



VERMILION HIGH SCHOOL

**1250 Sanford Street
Vermilion, OH 44089**

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“Home of the Sailors”

Student/Parent Handbook 2014-2015 Grades 8 through 12

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Mr. Philip C. Brickner, Athletic Director**

FORWARD: 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.

VERMILION HIGH SCHOOL 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

VERMILION HIGH SCHOOL FIGHT SONG

Fight on Vermilion
Fight on Vermilion
Fight on to victory.

We have the pep
And also the rep
And loyal we'll ever be.

Bring on the banner
Purple and gold,
Cheer on the team
As in days of old.

Break that defense
And fight to the end.
We want a victory!

V H S Fight!



Vermilion Local Schools



District Goal

By 2016, student learning in all content areas, as assessed by student growth measures, will meet or exceed one year's growth in one year for 100% of all K-12 students

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
Innovation
Communication
Relationships*

Personalization

Vermilion Local Schools are committed to providing a personalized education for each student. In a blended learning environment, student academic progress is closely monitored and instruction is modified to meet individual student needs. This is accomplished through individual instruction, small group centers or stations, a co-teaching environment, and online learning experiences. Students are provided intervention and enrichment based on their learning strengths and weaknesses. This allows for students to reach their full potential and to meet the high expectations set by the Vermilion Local School District.

High Expectations

Students have clearly defined rigorous standards that prepare them for college or a career after high school.

Innovation

An environment that fosters creativity for all students.

Communication

All administrators, certified and classified staff will foster effective communication by returning phone calls and emails within 24 hours. The district website, Facebook, and Twitter will be updated daily in order to efficiently promote events and activities that are taking place throughout the district.

Relationships

Our administrators, faculty and staff will form caring relationships with students to gain a greater understanding of them as individuals in order to better educate them.

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2014 – 2015 SCHOOL CALENDAR

FIRST SEMESTER:

August 21-22	Teacher Professional Development
August 25	Teacher In-Service
August 26	First Day of School for All Students
September 1	No School: Labor Day
September 23	No School for Students: Waiver Day
September 30	Parent-Teacher Conferences: 3:00 to 6:45 PM
October 2	Parent-Teacher Conferences: 3:00 to 6:30
October 17	No School: NEOEA Day
October 21	No School for Students: Waiver Day
October 31	End of First Grading Period
November 26 – 28	No School: Thanksgiving Break
December 2	No School for Students: Waiver Day
December 22	Last Day of School before Christmas Break
January 5	School Resumes
January 19	No School: Martin Luther King Jr. Day
January 22	End of Second Grading Period End of First Semester
January 23	No School for Students: Records Day

SECOND SEMESTER:

February 10	No School for Students: Waiver Day
February 17	No School: Presidents' Day
February 24	Parent-Teacher Conferences: 3:00 to 6:45 PM
February 26	Parent-Teacher Conferences: 3:00 to 6:30 PM
March 27	End of Third Grading Period
March 30 – April 3	Spring Break
April 6	School Resumes
May 25	No School: Memorial Day
June 6	Last Day of School for Students
June 1	Records Day
June 2-3	Teacher Professional Development
June 7	Commencement

Approved by the Board of
Education 1-13-14
Revisions approved 4-14-14
Proposed for approval 6-9-14

Vermilion Local Schools

2014-2015 SCHOOL YEAR



AUGUST 2014						
SU	M	T	W	TH	F	SA
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3	4	5	6	7	8	9
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31						

SEPTEMBER 2014						
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OCTOBER 2014						
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NOVEMBER 2014						
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DECEMBER 2014						
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JANUARY 2015						
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FEBRUARY 2015						
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MARCH 2015						
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APRIL 2015						
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MAY 2015						
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31						

JUNE 2015						
SU	M	T	W	TH	F	SA
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JULY 2015						
SU	M	T	W	TH	F	SA
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26	27	28	29	30	31	

T = teacher work day (no students) P = Teacher Professional Development Day (no students) E= Early Release Day

