

# Butler Technology and Career Development Schools Campus Student Handbook 2019-2020



West Chester Campus



Fairfield Township Campus



Monroe Campus

# Contents

<b>GENERAL INFORMATION</b> .....	6
FOREWORD .....	6
DISTRICT MISSION .....	6
ACCREDITATION .....	6
AVAILABILITY of BOARD OF EDUCATION POLICIES .....	6
PROHIBITION OF HARASSMENT .....	6
MEDICATION.....	6
VISITORS .....	7
WORK PERMITS.....	8
<b>SECTION I - STUDENTS' RIGHTS</b> .....	9
EQUAL EDUCATION OPPORTUNITY.....	9
CIVIL RIGHTS / TITLE IX / SECTION 504 GRIEVANCE PROCEDURES.....	9
STUDENTS RIGHTS AND RESPONSIBILITIES.....	10
STUDENT EMANCIPATION .....	10
INJURY AND ILLNESS .....	11
SCHEDULING AND ASSIGNMENT .....	11
CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES & PESTS .....	12
CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES.....	12
NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS.....	12
INDIVIDUALS WITH DISABILITIES .....	12
STUDENT RECORDS.....	13
STUDENT FEES, FINES AND CHARGES .....	14
INSTRUCTIONAL MATERIALS REPLACEMENT POLICY .....	15
TEXTBOOK REPLACEMENT POLICY .....	15
SAFETY .....	15
SAFETY REGULATIONS .....	15
CARE OF PROPERTY .....	15
STUDENT IDENTIFICATION CARDS .....	15
FOOD SERVICE .....	15
FIRE AND TORNADO DRILLS .....	16
EMERGENCY CLOSINGS AND DELAYS .....	16
CALENDAR .....	16
SEARCH AND SEIZURE.....	17
SURVEILLANCE AND STUDENT PRIVACY .....	17

USE OF THE SCHOOL EQUIPMENT AND FACILITIES .....	18
LOST AND FOUND .....	18
USE OF SCHOOL TELEPHONES .....	18
ADVERTISING OUTSIDE ACTIVITIES .....	18
FIELD TRIPS .....	18
WITHDRAWAL FROM SCHOOL .....	18
PERSONAL COMMUNICATION DEVICES.....	18
SEXTING .....	19
ELECTRONIC EQUIPMENT .....	19
<b>SECTION II - ACADEMIC GRADES.....</b>	<b>21</b>
GRADING SCALE .....	21
REPORT CARDS .....	21
EXTRACURRICULAR ELIGIBILITY .....	21
GRADUATION/DIPLOMA REQUIREMENTS.....	21
CAREER-TECHNICAL CERTIFICATE REQUIREMENTS .....	22
RECOGNITION OF STUDENT ACHIEVEMENT .....	22
EARLY PLACEMENT PROGRAM .....	22
<b>SECTION III - STUDENT ACTIVITIES .....</b>	<b>23</b>
SCHOOL-SPONSORED CLUBS AND ACTIVITIES .....	23
NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES.....	23
STUDENT FUND-RAISING.....	23
STUDENT CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES .....	24
STUDENT EMPLOYMENT .....	24
<b>SECTION IV - ATTENDANCE .....</b>	<b>25</b>
COMPULSORY ATTENDANCE.....	25
STUDENT ABSENCES.....	25
EXCUSED AND UNEXCUSED ABSENCES.....	26
TARDY .....	26
EXCUSED TARDY .....	27
EARLY DISMISSAL.....	27
DRESS AND GROOMING .....	27
<b>SECTION V - CODE OF CONDUCT .....</b>	<b>28</b>
STUDENT DISCIPLINE .....	28
OPPORTUNITY .....	28
BEHAVIOR EXPECTATIONS.....	28

STUDENT DISCIPLINE CODE.....	28
CATEGORY A-1.....	28
CATEGORY A.....	29
CATEGORY B.....	31
CATEGORY C.....	32
CATEGORY D.....	33
CATEGORY E.....	34
CATEGORY F.....	34
CATEGORY G.....	34
ADMINISTRATION OF STUDENT DISCIPLINARY CODE.....	34
DISCIPLINARY STEPS.....	34
ACTS OF MISCONDUCT.....	36
DISCIPLINE OPTIONS.....	37
Informal Discipline.....	37
Detention/Friday School Detention.....	37
In-School Assignment.....	37
Emergency Removal.....	37
Formal Discipline.....	37
DUE PROCESS RIGHTS.....	38
Suspension from School.....	38
Expulsion from School.....	38
Permanent Exclusion.....	38
Discipline of Students with Disabilities.....	39
POLICY PROHIBITING HAZING, HARASSMENT, INTIMIDATION OR BULLYING.....	39
Reporting Procedure.....	40
Administrative Response.....	40
Preventative Measures.....	41
Summary of Reported Incidents.....	41
No Liability for Good Faith Compliance.....	41
Off-Campus Misconduct.....	41
STUDENT RIGHTS OF EXPRESSION.....	41
STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES.....	42

**SECTION VI - TRANSPORTATION** ..... 43  
BUS TRANSPORTATION TO SCHOOL..... 43  
PERSONAL TRANSPORTATION TO SCHOOL-DRIVING PRIVILEGES ..... 43  
MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS..... 43

# **GENERAL INFORMATION**

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that students may have during the school year. Each student is responsible for knowing its contents. Please take time to become familiar with this information. Questions that you may have should be directed to your instructor(s) and the Principal. The following information supersedes all prior guides and other written material on the same subjects and will remain in force until such time as new guides or materials are approved by the Board of Education.

## **DISTRICT VISION, MISSION, & VALUES**

Our Vision - Transforming Lives

Our Mission - Transforming lives by making our students career-ready and college prepared.

Our Values - Character, Student Success, Community Focus, Innovation, Collaboration, and Exceptional Performance

## **ACCREDITATION**

The stand-alone campuses of Butler Technology and Career Development Schools; the West Chester Campus - Bioscience Center, the Monroe Campus - Natural Science Center, and the Fairfield Township Campus - School of the Arts and D. Russel Lee Building are accredited by AdvancEd and the Ohio Department of Education, Office of Career Technical Education under the Ohio Revised Code and Ohio Administrative Code.

