleges and universities offer a unique opportunity for students to enrich and further their educational objectives as high school students. The purpose of the program is to provide additional education opportunities to students who are intellectually and academically capable of successfully completing college level work. In order to enroll in CCP courses, a student must:

- Attend a parent/student meeting informing
- Apply to college in accordance with the college's established procedures for admission, and
- Meet the established standards for admission and for course placement of the college/university

CAREER ADVISING

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

EIGHTEEN -YEAR OLD STUDENTS/AGE OF MATURITY

Students that have reached the age of majority and are still living with a parent or guardian must comply with the same rules that apply to minor students at VHS. Thus, eighteen (18) year old students must still have notes from their parents excusing them from absence, permission slips for field trips, etc. School records will still be sent to, and shared with, the parents of the adult student. Students who are eighteen (18) or older are expected to comply with reasonable request of those in authority and to following the code of conduct.

FOREIGN EXCHANGE STUDENTS

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

GIFTED STUDENTS

The district identifies students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability and/or specific academic ability in grades 2 and 5. The district ensures that there are ample and appropriate scheduling procedures for assessments and reassessments. Each identified student receives a written enrichment plan once a year.

SCHOOL COUNSELORS

The high school counselors are available to counsel students and parents about personal or educational options, college and career readiness, or armed service opportunities, vocational programs, scheduling, etc. If you wish to see a school counselor, schedule an appointment with the secretary in the School Counseling Office in Room 109.

MINIMUM CLASS LOAD

All eighth graders, freshmen, sophomores, juniors, and seniors should carry a minimum of six (6) classes per semester. The preceding nine-week (9) grading period will determine eligibility for athletics and other extra-curricular activities. Refer to the OHSAA Guidelines for Eligibility for additional information. Can be found in our Student Athletic/Activity Handbook.

SCHEDULE CHANGES

Parents are encouraged to contact a counselor when questions arise about a son/daughter's schedule of future plans. Once a student selects courses in the spring, schedule changes are discouraged. Development of the master schedule and personnel decisions are made after students' course requests are obtained. In some cases, however, a legitimate educational reason may exist to suggest and approve a schedule change. Students will have one week from the start of classes to make any changes to his/her schedule by setting up an appointment with the school counselor. All requests may not be able to be accommodated.

EHOVE students are given a two (2) week trial period at the beginning of the school year. At the end of two (2) weeks, a student may request to return to VHS. Students choosing to return to VHS must meet with the EHOVE school counselor to initiate the return.

SUMMER SCHOOL

Summer school is an option that may be possible for those students who failed a course first or second semester. Summer school may not always be an option at Vermilion High School. Information will be made available on the district website in May of possible locations. All summer school courses must be pre-approved by the school counselor or administration.

TRANSCRIPT REQUESTS

A Release of Records form must be completed in order to release a student's information. Students under 18 years of age must obtain their parent's signature to release an official transcript. Students who are 18 years of age may have records released only at their own request. Please allow one (1) week prior to application deadlines when making transcript requests. Transcripts are free of charge for current high school students, and \$2.00 each for all others.

TRANSFER STUDENTS

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

WITHDRAWALS AND TRANSFERS

To withdraw from school, a parent or legal guardian must meet with the school counselor and complete a withdrawal form. All school property must be returned and all other obligations fulfilled. A request of records form must be completed and all outstanding school fees paid before student records are transferred.

SECTION VI: SCHOOL SAFETY

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.

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. Building Crisis Teams hold regularly scheduled meetings to discuss the Plan and safety procedures. Recommendations are taken from the Building Crisis Teams to the District Crisis Team as needed. Suggestions are reviewed by the district team and the plan is updated with relevant material. Members of the building and district crisis teams attend safety workshops and seminars annually to get new ideas for the local plan.

CRISIS RESPONSE PLAN

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

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.

FIRE & TORNADO DRILLS

Drills are conducted monthly on a schedule required by the State of Ohio.