GRADING PERIODS	
1 st :	August 26, 2014 to October 31, 2014
2 nd :	November 3, 2014 to January 22, 2015
3 rd :	January 26, 2015 to March 27, 2015
4 th :	April 6, 2015 to May 29, 2015
Holidays: Labor Day, Thanksgiving, Christmas Day, New Year's Day, M.L. King, Jr. Day, Presidents' Day, Memorial Day	
INFO ONLY: Easter April 5, 2015	
In-Service Days: August 25, October 17, January 23, June 1	
P-T Confer. Comp Dates: Nov. 26, Feb. 27	
FIRST TEACHER DAY	August 21
FIRST STUDENT DAY	August 26
LAST STUDENT DAY	May 29

NO SCHOOL	
Teacher Prof Dev	August 21 & 22
Teacher In-Service	August 25
Labor Day	September 1
Teacher Prof Dev	September 29
NEOEA Day; In-Service	October 17
Thanksgiving Break	Nov. 26-28
Winter Break	Dec. 22 - Jan. 2
Martin L. King, Jr. Day	January 19
Records Day; In-Service	January 23
Presidents' Day	February 16
Schools Closed	February 27
Spring Break	Mar. 30 - Apr. 3
Memorial Day	May 25
Records Day; In-service	June 1
Teacher Prof Dev	June 2 & 3
Commencement	June 7

PARENT-TEACHER CONFERENCES	
Vermilion Elementary	
Oct 14:	3:45-7:15
Oct 16:	3:45 -7:15
Feb 24:	3:45-7:15
Feb 26:	3:45-7:30
Sailorway Middle	
Oct 14:	3:00-6:45
Oct 16:	3:00-6:30
Feb 24:	3:00-6:45
Feb 26:	3:00-6:30
Vermilion High	
Sep 30:	3:00-6:45
Oct 2:	3:00-6:30
Feb 24:	3:00-6:45
Feb 26:	3:00-6:30

PROFESSIONAL DEVELOPMENT
PROFESSIONAL STAFF REPORT ONLY
August 21 & 22, 2014, September 29, 2014, June 2 & 3, 2015
Early Release: November 12 and May 29

Calamity Day Makeup: This calendar includes a total of 11 days beyond the State minimum school day requirement that may be used to make up calamity days. A "Blizzard Bag" plan will be developed for 3 additional calamity days, if needed.

SECTION I: ATTENDANCE POLICY

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

ATTENDANCE PROCEDURES

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

Parents must notify the school if their child is absent. Absences will be considered “unexcused” unless they meet one of the following criteria:

- Illness of child (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)
- 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)

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. Senate Bill 181, the “truancy bill,” prescribes punishments for both students and parents when a student is deemed a “habitual” or “chronic” truant by the courts. Habitual truancy is defined as unexcused absence “five or more consecutive days, seven or more days in a school month, or twelve or more days in a school year”. Chronic truancy is defined as unexcused absence “seven or more consecutive school days, ten or more days in a school month or fifteen or more school days in a school year”.

Vermilion High School is obligated by law to report such cases to local officials and a hearing may be scheduled at the Vermilion Municipal Court when a student accumulates more than six (6) unexcused absences. It is the student’s responsibility to provide written documentation of all absences within three days of the absence.

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.

HALL PASSES

All students must have a hall pass with them anytime they are in the halls, except for transitions between classes.

PREARRANGED ABSENCE

Absences that are planned ahead require a "Prearranged Absence Form". The form may be obtained from the attendance office. This form must be completed and returned at least two (2) day prior to the absence. The form will only be accepted if it contains the signatures of all teachers, the student's counselor, an administrator, and a parent or guardian. Absences for worthwhile educational experiences or family activities are to be approved one week in advance of the activity. Prearranged absences count against the six (6) day total. All assigned work must be turned in upon the student's return to class to receive credit.

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

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

COLLEGE VISITS

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

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 school days, parents may contact the attendance office to request homework assignments from teachers. Parents can pick up the work the following school day between 3:00PM and 3:30 PM. It is the responsibility of the student or parent to pick up assignments in the attendance office.

MAKE-UP WORK

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

LOSS OF CREDIT DUE TO POOR ATTENDANCE

Attendance in Class: State of Ohio report card standards require school districts to average an attendance rate of 93% or better. In order to meet this standard, students are allocated a sick bank of six (6) days. A student who has been absent from school six (6) days during a school year (including family vacation), may not be permitted to make up work for credit for assignments or tests unless a doctor's excuse or bereavement card is provided; they will be considered unexcused. Out-of-school suspensions will count towards the six (6) day limit. Students who exceed the six (6) day limit may be referred to attendance court.