## **AVAILABILITY of BOARD OF EDUCATION POLICIES**

The Board of Education has established policies and procedures that pertain to students, staff, and school operations. Copies of these policies and procedures are kept at the office of the Treasurer of the Board of Education, Educational Resources Center, 3603 Hamilton-Middletown Road, Fairfield Township, Ohio 45011. These documents may also be viewed on the district website: [www.butlertech.org](http://www.butlertech.org)

## **PROHIBITION OF HARASSMENT**

The Butler Technology and Career Development Schools Board of Education is committed to the creation and maintenance of a learning and working environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of prohibited harassment. Harassment on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age, sex, or sexual orientation is prohibited. Prohibited harassment includes, by way of example: slurs, unwelcome sexual advances and requests for sexual favors, verbal or physical conduct of a sexual nature, solicitation of sexual activity or reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observed, or other verbal, nonverbal or physical conduct on one or more of the bases stated above.

## **MEDICATION**

All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of a dangerous situation or accident, s/he must notify school staff immediately.

State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school nurse or other designated staff member. In those circumstances where a student must take prescribed or non-prescribed medication during the school day, the following guidelines are to be observed:

Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours. An Authorization for Medication or Treatment form (5330 F1A) must be filed with the respective building office before the student will be allowed to begin taking any medication during school hours.

All medications must be registered with the school's office or designated staff person.

Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent/guardian or transported by transportation personnel (bus driver and/or bus aide) at parental/guardian request.

This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or by other means. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered and/or at the end of a school year.

The parent/guardian shall have sole responsibility to instruct the child to take the medication at the scheduled time. A log for each prescribed or over-the-counter medication shall be maintained by the school which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's/guardian's written release.

### **Immunization Requirements**

Ohio Law requires that written proof of immunization (or legal exemption) must be on file in the nurse's office within fourteen (14) days of the student entering school. In addition, students entering the district from a foreign country must also present evidence of a negative TB test or chest X-ray report done **AFTER** leaving the foreign country and within the ninety (90) days prior to entry to school. A student may be excluded from school until this requirement has been fulfilled.

## **VISITORS**

Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, all visitors must report to the front desk upon entering the school to sign in and obtain a visitor's pass. Any visitor found on campus without signing in and obtaining a pass shall be reported to the Main Office staff or School Resource Officer. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience. No student may have visitors at school without first obtaining permission from the Principal.

Visitors must observe the following:

1. Ohio Revised Code mandates that a visitor must report to the Main Office to obtain a visitor's permit. Visitors, including parents, must be approved by the office and receive a visitor's identification badge.
2. Visitors are not permitted during the first two weeks of school, during the week of semester exams, during state tests, during the last two weeks of school, or during the three days prior to and after Thanksgiving, winter and spring vacations.
3. The approval or disapproval of a visitor's badge will be dealt with on the basis of individual merit.
4. Student Visitors Policy – No student visitors except from official exchange programs or prospective students will be permitted. Arrangements for visitors to the building must be made in advance by obtaining permission from the campus school counselor or campus Principal and host's teachers. A note from the host's parent(s) must be brought to the campus school counselor or campus Principal 48 hours before the proposed visit indicating the reason for the visitor.

5. Counselors may request a student visitor for the same day when parents are from out of town and “shopping” for a school.
6. Students from a Butler Tech Campus wishing to visit another campus must have prior permission from the Principal of the campus being visited.
7. Requests for exceptions to the above guidelines must be obtained at least 48 hours in advance from the appropriate office.

### **WORK PERMITS**

A work permit must be obtained by any student who is under eighteen years of age and employed. The State of Ohio requires such a permit. It is necessary for the student to have a different permit for each job. Forms are available in the Main Office or the Counseling Center Office. Once all parts are completed. Proof of age must be presented; valid documents are driver’s license, birth certificate, or passport.



# SECTION I – STUDENTS’ RIGHTS

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, social or economic background, or place of residence within the boundaries of the District. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, social or economic background, or place of residence within the boundaries of the District has the right to file a complaint.

## CIVIL RIGHTS / TITLE IX / SECTION 504 GRIEVANCE PROCEDURES

In accordance with the Office for Civil Rights guidelines, any student that believes that Butler Tech, any of Butler Tech’s staff, teachers, or administrators have inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Educational Amendments Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability), s/he may bring forth a complaint that shall be referred to as a formal grievance. However, whenever practical and possible, an informal solution to the alleged grievance is encouraged and should be attempted at the Principal or supervisory level. If an informal acceptable solution cannot be attained, formal grievance procedures shall commence as follows:

### Section 504 Coordinator

Director of Student Services

3603 Hamilton-Middletown Rd.

Hamilton, OH 45011

(513) 645-8270

### Title IX Coordinator

Executive Director of Human Resources

3603 Hamilton-Middletown Rd.

Hamilton, OH 45011

(513) 645-8270

The person who believes s/he has a valid basis for grievance shall discuss the grievance information informally and on a verbal basis with the Section 504/Title IX Coordinator, who shall, in turn, investigate the complaint and reply with an answer to the complainant. It is recommended that s/he initiate formal procedures according to the following steps.

#### *Step 1:*

A written statement of the grievance signed by the complainant shall be submitted to the Section 504/Title IX Coordinator within five business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five business days.

*Step 2:*

If the complainant wishes to appeal the decision to the Section 504/Title IX Coordinator, s/he may submit a signed statement of appeal to the Superintendent within five business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten business days.

*Step 3:*

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within twenty days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten days of this meeting.

*Step 4:*

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U. S. Department of Education, Office for Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio, 44114. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C.

20201.

Grievance Form 2260 F2 is available in the school office, or from the Section 504/Title IX Coordinator. Individuals do have the right to proceed directly to the U. S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio, 44114, with their grievance.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

Rules and regulations of the District are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can exercise their rights to freedom of expression and association and to fair treatment as long as they respect those rights of their fellow students and staff. Students will be expected to follow directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) and change behaviors.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information or a personal contact will be made. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to communicate with their child's teachers and also inform them of suggestions or concerns that may help their child better achieve his/her educational goals.

The staff expects students to arrive at school on time and prepared to learn. If for some reason, that is not possible, the student should seek help from the campus school counselor, social worker, or the Principal.

Students, age 18 or older, will follow all school rules. If residing at home, they should include their parents in their educational program.