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 LOCKDOWN PROCEDURES

Each month every school building conducts a lock down drill. This type of drill provides training for students and staff in case of an intruder or other threat. During a lockdown drill ALL doors in the building are locked. In the middle school, hall gates are pulled down and locked. Staff and students remain in shelter-in-place mode in their classroom. Blinds are pulled with staff and students moving to an area in the classroom away from doors and windows. Entry into any area is under the authority of the building principal. The School Safety Officer, School Resource Officer, and city safety forces are sometimes involved in the lock down drills.

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.

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.

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.

HANDICAPPED ACCESSIBILITY

In an effort to safely serve students, parents, and the general public, numerous handicapped accessibility issues have been addressed. All buildings are 100% handicapped accessible. Improvements in elevators, rest rooms and entrances have increased access for individuals who are challenged. Please contact the school Principal with any questions regarding accessibility.

CANINE SEARCHES

To promote a safe and orderly environment, Vermilion Local Schools and the Vermilion Police Department will conduct periodic, random and unannounced searches of the schools, school grounds and all personal property on school grounds. Please note the following:

- All property and people (including students, staff, visitors, etc.) are subject to searches
- Vehicles and other personal property are subject to searches
- Inspectors are searching for illegal drugs, controlled substances, weapons and other forms of contraband
- Law enforcement officials will be contacted when contraband is found
- Parents will be contacted in the event of an offense

MEDICATION

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. Students are permitted to carry and use throat lozenges.

VISITORS

Guests from other schools will not be permitted to visit school during the school day.

SECTION VII: GENERAL INFORMATION

BICYCLES / SKATEBOARDS / ROLLERBLADES

All bicycles are to be placed in the bike racks provided. Skateboards, scooters, and rollerblades should be stored in lockers. The school accepts no responsibility for bikes, skateboards, scooters, or rollerblades that are 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.

BUS POLICIES

Students must ride the bus to which they are assigned and get on and off at their scheduled bus stop. Any change must be submitted on Form #245 and approved by the Transportation Supervisor before the student may ride a different bus. Riders must follow the posted bus rules and the instructions of the driver. Violations of the bus rules will result in referral to the principal, and may result in both a suspension from the bus and school discipline.

CAFETERIA

The cafeteria uses point of sales computer systems for lunches. No lunches may be charged. 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.

- Cafeteria cleanliness is everyone's responsibility.
- All students must remain in the cafeteria during lunch except to use the restroom.
- Students are responsible for maintaining good table manners.
- Each student is responsible for clearing his/her trash when done eating.
- No "fast foods" are to be delivered to school.
- Vending machines, except those provided by the cafeteria, are off limits for each lunch period.

Breakfast cost: \$1.60 reduced : .30

Lunch cost: \$2.65 reduced: .40

Milk: .55

CELL PHONES / ELECTRONIC DEVICES

Text messaging is permitted until the first bell, during the exchange of class periods, during the individual student's lunch, and immediately after the dismissal bell at the end of the school day. Students are not permitted to make voice calls from the time the student enters the building until

the dismissal bell rings at the end of the school day. During class times, the student's cell phone must remain off and can be powered on once the transition of classes begins. Violation of this rule is as follows:

- First Offense: Cell phone is confiscated and returned at the end of the day in the main office. Detention will be issued.
- Second Offense: Cell phone is confiscated and returned at the end of the day in the main office. Detention will be issued.
- Third Offense and beyond: Cell phone is confiscated and returned at the end of the day in the main office. A Friday School is assigned.

There will be no expectation of privacy for any stored text or voice message once a cellular phone is confiscated.

Students are not to bring electronic devices, laser pointers, cameras, etc. to school unless it is part of a classroom work and they have received permission from the teacher for whom they are doing the assignment.

COMPUTER / LAPTOPS / INTERNET 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 must have a signed "Acceptable Use Form" and "Laptop Guidelines and Procedures Form" to use the internet at school. The signatures on the forms are legally binding. By signing the forms, you are agreeing to abide by the terms and conditions on it. Students may be disciplined 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.

DANCE REGULATIONS

School rules and regulations apply to all those attending the dance. Students and guest 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 VPD. 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 attend a dance.