Absences and School Related Absences: School related activities or functions are not counted as an absence from class. For example: field trips, assemblies, calls from the main office or counseling office, school related activities such as sports, contests, band, etc. that are scheduled during school hours.

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

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

TARDINESS

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

Any student who arrives more than thirty (30) minutes after the start of the school day according to their schedule will be ineligible to participate in any/all extracurricular activities on that day. This includes practices as well as contests, performances, and all other curricular and/or extracurricular activities.

The administration of Vermilion High School realizes that students may have a morning emergency. Excessive tardiness will result in the following action:

- 1st tardy: No consequence
- 2nd tardy: No consequence
- 3rd tardy: No consequence
- 4th tardy: No consequence
- 5th tardy: After School Detention
- 6th tardy: After School Detention
- 7th tardy: Friday School
- 8th tardy: Friday School
- 9th tardy: Friday School and student may be referred to court

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.

CLOSED CAMPUS (GRADES 8 THROUGH 10)

Vermilion High School is a closed campus for grades 8 through 10 and students shall not leave the school building unless associated with the Work Force Development Program.

- 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.
- Students arriving at Vermilion High School for transfer to the EHOVE bus shall not enter the high school unless they are there to speak to an administrator or school counselor. Such students are to proceed immediately to the EHOVE bus upon arrival at VHS so that the bus may depart on time.

JUNIOR/SENIOR RELEASE

Vermilion High School's junior/senior release program is given to students to help them develop responsibility for their unassigned periods. Junior and seniors are allowed to leave school two (2) designated periods. This must be earned and may be lost if the student fails to follow the school rules and release guidelines. Junior/Senior release is reserved for those students with a C- or higher in all classes. Junior/Senior release has a cost of \$1.00 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:

- a) Obtaining or accepting a copy of tests
- b) Copying another student's answers
- c) Providing another student answers
- d) Representing as one's own work the product of someone else's creativity
- e) Using notes or other material not permitted during a test
- f) Duplicating another student's project
- g) Having someone, other than the student, prepare the work
- h) Permitting another student to copy
- i) 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.
- j) 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.
- k) 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.

BEHAVIOR EXPECTATIONS

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.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Please refer to Board policy 5515.07 for further details.

DETENTIONS

- All detentions assigned in the office will be served from 7:10 to 7:35 AM or 2:35 to 3:00 PM in room 003.
- Twenty-four (24) hours 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.

DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board 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.

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 parent and must occur 24 hours prior to the assigned Friday School day. Failure to serve an assigned Friday School may result in a one day Out-of-School suspension.

HARASSMENT

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.

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, in-school restriction, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials, as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

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

- 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**

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

2. **Behavioral Problems**

- a. **Class Disruption:** A student shall not be involved in any actions that disrupt the educational process of the other students in a classroom activity or other organized functions of the school.
- b. **Harassment, Intimidation, and Bullying:** Harassment, intimidation, or bullying behavior by any student/school personnel in the Vermilion Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including

electronically transmitted acts i.e. internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to other students/school personnel, including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.
 3. 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.
- 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 “complicity”.
- 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.

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:** It is prohibited by school policy to use, consume, smoke, or possess cigarettes, other tobacco products, e-cigarettes, or papers used to roll cigarettes including look-alikes. It is also prohibited by Ohio law for a minor to use, possess, pay for, or share in the costs of such products. The penalty for such offenses may include a written citation from the Vermilion Police Department. The citation may include mandatory attendance at a smoking education program, fines up to \$100 (or higher for subsequent offenses), community services, or suspension of driver's license. School policy prohibits the possession of cigarette lighters.
10. **Use or Possession of Alcohol:** Possessing, using, transmitting, or concealing, or being under the influence of any alcoholic beverage is prohibited. If a building administrator or designee has a reasonable individualized suspicion of alcohol use, 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 unrefuted, thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

11. **Use or Possession of Other Drugs:** Possessing, using, transmitting or concealing, or being under the influence of any controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter medication, stimulants or depressants, anabolic steroids or drug-related paraphernalia is prohibited. If a building administrator or designee has a reasonable individualized suspicion of drug use, 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 unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.
12. **Sale / Distribution of Weapons:** Distributing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation is prohibited.
13. **Sale / Distribution of Alcohol and/or Other Drugs:** The sale or distribution of drugs, including prescribed and over-the-counter medications, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids and the like. Many drug abuse offenses are also felonies.
14. **False Alarms / Bomb Threats:** Making a bomb threat (i.e. intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held is prohibited. Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.
15. **Misconduct Off School Grounds:** Students may be subject to discipline for their misconduct even when it occurs off school property, owned or controlled by the district, or at times and other locations in which the district participated in an activity.
16. **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.