## **STUDENT EMANCIPATION**

Only students who have completed the required forms will be excluded from the requirement of parental/guardian approval. A student is considered emancipated if he/she:

1. is 18 years of age;
2. lives separately from parent(s)/guardian(s);
3. supports himself/herself independently from the parent(s)/guardian(s); and
4. does not wish for parent(s)/guardian(s) to be contacted by the school for any reason other than an immediate emergency.

## **INJURY AND ILLNESS**

All student injuries must be reported to the teacher, school nurse, or the general office and must be reported on a completed, district-approved accident report. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to see the school nurse or designated staff member. The school nurse or designee will determine whether or not the student should remain in school. No student will be released from school without PROPER parental/guardian permission/approval, unless the parent/guardian has identified in writing an alternate individual who may give consent or unless the student is 18 years of age and has demonstrated emancipation. All injuries require a student to complete an accident report.

## **SCHEDULING AND ASSIGNMENT**

Class schedules are provided to each student at the beginning of the school year or upon enrolling. Students are expected to follow their schedules unless schedule changes are approved by the Principal or designee. It is important to note that some courses may be denied or have course prerequisites.

## **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES & PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will be only for the contagious period.

## **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable diseases, the school still has an obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the Butler County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents/guardians will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students, or staff members have been exposed to the blood. Any testing will be in accordance with laws protecting confidentiality.

## **NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

The District is subject to Federal and State regulations to restrict the spread of Hepatitis B virus (HBV) and Human Immune Deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, parents/guardians need to be aware of these requirements ahead of time. That way, if the situation does develop, they will understand the reason for the request and will have had an opportunity to consider it in advance. These are serious diseases; however, through proper precautions and cooperation, they can be prevented from spreading. If you have any questions or concerns, please contact the school.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies to students as well as all individuals who have access to Butler Tech programs and facilities. The District provides a variety of appropriate services in conjunction with associate schools for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent/guardian to be an active participant.

Parents/guardians who believe their child may have a disability may inquire about the procedure or by contacting the Director of Student Services.

## STUDENT RECORDS

In compliance with Federal regulations, the Butler Technology and Career Development Schools has established the following guidelines concerning student records. There are two basic kinds of student records -- **directory information** and **confidential student records**.

**Directory information** can be given to any person or organization for non-profit making purposes when requested unless the parents/guardians of the student file a request to restrict the information, in writing, to the Principal. Directory information includes: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities; height and weight; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. (Ohio Revised Code 3319.321)

A non-custodial parent is entitled to have access to records pertaining to his or her child to the same extent that such access is provided to the custodial parent, unless otherwise provided in the separation agreement, divorce decree or court order. The burden is on the custodial parent to inform the school of any such limitations. (Ohio Revised Code 3319.321)

**Confidential records** contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law (please refer to the Annual Notice About Your Rights Concerning Student Records). This information can only be released with the written consent of a parent/guardian, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers.

The school must have a parent's/guardian's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent/guardian through the originator and parents should keep copies of such records for their file. Parents/guardians may also provide the school with copies of records made by non-school professional agencies or individuals. Information on former students also falls into the directory and confidential student information categories and will be made available on the same basis as enrolled students.

Students and parents/guardians have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs will be charged to the requestor. If a review of records is wanted, a written request must be made to the Principal stating the records desired. The records will be collected, and an appointment will be made with the individual requesting the records to answer any questions.

For any situations regarding student records not specifically addressed above, the Butler Technology and Career Development Schools will abide by all applicable state and federal laws.

### **STUDENT FEES, FINES, AND CHARGES**

Fees are charged at the start of each school year. Such fees or charges are determined based on the cost of materials, freight/handling fees, and fines for loss or damage to school property. All fees must be paid (or an alternative payment plan must have been established with the Principal and Superintendent) before any supplies, materials, or tool kits are issued to the students. Students using school property and equipment can be fined for loss or abuse (including excessive wear) of the property and equipment. The fine is used to pay for the damage.

All student debts should be paid in a timely manner. Payment of a debt incurred by a student is the responsibility of the student. Failure to make payment may result in the following actions:

- Senior students may not receive a final report card, career passport, and/or certificate of program completion until payment is made.
- Students completing a program may not be permitted to participate in the Senior Certificate Ceremony.

## **INSTRUCTIONAL MATERIALS REPLACEMENT POLICY**

All instructional materials which are issued in class are the student's responsibility. Damaged, lost, or stolen items will be replaced at the following cost to the student: New equals 100% of the original costs; cost decreases 10% per year based on the age of the item.

## **TEXTBOOK REPLACEMENT POLICY**

All texts, workbooks, or any other instructional materials which are issued in class are the student's responsibility. Damaged, lost, or stolen items will be replaced at the following cost to the student:

<b>Book's years of use</b>	<b>% Original Cost</b>
New	100
1	90
2	80
3	70
4	60
5 or more	50

## **SAFETY**

An important part of your education at Butler Technology and Career Development Schools includes required participation in safety programs. The District promotes and enforces safety rules and regulations according to standards set up by the Occupational Safety and Health Administration (OSHA). Safety rules will be reviewed and enforced by all program instructors throughout the school year. It is the student's responsibility to follow the safety regulations set forth by his/her career-technical program instructor. Students are to report ALL accidents/injuries immediately to their instructor and submit a Student Accident Report form (5340 F1) to the school within 24 hours of the accident.

## **SAFETY REGULATIONS**

Failure to abide by all safety regulations may result in educational safety assignments and/or disciplinary action.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. If a student does damage to or loses school property, the student or his/her parent(s)/guardian(s) may be required to pay for the replacement or damage and the student may also be subject to discipline according to the Student Discipline Code.

## **STUDENT IDENTIFICATION CARDS**

Students will be issued a student ID at the beginning of their junior year. If the ID is lost or destroyed, students may be responsible for the replacement of the ID. Cost of a replacement ID is \$5.00.

## **FOOD SERVICE**

Students may be eligible for free or reduced lunches. An application for free and reduced lunches can be filed with the office.

A student will only be able to charge two lunches and two breakfasts. Once that threshold is met, students will receive a cheese sandwich or cheese salad as an alternative meal.

No student is allowed to leave school premises during the lunch period without specific written permission from the Principal. No fast food items are permitted to be dropped off during school hours.