DRESS CODE

Students of Vermilion High School are expected to dress and groom themselves in good taste. The school administration reserves the right to determine what constitutes acceptable and appropriate clothing and accessories. If any student has any doubt that a specific article of clothing or accessory does not meet the standard set forth in this dress code, do not wear it. Any extreme modes of dress or grooming that may be distracting or not in good taste, including body/facial piercings will be considered a violation of this policy.

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

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see through.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.
- Wearing hats, hoods or bandanas.
- Wearing sunglasses unless a doctor's note is on file.

DRIVING TO SCHOOL

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failure by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
Washington, D.C. 20202-4605

IMPORTANCE OF STUDENT PHOTOGRAPHS

Throughout the year, the Vermilion Local School District shares information with the public through news releases, slide presentations, videotaping, etc., or through publications such as The Photojournal, The Morning Journal, etc. We like to include photographs of our children in educational settings. This puts the emphasis where it should be – involvement of students in educational activities. It is also exciting when children see their pictures representing the school district. Parents can help us simplify the procedure of using such photographs by considering their value. Please contact your child's school for a form to complete to deny permission for your child's photo to appear in publications of the Vermilion Local School District.

IDENTIFICATION CARDS

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

NOTICE FOR DIRECTORY INFORMATION

The federal law FERPA, (Family Educational Rights and Privacy Act), requires that Vermilion Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Vermilion

Local School District may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Vermilion Local School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling showing weight class and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Vermilion Local School District to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing.

The following information is designated as directory information (Note: An LEA may, but does not have to, include all the information listed below.):

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

FEES

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

LOCKERS

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

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

LOST AND FOUND

Articles that are lost or found should be reported to the main office.

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.

TEXTBOOKS

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

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.

DRUG TESTING

Prior to obtaining a parking permit or participating in any extracurricular activity, those students and their parent/guardian/custodian shall 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 shall include 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: The Vermilion Local School District is pleased to provide the opportunity for students to be included in the drug testing program when they are not otherwise eligible through participation in school-sponsored athletics or other extra-curricular activities, parking permits, or earning special privileges, including but not limited to, early release or mid-day sign outs. 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.

ACTIVITY / ATHLETIC GUIDE

The complete Student Activity Guide can be found on the Vermilion High School website.

High School > Athletics > Student Activity Guide

Appendix

Appendix A	School Calendar
Appendix B	Bullying Checklist
Appendix C	VHS Floor Plan

APPENDIX A

Approved by the Board 12-4-2017
 Revision approved 4-9-2018
 Revision recommended 9-16-18

Vermilion Local Schools 2018-2019 SCHOOL YEAR



AUGUST 2018							SEPTEMBER 2018							OCTOBER 2018						
SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12T	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26<	27
26	27T	28>	29	30	31		23	24T	25	26	27	28	29	28	29>	30	31			
							30													

NOVEMBER 2018							DECEMBER 2018							JANUARY 2019						
SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17<	18T	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22>	23	24	25	26
25	26D	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												

FEBRUARY 2019							MARCH 2019							APRIL 2019						
SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA
					1	2						1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8>	9	10	11	12	13
10	11	12	13	14	15	16	10	11T	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22D	23	24	25	26	27
24	25D	26	27	28			24	25	26	27	28	29<	30	28	29	30				
							31													

MAY 2019							JUNE 2019							JULY 2019						
SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6<	7T	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20D	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