OLWEUS BULLYING PREVENTION

Every student has a fundamental right to feel safe in school. Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself (Olweus website). In the Olweus Bullying Prevention Program, students have 4 rules to live by here at our school. These rules are:

1. **We will not bully others.**
2. **We will try to help students who are bullied.**
3. **We will try to include students who are left out.**
4. **If we know that somebody is being bullied, we will tell an adult at school and at home.**

If a staff observes or is made aware of an incident and the bullying is investigated and verified; consequences will be sanctioned, as the school administration deems appropriate.

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.

DEFINITIONS

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 on-going 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.

PROCEDURES

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 to five 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 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 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 APPEALS

The student or his/her parent or guardian may appeal a suspension or expulsion to the Board of Education's designee. The request for an appeal shall be made within seventy-two hours. Parents of students may be accompanied to an appeal hearing by a representative of their choosing.

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 year.

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

SECTION III: GRADING

CONTINUOUS GRADING POLICY

1. The grade earned in each course will be calculated in a cumulative manner from the first day to the last day of the semester.
2. Semester grades will appear on the transcript and calculated into the student's cumulative GPA.
3. 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.
4. Exams may not count for more than 20% of the semester average.

GRADING SCALE AND GRADING SYSTEM (GPA)

A+	99 to 100	4.333	WF	Withdraw Fail	0.000
A	93 to 98	4.000	I	Incomplete	0.000
A-	90 to 92	3.667	NG	No Grade	0.000
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			

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

WEIGHTED GRADING POLICY

CLASS OF 2015 AND BEYOND: The Vermilion Board of Education approved an amendment to the weighted grading policy effective beginning in 2010-2011. VHS will apply an “add-on” factor for the following classes:

- English
 - Honors English I
 - Honors English II
 - Honors English III
 - On-site DEP College Composition I
 - On-site DEP College Composition II
 - Honors English IV
 - AP English Literature
- Math
 - Honors Geometry
 - Honors Algebra II
 - Pre-Calculus
 - On-site DEP College Algebra
 - On-site DEP Pre-Calculus
 - Calculus
 - AP Calculus
- Science
 - Honors Physical Science
 - Honors Biology
 - Honors Chemistry
 - Physics
 - On-site DEP General Biology
 - On-site DEP Intro to Ecology
- Social Studies
 - Honors Social Studies I
 - Honors Social Studies II
 - Honors Social Studies III
 - U.S. History I
 - U.S. History II
 - On-site DEP U.S. History I
 - On-site DEP U.S. History II
 - AP Psychology
- Foreign Language
 - French IV
 - Spanish IV
 - On-site DEP Elementary Spanish I
 - On-site DEP Elementary Spanish II
- Fine Arts
 - AP Music Theory

1. The add-on factor will be 0.5 quality points, beginning in 2012-2013.
2. The add-on factor will be added to final grades of C- or better (70% or higher).
3. Students' transcripts will reflect their GPA on both the weighted grading scale, using the add-on value, and the 4.0 grading scale.
4. The weighted grading policy and the add-on factor will not be retroactive.

GRADUATION REQUIREMENTS CLASS OF 2015 AND BEYOND:

The Ohio Core is the standard expectation for all students entering ninth grade for the first time on or after July 1, 2010. The Ohio Core graduation requirements take effect with the graduation Class of 2014 and beyond. The Vermilion Board of Education requires all students to earn twenty-two (22) credits for graduation.

- English: Four (4) credits including English I, English II, English III and English IV
- Mathematics: Four (4) credits including Algebra I, Geometry and Algebra II
- 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 (World History), Social Studies II (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
- All students must complete at least two semesters of **fine arts** taken any time in grades 7 through 12.