## **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and conducts fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their instructors who will be responsible for safe, prompt, and orderly evacuation of the building(s). Tornado drills will be conducted during the tornado season using the procedures prescribed by the State using a tornado warning system. Students will be given instruction regarding tornado warning procedures.

## **EMERGENCY CLOSINGS AND DELAYS**

All announcements will be aired under the name of Butler Tech Campuses. Closing and delays will be posted on the Butler Tech website. Parents/guardians and students are responsible for knowing about emergency closings and delays.

## **CALENDAR**

Students follow the Butler Tech school calendar for holiday breaks, in-service days, etc.



## **SEARCH AND SEIZURE**

Student lockers, desks, cabinets, and similar property are the property of the Butler Technology and Career Development Schools Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning. Random searches of lockers and cars in the parking lot may include the assistance of dogs trained to detect the presence of drugs.

School authorities are authorized to search a student or his/her property (including vehicles, purses, backpacks, gym bags, cell phones etc.) with or without the student's consent, whenever the school authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School Officials may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law and may be taken, held, or turned over to the police. The School reserves the right not to return items which have been confiscated.

## **SURVEILLANCE AND STUDENT PRIVACY**

The use of surveillance cameras is intended to increase our students' safety and welfare. Video surveillance cameras are placed throughout the common areas of the building, school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

When a tape or digital image becomes evidence of a student violating the Student Code of Conduct, in a disciplinary action, this tape/digital image is and will remain confidential, and may be viewed by designated school officials only. If the tape/digital image shows any student other than the student involved, the other students' privacy must be protected. Therefore, the tape/digital image will be treated as any other student record, and the school has an obligation to protect the other students' identities. However, in the event of criminal prosecution, the tape/digital image may become evidence at a criminal hearing and will probably become a public record. Under such circumstances, the tape/digital image is under the control of the courts, not the school.

Observation cameras are in place to monitor the property and facilities of the Butler Technology and Career Development Schools.

## **USE OF THE SCHOOL EQUIPMENT AND FACILITIES**

Students wishing to use program equipment or materials must receive the permission of the program instructor. Students wishing to use any other school equipment or facilities must receive prior approval of the Principal. Students will be held responsible for the proper use and safe-keeping of any equipment or facility approved for their use.

## **LOST AND FOUND**

The lost and found area is in the Principal's office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be disposed of at the end of the year.

## **USE OF SCHOOL TELEPHONES**

Except in an identified emergency situation, classes will not be disrupted for students to receive telephone calls.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without prior approval of the Principal, including messages sent to the school-wide email address. A minimum of 24 hours' notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular program. No student may participate in any school sponsored trip without parental/guardian consent, unless the student has a completed emancipation form on file in the Principal's office. Attendance and Student Code of Conduct rules apply to all field trips. Students may be denied field trip privileges by the instructor and/or Principal.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of 18 will be allowed to withdraw from school without the written consent of a parent/guardian. Decisions to return to the associate high school must be carefully considered. Students are expected to remain in attendance at Butler Tech through the second week of school. Students will NOT be considered withdrawn simply by turning in books, tools, etc. Students transferring back to their associate school must follow the prescribed withdrawal procedures.

Withdrawal procedures/requirements:

- A conference and/or phone contact with your campus school counselor.
- Completing a withdrawal form with approval signatures of the student, parent/guardian, and approval from your campus and home school counselor.

## **PERSONAL COMMUNICATION DEVICES**

Possession and/or use of a personal communication device (PCD) by a student while at school during the school day is a privilege that may be forfeited by any student who fails to abide by the terms of Policy 5136 or this guideline, or otherwise engages in abuse of this privilege. Strict adherence to Policy 5136 and this guideline is required. "Personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g. mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], telephone paging devices [e.g., beepers or pagers]), and/or other web-enabled devices of any type.

Unless approved by an authorized school personnel, students are prohibited from using PCDs or having them "On" (i.e., the device must be powered completely off and not just placed into vibrate or silent mode; a device will be considered "On" if it is ready to receive, send, capture or record any communication, visual image, sound, text message or other information) during the regularly scheduled school day (i.e., from the moment the individual student arrives on school grounds during a day that students are in attendance for instructional purposes, until the last class of the day has ended for all students). This includes lunch periods, passing periods, as well as on school sponsored trips and

"behind-the-wheel" driver education classes or in school vehicles. Students may use PCDs before and after school, during their lunch break and in between classes, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. "Using" refers to, not only the making and/or receiving of calls, but also using the PCD for any other purpose (e.g., sending e-mails, text messages or instant messages, taking pictures, making recordings/videos, etc.). Students also may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet Web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicle or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

PCDs, including but not limited to devices with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, rest/bathrooms, swimming pool, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether here or at another school district where a school activity or athletic event is occurring. The building principal has the authority to make determinations as to other specific locations and situations where use of a PCD is absolutely prohibited.

Students participating in extra-curricular activities and athletics must contact their coach, advisor, or sponsor for his/her rules involving the use of PCDs after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Students and parents are strongly encouraged to take appropriate precautions, if students possess PCDs at school, to make sure the devices are not left unattended or unsecured.

Using a PCD in an unauthorized manner or in violation of Policy 5136 or this guideline may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the PCD (in which case, the device will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement), and/or referral to law enforcement if the violation involves an illegal activity (e.g., child pornography).

If a school teacher or administrator observes a violation of this guideline, s/he is required to confiscate the device and bring it to the building principal's office and provide the name of the student from whom the PCD was taken. Any confiscated device will be held in a secure location in the building's central office until the item is retrieved by the student's parent/guardian or turned-over to law enforcement. Students whose PCDs are confiscated may be required to contact their parents/guardians to inform them that the item was confiscated and that it will only be returned to the parents/guardians.

## **SEXTING**

The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

## **ELECTRONIC EQUIPMENT**

While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic

dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal, the classroom teacher, or advisor/coach.

Examples of prohibited devices include but are not limited to: A. lasers, B. laser pens or pointers, C. electronic games/toys.

Students may use the following electronic equipment/devices on school property for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision: A. cameras (photographic and/or video), B. laptops, (with Up-to-Date Anti-Virus/Anti-Spyware Installed) C. personal digital assistants (PDAs), D. portable CD/MP3 players with headphones, E. mobile phones, F. GPS Devices.