D = Delayed Start Time for Students		T = Teacher Work Day (no students)																																
<p>GRADING PERIODS TOTAL: 180 DAYS</p> <p>1st: Aug. 27 to Oct. 26 44 days 2nd: Oct. 29 to Jan. 18 49 days 3rd: Jan. 22 to Mar. 29 48 days 4th: April 8 to June 7 43 days</p> <p>Holidays: Labor Day, Thanksgiving, Christmas Day, New Year's Day, M.L. King, Jr. Day, Presidents' Day, Memorial Day <small>INFO ONLY: Easter April 21, 2019</small></p> <p>P.D. and In-Service Days: Aug. 27, Sept. 24, Oct. 12, Jan. 18, March 11, June 7</p> <p>P-T Conf Comp Dates: Nov. 21, Mar 1</p> <p>FIRST TEACHER DAY August 27 FIRST STUDENT DAY August 28 LAST STUDENT DAY June 6</p>	<p>NO SCHOOL</p> <table style="width: 100%; border: none;"> <tr><td>Teacher In-Service</td><td>August 27</td></tr> <tr><td>Labor Day</td><td>September 3</td></tr> <tr><td>Professional Development</td><td>September 24</td></tr> <tr><td>NEOE Day; In-Service</td><td>October 12</td></tr> <tr><td>Thanksgiving Break</td><td>Nov. 21 to 23</td></tr> <tr><td>Winter Break</td><td>Dec. 20 – Jan. 1</td></tr> <tr><td>Records Day; In-Service</td><td>January 18</td></tr> <tr><td>Martin L. King, Jr. Day</td><td>January 21</td></tr> <tr><td>Presidents' Day</td><td>February 18</td></tr> <tr><td>Schools Closed</td><td>March 1</td></tr> <tr><td>Professional Development</td><td>March 11</td></tr> <tr><td>Spring Break</td><td>March 30-Apr. 7</td></tr> <tr><td>Non-School holiday</td><td>April 19</td></tr> <tr><td>Memorial Day</td><td>May 27</td></tr> <tr><td>Records Day; In-service</td><td>June 7</td></tr> <tr><td>Commencement</td><td>June 2</td></tr> </table>	Teacher In-Service	August 27	Labor Day	September 3	Professional Development	September 24	NEOE Day; In-Service	October 12	Thanksgiving Break	Nov. 21 to 23	Winter Break	Dec. 20 – Jan. 1	Records Day; In-Service	January 18	Martin L. King, Jr. Day	January 21	Presidents' Day	February 18	Schools Closed	March 1	Professional Development	March 11	Spring Break	March 30-Apr. 7	Non-School holiday	April 19	Memorial Day	May 27	Records Day; In-service	June 7	Commencement	June 2	<p>PARENT-TEACHER CONFERENCES</p> <p>Vermilion Elementary</p> <p>Oct : 3:45-7:15 Oct : 3:45 –7:15 Feb : 3:45-7:15 Feb : 3:45-7:30</p> <p>Sailorway Middle</p> <p>Oct : 3:00-6:45 Oct : 3:00-6:30 Feb : 3:00-6:45 Feb : 3:00-6:30</p> <p>Vermilion High</p> <p>Oct : 3:00-6:45 Oct : 3:00-6:30 Feb : 3:00-6:45 Feb : 3:00-6:30</p>
Teacher In-Service	August 27																																	
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Records Day; In-service	June 7																																	
Commencement	June 2																																	

SPECIAL NOTES: (1) Delayed start time on November 26, 2018; February 25, 1029; April 22, 2019; May 20, 2019
 (2) Conference trade-off days of November 21 and March 1 are counted as student days per O.R.C.
 (2) Calamity Day Makeup dates (IF NEEDED): February 18, 2019 and March 1, 2019

Appendix B

Bullying Checklist

Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed with the intent to harass, ridicule, humiliate, intimidate, or harm.

Categories and Types of Bullying:

PHYSICAL bullying involves hurting a person's body or possessions:

- Hitting/Kicking/Punching
- Spitting
- Tripping/Pushing
- Taking control of or breaking someone's things/possessions
- Making mean or rude gestures

VERBAL bullying involves saying mean things:

- Teasing
- Name calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

SOCIAL bullying involves hurting someone's reputation or relationships:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

ELECTRONIC or WRITTEN COMMUNICATION bullying involves all forms of cyberbullying, written messages or using various forms of electronic technology:

- Mean text messages or emails
- Rumors sent by email or posted on social network sites
- Embarrassing pictures, videos, websites, or fake profiles

Additional considerations:

- Has there been a history between the individuals?
- Is there an imbalance of power?
- Has this or similar incidents happened before? Is the student worried it may happen again?
- Is the unwanted behavior causing a disruption to the educational process?

APPENDIX C