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

OHIO GRADUATION TEST - CLASS OF 2015, 2016, 2017: Students must pass all parts of the Ohio Graduation test: Reading, Math, Writing, Science, and Social Studies. A score of Proficient (400 or above) is necessary for an Ohio High School Diploma.

Partnership for Assessment of Readiness for College and Careers (PARCC): The PARCC tests are highly quality, computer-based K-12 assessments in Mathematics and English Language Arts/Literacy. They are carefully crafted to give teachers, schools, students, and parents better and more useful information on how we're preparing our students for their futures.

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 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 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 Student Services Office. Students must obtain all signatures listed on the form and submit it to the Athletic Director. Physical Education Waiver forms are due two weeks after the completion of the season. More detailed information is listed on the form.

EIGHTH GRADE RETENTION POLICY: Eighth grade students who fail two of the following four core courses for the semester: English, Math, Science, or Social Studies will be retained in the eighth grade unless they are able to pass both of those courses in summer school. The only exception to this provision is due to extenuating circumstances. The administration, after meeting with the parent/guardian and the student, may approve a social promotion.

WORKFORCE DEVELOPMENT PROGRAM: Vermilion High School offers many options for students within a traditional school setting. However, the traditional education does not always meet individual student needs. The Vermilion Academy delivers new options for students, offering online courses where assistance is readily available from a teacher, as well as 24/7 access to work on web-based assignments. Vermilion Academy courses meet Ohio Department of Education standards. Credit is earned and recorded on a transcript, and graduates are awarded the benefits of a diploma from Vermilion High School.

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 the 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

To qualify for the honor roll, a student must meet the following criteria for the nine 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

Classes scheduled for dual enrollment off campus do not qualify for honor roll distinction.

CLASS RANK

The Vermilion Board of Education authorizes a system of class ranking, by grade point average, for students in grade(s) 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 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

A Vermilion High School academic diploma with honors will be awarded to students who fulfill all but one (1) criterion as specified below by the Ohio Department of Education:

- English: Four (4) units
- Mathematics: Four (4) units including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
- Science: Four (4) units including Physics and Chemistry
- Social Studies: Four (4) units
- Foreign Language: Three (3) units including at least two (2) units in each language studied
- Fine Arts: One (1) unit (earn 1 credit)
- Electives: Not counted toward requirements
- Grade Point Average: 3.5 on a 4.0 scale
- ACT/SAT Score (excluding scores from the writing sections): 27 ACT / 1210 SAT

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. Senior will need to finish all necessary requirements by May 1 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 HALL OF FAME:

Beginning with the graduating class of 2015, students who meet all the following academic requirements will be inducted into the Vermilion High School's Academic Hall of Fame:

1. Cumulative GPA of 4.15 or higher on the weighted scale
2. ACT composite score of 27 or higher OR SAT CR+M Score of 1220 or higher
3. Have taken at least four full-year courses designated either Advanced Placement, Dual Enrollment, or College Credit

ACADEMIC VARSITY LETTERS AND PINS

The following are criteria for awarding academic letters and pins:

1. All academic achievement points must be accumulated from Vermilion High School.
2. A student must accumulate twenty (20) points to be awarded an academic letter. This letter will be awarded at the end of the third quarter of the year in which it was earned at an academic awards night ceremony. If a senior earns a letter or pin during his/her fourth quarter, that award will be available after that fourth quarter.
3. A student will receive a pin for each twenty (20) point accumulation beyond the original twenty point letter. These awards will also be given at the end of the third quarter of the year in which they were earned. The same exception to fourth quarter seniors (number 2 above) will apply. Surplus points may be carried to the next academic year.
4. The points may be accumulated from the following areas: academic achievement, academic activities, and academic honors.
 - The following Academic Achievement points will be awarded from only one (1) honor or merit roll per quarter for VHS or EHOVE students:
 - Classes scheduled for dual enrollment off campus do not qualify for honor roll distinction.
 - 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
 - Mock Trial
 - Model U.N.
 - National Forensic League
 - The following tests will award one-half (1/2) point for taking the exam and one-half point if the student places:
 - Advanced Placement
 - National French Exam
 - National Spanish Exam
 - Voice of Democracy Competition

- The following points will be awarded one time based on a student's best score for college entrance exams:
 - ACT composite score of 22 to 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 following academic honors will receive one-half (1/2) point upon induction:
 - National French Honor Society
 - National Spanish Honor Society
 - National Math Honor Society
- The National Merit Scholarship honors will be awarded based on a student's performance on the PSAT/NMSQT test taken during the junior year:
 - Commended student: Three (3) points
 - Semi-Finalist: Four (4) points
 - Finalist: Five (5) points
- The following graduation honors will be awarded one (1) point:
 - Diploma of Service
 - Honors Diploma

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

NATIONAL HONOR SOCIETY

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

- 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 resubmit their applications each time they are eligible. Vermilion High School will consider applications once every year during the first semester.