Students may use the following electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board at the discretion of the bus driver, classroom teachers, sponsor/advisor/coach, or building principal: A. cameras (photographic and/or video), B. personal digital assistants (PDAs), C. portable CD/MP3 players with headphones, D. mobile phones.

Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g., shining a laser in the eyes of another student). Further, at no time may a camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

## **SECTION II - ACADEMIC GRADES**

Butler Technology and Career Development Schools uses a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. Students are assigned grades which may be based upon test results, homework, projects, and classroom participation. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

### **GRADING SCALE**

The school uses the following grading system:

90 - 100	A	Excellent Achievement
80 - 89	B	Good Achievement
70 - 79	C	Satisfactory Achievement
60 - 69	D	Min.-Acceptable Achievement
59 and below	F	Unacceptable Achievement

### **REPORT CARDS**

All parents/guardians and students will be advised via mail regarding student achievement and progress at the end of each grading period. When a student appears to be at risk of failure, notification will be provided to the parent(s)/guardian(s) by the program or academic instructor so they can talk with the teacher about what actions can be taken to improve poor grades. The end of grading period dates are listed in the school academic calendar.

Butler Tech campuses use the following percentages to determine credit at the end of each semester:

1. 1<sup>st</sup> Quarter of the semester - 45%
2. 2<sup>nd</sup> Quarter of the semester - 45%
3. Semester Exam - 10%

### **EXTRACURRICULAR ELIGIBILITY**

Students may participate in associate school extracurricular programs but must meet associate school eligibility requirements.

### **GRADUATION/DIPLOMA REQUIREMENTS**

Students who successfully complete the graduation requirements in their associate school district and the course requirements will be eligible to receive a diploma and graduate from their associate school. Senior students that complete a career technical program will also be eligible to participate in the Butler Tech Senior Ceremony.

## **CAREER-TECHNICAL CERTIFICATE REQUIREMENTS**

From the district, students receive a career-technical certificate of completion, which includes the achieved competencies.

A career-technical certificate is issued to each student based on the following criteria:

**1. Certificate of Merit:** This certificate is awarded to students who meet the following criteria:

- Completion: Students must have completed all required courses within the career-technical program.
- Attendance: Students must have an overall attendance rate of 93% or above in both their junior and senior years. (two-year program involvement). All absences are counted toward the total absences, both excused and unexcused.
- Grade Point Average: Students must have a G.P.A. of 3.0 through the 3<sup>rd</sup> quarter the final year of the program in both academic and career-technical classes.
- Must have passed all career-technical and academic classes.
- Must have met the requirements for a high school as set by the Ohio Department of Education.

**2. Certificate of Completion:** This certificate is awarded to students who meet the following criteria:

- Completion: Students must have completed all required courses within the career-technical program.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the year are recognized for their accomplishments by the staff and through activities coordinated by the Principal. Areas of recognition include, but are not limited to academics, citizenship, and volunteerism.

## **EARLY PLACEMENT PROGRAM**

All students may become eligible to participate in the District's Early Placement Program by meeting and maintaining the program's eligibility requirements. Participation in this program is a privilege, not a right. The date of eligibility will be determined by the student's attendance, grades, state mandated test passage, instructors' evaluations; all placements must be approved by the career-technical teacher, campus counselor, and recommended by the building administration based on a review of the student's conduct.

# SECTION III - STUDENT ACTIVITIES

## SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Butler Tech provides students the opportunity to broaden their learning through participation in Career and Technical Student Opportunities (CTSO) related to their career technical program. It is the District's policy that the only authorized school-sponsored groups are National Technical Honor Society (NTHS); Business Professionals of America (BPA); Family, Career, and Community Leaders of America (FCCLA); National FFA Organization; Educators Rising; DECA; Ohio SkillsUSA; FIRST Robotics; Future Health Professionals (HOSA); and Students for the Advancement Global Entrepreneurship (SAGE).

All the organizations listed above provide each student with the opportunity to develop citizenship, leadership, social graces, poise, character, self-discipline, and respect for self and others. All members are eligible to run for local, regional, state, and national offices. They are also given the opportunity to display their skills by competing against fellow members at the local, regional, state, and national levels and attend leadership conventions. Other activities include community service projects, skills contests, attending educational seminars, career development events learning parliamentary procedures, and directing school-related service projects, etc. All students are permitted to participate in the activities of their choosing, if they meet the eligibility requirements and actively participate.

### 2019-2020 CTSO MEMBERSHIPS

BPA - \$29.00
Foundations BPA - \$22.00
Foundations Programs - \$15.00
TSA - \$20.00
DECA - \$25.00
SAGE - \$25.00
FFA - \$25.00
FCCLA - \$25.00
HOSA - \$35.00
Skills USA - \$32.00
First Robotics - 0

## NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities and that non-school personnel does not play a regular role in the event. School rules will apply regarding behavior, discipline, and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. No non district-sponsored organization may use the name of the school.

## STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser will not interfere with class activities, or students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member.
- No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- No house-to-house canvassing is allowed by any student for any school approved fundraising activity.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the permission of the Principal.

### **STUDENT CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES**

While under the jurisdiction of the school, students are expected to abide by the guidelines as outlined in the Student Code of Conduct and/or rules and regulations adopted by the Butler Technology and Career Development Schools Board of Education. Furthermore, each extracurricular activity may have specific guidelines with which its participants must comply and abide by. In order to be a candidate and/or maintain participant status, students should familiarize themselves with all guidelines associated with student activities and are advised that failure to abide by the guidelines may affect their status as a participant, spectator, or student. When it becomes necessary to deny a student participation in an extracurricular activity, school personnel will follow the procedures outlined in the Student Code of Conduct.

### **STUDENT EMPLOYMENT**

If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with the school secretary and Principal to discuss any legal requirements and obtain any required documents.



# SECTION IV – ATTENDANCE

## COMPULSORY ATTENDANCE

All children between the ages of six and eighteen years of age are required to attend school regularly unless excused by law. At such time as a school administrator/county attendance officer has reason to doubt a parent or guardian's statement that a child has been absent from school due to illness or when an illness has caused an excessive number of days of absence, the school administrator /attendance officer may require the parent or guardian of such child to secure from a licensed Ohio physician a statement setting forth the reason for the absence and the period of time that is expected to lapse before the child returns to school. If parents refuse to comply with this regulation, the attendance officer may initiate legal action to assure compliance with the attendance laws of the State of Ohio.

### STUDENT ABSENCES

We expect students to be in attendance 100% of the school year. However, realizing that circumstances arise which prevent students from meeting this expectation, we encourage attendance for all students to be an integral part of their educational goal.

To ensure that this goal is met, the following guidelines have been established:

1. When Butler Tech is in session, students are expected to attend school, regardless of the students' home school calendar.
2. Parents/guardians are responsible for reporting their son/daughter's absence and the reason(s) for the absence. This should be done on the morning of the absence via a telephone call or email. All absences should be reported to the main office. In the event that this is not possible, parents/guardians should notify the school of the absence the day following via a written note. Written notifications will only be accepted up to one (1) week after the absence concludes.
3. School personnel are responsible for implementing a process whereby parents/guardians are contacted regarding an absence if parental notification has not occurred.
4. School personnel are responsible for providing staff members with the names of students who miss class as a result of scheduled field trips, and/or such things as guidance appointments or administrative conferences.
5. Students are responsible for making up work due to any absence. Teachers will give students the opportunity to make up class work following an absence due to any reason. Students will typically be given the same amount of time to make up the work as the amount of time that they were absent from class.
6. Teachers are responsible for taking attendance in each class. A student absence list will be compiled daily.
7. School personnel are responsible for implementing a system of accountability for student attendance related to the State of Ohio House Bill 410 as it pertains to eligibility for and maintenance of an Ohio Driver's License.

## EXCUSED AND UNEXCUSED ABSENCES

The state law requires that all pupils be in school all days and hours that school is in session. Pupils who must be out due to reasons of health and/or family emergency may return to school on a statement from a parent or guardian to the Principal's office. Depending on the reason, a student's absence may be classified as excused or unexcused.

*Absences considered excused, include, but are not limited to:*

- A. Personal illness
- B. Illness in the immediate family
- C. Death in family
- D. Home school activities
- E. Religious holiday
- F. Doctor's/Dentist's appointment
- G. Quarantine
- H. Court appearance, if subpoenaed
- I. No bus (departing from home school)
- J. Family Vacation (limit 5 days) - Must be approved in advance by the Principal by completing and submitting appropriate documentation. After 5 days, the absences are unexcused.
- K. School Field trips
- L. Hospitalization
- M. Military related
- N. College Visits - Must be approved in advance by the Principal by completing and submitting appropriate documentation. Not to exceed (2) in number unless approved by the building administrator.

Beginning July 2017, the parent(s)/guardian(s) of students accumulating **excessive (excused or unexcused) absences equal to or exceeding thirty-eight (38) hours per month or sixty-five (65) hours per year** will receive notification from Butler Tech, in writing, within seven (7) days of the triggering absence. Students with **excessive unexcused absences** will be deemed "habitual truant" under existing law.

A student who is "habitual truant" if he or she has **unexcused absences** totally the following hours:

- **30 or more consecutive school hours - or -**
- **42 or more hours in one school month -or -**
- **72 hours in a school year**

Students meeting the habitual truant definition will be assigned to an Absence Intervention Team (AIT). Within fourteen (14) days of an assignment to the AIT, an intervention plan will be developed and communicated to the parent(s)/guardian(s). On the sixty-first (61<sup>st</sup>) day after the plan is initiated, if the student has refused to participate in or failed to make satisfactory progress on the intervention plan, or continues to have absences that reach the level of a habitual truant after being assigned to the AIT, Butler Tech must file a complaint with the juvenile court. If the student is of driving age, Butler Tech will contact the Registrar of Motor Vehicles for the suspension of the student's driver's license.

## TARDY

An important part of the school day is being punctual. Tardiness to class is not acceptable. It is the student's responsibility to be in the classroom when the class is scheduled to begin.

Any student who arrives after a scheduled class has started will be considered tardy. Instructors may require students to make up lessons missed due to tardiness.

Students will be considered tardy based on the starting times on their respective campuses.

### **EXCUSED TARDY**

Excused tardies follow the same criteria as excused absences. Unexcused tardies may result in disciplinary action.

### **EARLY DISMISSAL**

Notes for early dismissal for medical appointments should include doctor's name, phone number, and time of appointment. The telephone number of parent/guardian to be contacted for verification should also be included on the note. Arrangements for make-up work necessitated by an early dismissal are the responsibility of the student.

**No student shall leave school without permission of the Principal.**

### **DRESS AND GROOMING**

It is expected that students will exercise good judgment in choosing clothing for school.

Students will not wear short shorts or miniskirts. Lower garments are to be worn at waist level at all times. Upper body articles of clothing should cover the body from shoulders to waist; shirts exposing the midriff at any time will not be acceptable. Shirts must have some type of sleeve, the armholes should contain a hem and not expose more than the underarm area. Clothing that bears statements, slogans, images, or insignia that are indecent, obscene, profane, lewd or vulgar are not permitted. Clothing that bears statements, slogans, images, or insignia that harass, threaten, intimidate, demean, discriminate or suggests violence, and that creates a reasonable risk of substantial interference of the educational process, are not permitted. Clothing that bears statements, slogans, images or insignia advertising, promoting, or depicting alcoholic beverages, tobacco products, or illegal drugs, and that creates a reasonable risk of substantial interference of the educational process is not permitted.

Tattoos, slogans, insignia, buttons, and other paraphernalia may not be worn or displayed if the message may reasonably be anticipated to create a disruption in the educational process. In the case of exposed areas, the building administration may require the student to cover a tattoo with a bandage, or by some other means while at school.

Heavy chains, studded bracelets, dog collars, and other articles which may be judged to be potentially harmful to the students and/or could be used as a weapon will not be permitted.

Students must wear shoes to school that are safe and appropriate for the school environment, including lab.

Extreme hair styles, clothing, or piercings which are not conducive to learning and/or employment may not be permitted.

*After careful review and discussion, the Butler Tech Administrative Team believes these guidelines are essential to promoting and sustaining a safe emotional and physical school environment. As partners in our learning community, we ask for your support of these guidelines.*

# SECTION V – CODE OF CONDUCT

Students learn best in an atmosphere of mutual acceptance and trust. The best discipline is self-acquired and not imposed. Freedom and self-direction are achieved gradually and as students learn to substitute self-imposed controls of behavior for adult-imposed controls. The ultimate goal is to help students see that rules and regulations are necessary and, when applied, shall be reasonable and appropriate to the nature of the behavior and in accordance with the holdings of Ohio courts of law.