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

OUTSTANDING DEPARTMENT STUDENTS

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

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 \$89) 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.

DUAL ENROLLMENT PARTNERSHIP

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. Dual Enrollment programs include Post Secondary Enrollment Options (PSEO) Option B, Credit In Escrow, the College Opportunity Partnership Program (COPP), as well as College Tech Prep. Classes scheduled for dual enrollment off campus do not qualify for honor roll distinction.

The following guidelines apply to all dual enrollment students taking courses for college credit, either at VHS or at a local college campus:

- Attend informational meeting in February
- Notify your counselor of your intent to participate by March 30
- Verify GPA criteria with your counselor
- Complete local application as an interested PSEO student
- Complete Compass assessment (placement test) at the college
- Schedule courses with school counselor at VHS

Dual enrollment students will have two (2) weeks from the start of an off-campus class to withdraw from the class. The college will allow you to withdraw and will place a "W" on your college transcript. That "W" will be recorded as a W/F grade on your high school transcript and will be calculated as a 0.00 toward your GPA. Students who withdraw and/or fail a dual enrollment or a PSEO course of campus will bear the responsibility of reimbursing Vermilion Local Schools for the cost of the class (es).

EIGHTEEN YEAR OLD STUDENTS

Students that have reached the age of majority and are still living with a parent or guardian must comply with the same rules that apply to minor students at VHS. Thus, eighteen year old students must still have notes 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 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 uses a three-part approach to identify students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creative thinking, and visual and performing arts. The district ensures that there are ample and appropriate scheduling procedures for assessments and reassessments. Referrals are accepted on an ongoing basis using the procedure outlined in the *Information for Parents* brochure available at your district offices. The brochure also explains the withdrawal procedures and the process for appeals. Also available are:

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

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

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 Student Services.

MINIMUM CLASS LOAD

All eighth grade students must carry seven (7) classes per semester. All freshmen and sophomores must carry a minimum of six (6) classes per semester. All juniors and seniors must carry a minimum of five (5) classes per semester. Student athletes need to schedule a minimum of 5 credits for eligibility. Note: Student athletes are encouraged to take 6 classes per semester to preserve eligibility. The preceding nine-week grading period will determine eligibility for athletics and other extra-curricular activities. Refer to the OHSAA Guidelines for Eligibility for additional information.

SCHEDULE CHANGES

Parents are encouraged to contact a counselor when questions arise about a son/daughter's schedule or future plans. Development of the master schedule and personnel decisions are made after the students' course requests are obtained. No schedule changes will be made for the upcoming school year after **May 30**. In some cases, however, a legitimate educational reason may exist to suggest and approve a schedule change such as a failed course or earned summer school credit.

When a student drops a course past the deadline to change schedules, the student will receive an F on his/her report card that is calculated into the nine weeks GPA for eligibility. The student will also receive a withdrawal/fail (W/F) on his/her transcript that will be calculated into the cumulative GPA.

EHOVE students are given a try-out period at the beginning of the school year. At the end of the try-out period, a student may request to return to VHS by contacting their school counselor.

SUMMER SCHOOL

Summer school is an option available for those students who failed a course first or second semester. Information and registration forms are available on the district website. 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 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. The school system has employed *The Safe School Help Line* to assist in school safety. Students wishing to report an activity of a serious nature which poses a threat to our school or its students can call the help line at 1-866-listen2me. All calls are confidential.

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.

SAFE SCHOOLS

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. The school system has employed *The Safe School Help Line* to assist in school safety. Students wishing to report an activity of a serious nature which poses a threat to our school or its students can call the help line at 1-866-listen2me. All calls are confidential.

VISITORS

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

SECTION VII: GENERAL INFORMATION

BEVERAGES / FOOD

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

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. No bicycling, skateboarding or rollerblading is permitted on school grounds. 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 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 six-digit 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.

1. All students must remain in the cafeteria during lunch except to use the restroom.
2. Students are responsible for maintaining good table manners.
3. Each student is responsible for clearing his/her trash when done eating.
4. No "fast foods" are to be delivered during lunch periods.
5. Vending machines, except those provided by the cafeteria, are off limits for each lunch period.

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:

1. First Offense: Cell phone is confiscated and returned at the end of the day in the main office. An after school detention is assigned.
2. Second Offense: Cell phone is confiscated and a Friday School is assigned. Cell phone will be returned after a meeting or phone call between administration and the parent/guardian.
3. Third Offense and after: Cell phone is confiscated and a Friday School is assigned and phone privileges are revoked for one week – phone is not to be brought to school.

Violation of this rule may result in an out-of-school suspension.

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:

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

DANCE REGULATIONS

School rules and regulations apply to all those attending the dance. All students must show a valid student ID card and a dance ticket. Students will 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 from the office prior to the dance. Any student or guest refusing to comply with any dance regulations 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.

Students in grade 8 are not permitted to attend Homecoming and Winter Homecoming dances as well as the Junior/Senior Prom even if invited by a student in grades 9-12. Grade 8 students will have separate dances in the fall and winter. They will be invited to participate in a dance in the spring with grades 9-12. Students in grades 9-11 are not permitted to attend the Prom unless invited by a student in grade 12.

Student Council and its advisors will determine the themes of the dances.

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.

The following are violations of the dress code:

- Tank tops, spaghetti straps, or shirts exposing bare midriffs or back
- Pants not worn at a student's true waist
- Sleepwear, pajama pants, boxers or slippers
- Exposed undergarments (bras and underpants)
- Sunglasses
- Torn or ripped clothing exposing under garments or skin above mid-thigh
- Chains, chained wallets, spikes, bands worn on arms, necks or elsewhere
- Any item of clothing with unacceptable words or illustrations, including symbols or words relating to drugs, alcohol, tobacco, prison, sex, destructive slogans, etc.
- All headwear including hats, headbands, bandanas and hoods

In addition:

- Shorts and shirts must be long enough to reach the end of a student's fist when the arm and hand are extended to their full length at their side. Spandex, yoga pants and leggings are permitted.
- Girls are not permitted to wear low-cut tops exposing cleavage.
- Outdoor apparel (coats, jackets, hoods, hats, gloves, etc.) may not be worn in the building during instructional hours.
- Flip-flops and shoes without backs are permitted.
- Any item of apparel that disrupts the educational process is subject to review by the administration.

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

- First violation will result in a warning
- Second violation will result in a detention
- Third violation will result in a Friday School

DRIVING TO SCHOOL

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

- The parking permit must be displayed on the left side of the rear-view mirror so that it can be clearly seen from the front of the car.
- 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 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:

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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.
4. 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 are:

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

FEES

Student fees must be paid by the end of each quarter. This includes any fees that may have been owed from previous semesters or years. Any student who has outstanding fees will not receive his/her report card, have transcripts sent out, or be allowed to participate in any extracurricular activities. Any student who wishes to withdraw from school must pay all outstanding fees. Seniors must have all fees paid in order to participate in commencement and receive a diploma. After May 13, no checks will be accepted in payment of senior fees.

HALL PASSES

All students must have a hall pass with them anytime they are in the halls, except for transitions between classes.

IDENTIFICATION CARDS

Every student will be issued an identification/library 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

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.

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. Making the proper identification in the office may claim items.

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
- The most recent educational agency or institution attended

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.

STUDY HALLS

Juniors and seniors who have below a C- must report to study hall and will not be permitted in the junior/senior lounge until grades are brought up. Students with grades below a C- will also not be permitted to go into the library without permission from the administration until grades are brought up.

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 form is maintained on file at the county board of education.

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.

OPTIONAL DRUG TESTING

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. The Opt-In Consent Form can be found in the Student section of the school district website, www.vermilionschools.org

ACTIVITY / ATHLETIC GUIDE

The complete ***Student Activity Guide*** can be found on the Vermilion High School website. Use the following “breadcrumbs” to access the guide:

High School > Athletics > Student Activity Guide