## STUDENT DISCIPLINE

The Student Code of Conduct, adopted by the Board of Education as required by Ohio Law, sets forth a student discipline code which outlines the conduct for which a student may be removed from an activity, be suspended, or expelled from school.

## OPPORTUNITY

In maintaining the student’s right to equal educational opportunity, it is reasonable and necessary to maintain order in the career/technical center. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it disrupts the educational process, deprives others of their basic rights, or violates rules as stated in the Student Code of Conduct.

## BEHAVIOR EXPECTATIONS

Students are expected to abide by the rules as stated in the Student Code of Conduct and/or Rules and Regulations adopted by the Board of Education.

## STUDENT DISCIPLINE CODE

The Student Discipline Code includes the types of misconduct that may subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff’s responsibility to provide a safe and orderly learning environment.

Discipline is within the sound discretion of the school’s staff and administration. The following Student Discipline Code provides a guideline for discipline. However, the Board has the authority to impose greater or lesser discipline depending on the circumstances.

Due process ensures that disciplinary action is imposed only after a review of facts and/or special circumstances of the situation. The absence of a behavior or any specific action not listed in the student discipline code does not mean that such conduct does not violate the discipline code or cannot have consequences.

## CATEGORY A-1

Students behaving in a manner as described in Category A- I **will** be suspended from school for ten (10) school days and **will** be recommended to the Superintendent for expulsion from school for up to one calendar year.

### *FIREARMS:*

A student shall not bring a firearm to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal a firearm while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. “Firearm” means: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device; (See 18 U.S.C.A. Sections 921-924). “Destructive device” means: any explosive, incendiary, or

poisonous gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of such devices. Includes any dangerous ordinance as defined by Ohio Revised Code. A student committing this violation will be expelled for a period of up to one calendar year. The Superintendent may consider reducing the expulsion period on a case-by-case basis for the following reason(s):

- 1) The student has not had a record of reoccurring discipline problems.
- 2) There are mitigating circumstances surrounding the offense that may indicate expulsion for one calendar year to be an inappropriate measure.
- 3) The student's age and grade level indicate expulsion for one calendar year to be an inappropriate measure.
- 4) A reason(s) not listed in one, two, or three but which the Superintendent, in his/her sole discretion, believes warrants a reduction of the expulsion period.

#### *KNIVES:*

A student shall not bring a knife onto school property, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any type of knife while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. A knife includes, but is not limited to any instrument having a sharp blade and a handle. A student committing this violation may be expelled for a period of up to one calendar year. The Superintendent may consider reducing the expulsion period on a case-by-case basis in accordance with the reasons set forth in Category A- 1: Firearms.

#### **CATEGORY A**

Students behaving in a manner as described in Category A will be suspended from school for ten (10) school days and a letter recommending expulsion may be sent to Superintendent. The school may refer these cases to the proper legal authorities.

#### *UNAUTHORIZED USE OF FIRE:*

A student shall not burn or attempt to burn any part of any building or property owned or leased by the Board of Education, nor shall a student set or attempt to set an unauthorized fire.

#### *UNAUTHORIZED TOUCHING:*

A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause physical injury to any person, nor shall any student encourage another person to commit the offense of assault.

#### *COUNTERFEIT CONTROLLED SUBSTANCES AND/OR RELATED TOOLS:*

A student shall not possess, use, transmit, conceal and/or sell, counterfeit controlled substances and/or related tools as defined in Amended House Bill 535.

#### *DANGEROUS WEAPONS/OBJECT:*

A student shall not bring a dangerous weapon/object to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any kind of dangerous weapon or object while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Dangerous Weapon or Object" includes, but is not limited to: a chain, club, metal knuckles, explosives, noxious irritation or poisonous gases, poisonous gases, poison or firearm (not within the definition in Category A-1 Firearms) and any other items that could be considered a dangerous weapon, or object capable of inflicting 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, jewelry, and so on. Intentional

injury to another can be a felony and/or a cause for civil action. This violation may subject the student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed the weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. State law requires that a student be expelled from school for a period of one (1) year if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm

*ENDANGERMENT OF HEALTH, WELFARE & SAFETY OF SCHOOL ENVIRONMENT:*

A student shall not make any verbal, written, or any other gesture(s) that may be interpreted as a threat against the district or its administrative staff, instructional staff, another student or anyone present within or on school property, at a school sponsored activity, or on transportation associated with school activities. Any such threat will be considered in violation of the district's zero tolerance policy and the appropriate law enforcement agency will be immediately contacted in addition to school discipline being implemented. This includes Internet, text-messages, or other forms of electronic communication.

*FALSE ALARMS:*

A student shall not initiate an alarm for fire, and impending bomb explosion, or other catastrophe without just cause.

*FIREWORKS AND EXPLOSIVES:*

A student shall not possess, transmit, sell, conceal, use, or detonate any fireworks and explosives, or other such devices capable of inflicting bodily injury.

*NARCOTICS, MARIJUANA, DRUGS, ALCOHOLIC BEVERAGES, MOOD ALTERING SUBSTANCES, AND DRUG PARAPHERNALIA:*

A student shall not possess, use, transmit, sell, conceal, or be under the influence of narcotics, marijuana, drugs, alcoholic beverages, and/or mood altering substances of any kind, nor shall a student have the odor of alcohol on or about their person. A student shall not possess, use, transmit, sell, and/or conceal drug paraphernalia.

*UNAUTHORIZED ENTRY:*

A student shall not enter a school building beyond the regular school hours, or other Board owned facility or vehicle that has been locked and/or otherwise secured from the student and public use without administrative or staff approval.

*LOOK -ALIKE WEAPONS:*

A student shall not possess, transmit, use, or conceal a look alike weapon including, but not limited to, a knife, gun, or a device that could be considered a look alike weapon.

*UNAUTHORIZED USE/MISUSE OF COMPUTERS:*

A student shall not, without proper authority, use any computer or computer component to include printers, scanners, and other equipment without expressed consent of an instructor or staff member. All use of the aforementioned equipment will fall under the computer usage agreement signed by each student.

**CATEGORY B**

Students behaving in a manner as described in Category B may be suspended from school one (1) to ten (10) school days. Serious and/or further violations may result in a letter sent to the Superintendent recommending expulsion.

*DEFIANCE/INSUBORDINATION:*

A student shall not refuse or otherwise fail to follow directives given by school personnel, nor shall the student refuse to identify himself/herself when asked.

*DESTRUCTION/DAMAGE OF PROPERTY:*

A student shall not cause or attempt to cause damage to school or private property.

*DISRESPECT:*

A student shall not show intent or engage in any willful act that tends to haze, frighten, degrade, or disgrace any person.

*DISRUPTION OF SCHOOL:*

A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extracurricular activity, or the normal operation of school.

*EXTORTION:*

A student shall not gain or attempt to gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat.

*FAILURE TO SERVE ASSIGNED DISCIPLINE*

Student fails to serve assigned discipline.

*FIGHTING:*

A student shall not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons.

*HAZING, HARASSMENT, INTIMIDATION OR BULLYING:*

See the policy prohibiting hazing, harassment, intimidation, or bullying.

*IMMORALITY:*

No student shall engage in sexual acts on school property or during school events. No student shall commit any acts of gross immorality on school property or during school events. No student shall publish, distribute or possess obscene or pornographic material on school property or during school events or access obscene or pornographic internet sites in the school building or bring obscene or pornographic computer material into the school building.

*RECORDS:*

A student shall not alter, destroy, or falsify any school record, form, or other school data. A student shall not remove any school record from its official place of deposit.

*SEARCH:*

No student shall refuse, impede, hinder, obstruct, or otherwise interfere with a search.

*STEALING:*

A student shall not take or acquire the property of others without the consent of the owner.

*TELECOMMUNICATIONS DEVICES:*

A student shall not use telecommunication devices in an unauthorized manner.

**VIOLATION OF THE ACCEPTABLE USE POLICY**

All students are subject to the acceptable use policy of Butler Tech. A copy of the acceptable use policy will be provided to each student and shall be available online. Any violation of the acceptable use policy will result in discipline up to and including expulsion.

**CATEGORY C**

Students behaving in a manner as described in Category C may be suspended from school for one (1) to ten (10) school days. Repeated violations or serious infractions may result in a letter sent to the Superintendent recommending expulsion.

*CHEATING:*



A student shall not cheat on any educational assignment.

*CLASS CUTTING:*

A student shall not cut any educational assignment (class, study hall, library, homeroom, field trip, etc.).

*DISRUPTION OF CLASS:*

A student shall not behave in any unreasonable manner that prevents the teacher from teaching or prevents other students from meeting the class objectives.

*FAILURE TO ATTEND SCHOOL:*

A student shall comply with the compulsory attendance laws.

*GAMBLING:*

A student shall not gamble.

*LEAVING SCHOOL GROUNDS WITHOUT AUTHORIZATION:*

Upon boarding the school bus or upon arriving onto school property, the student is considered to be under the jurisdiction of the school. Students are not permitted to leave school property until the end of the school day unless they have a "special excuse" approved by an administrator or designee.

*PROFANITY/OBSCENITY:*

A student shall not use profane or obscene language or gestures.

*RESTRICTED AREA:*

A student shall not enter a closed or restricted area without administrative or staff approval.

*RULES/REGULATIONS OF STUDENT HANDBOOK; POSTED SCHOOL STANDARDS:*

A student shall follow the written rules and regulations in the school student handbook and shall follow the posted standards of each class, department, and school building.

*STUDENT AUTOMOBILES/PARKING LOT:*

Use of the parking lot is a privilege. A student shall comply with the parking lot regulations.

*TARDINESS TO CLASS:*

Any time a student comes to class late, the student is considered tardy unless accompanied by an excused pass.

*TARDINESS TO SCHOOL:*

Any student who arrives to school after the designated starting time must report to the general office. The policy on tardiness permits a student to be considered excused if the lateness in arriving is a result of an important appointment, illness, or emergency, provided the school receives parental/guardian verification by telephone or in writing.

*TRUANCY:*

A student shall not be absent from his/her assigned class or from school without the knowledge of his/her parents/guardians or school officials.

**CATEGORY D**

*SMOKING, USE, POSSESSION OF TOBACCO OR NON-TOBACCO MATERIALS:*

A student shall not smoke, use, or possess tobacco, clove cigarettes or other non-tobacco materials including e-cigarettes that may be used for smoking.

- First Offense: One day suspension
- Second Offense: Three day suspension
- Third Offense: Five day suspension

## **CATEGORY E**

### *AIDING/ABETTING:*

A student shall not in any way aid or abet another student in violating the Student Code of Conduct. A student behaving in this manner may be disciplined according to the consequences given for the rule being violated by the other student. Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may be subject to the disciplinary action outlined above.

### *REPEATED VIOLATIONS OF SCHOOL RULES:*

A student shall not repeatedly violate school rules as outlined in the Student Code of Conduct. A student who repeatedly violates school rules may be recommended to the Superintendent for expulsion from school.

### *SCHOOL PROPERTY:*

School officials retain control of school property such as desks and lockers even though assigned to students. Therefore, such school property is subject to inspection and search at any time.

## **CATEGORY F**

### *TRANSPORTATION OF STUDENT:*

Students violating the Student Code of Conduct and/or the Student Transportation policy may be suspended from the bus and/or school for three (3) to ten (10) school days. Serious and/or repeated violations may result in a letter sent to the Superintendent recommending expulsion from the bus and/or school. The school bus driver is responsible for students being transported to and from school. The driver has the authority and responsibility for the orderly conduct of students.

## **CATEGORY G**

### *STUDENT ACTIVITIES:*

A student shall comply with the rules and regulations of said club, organization, department and/or school.

## **ADMINISTRATION OF STUDENT DISCIPLINARY CODE**

The Principal, or designee, shall administer the student disciplinary code and shall use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

## **DISCIPLINARY STEPS**

1. Administrative conference with student and/or parent
2. Before school, after school, or lunch detention
3. In-School Assignment,
4. Three (3) days suspension (out-of-school)
5. Five (5) days suspension (out-of-school)

6. Ten (10) days suspension (out-of-school)
7. Restoration/restitution/community service,
8. Recommendation for expulsion,
9. Police notification and/or arrest, or
10. Loss of driver's license

The list is designed to inform students of the probable consequences for violations of the Butler Technology and Career Development Schools Code of Conduct. The letters listed above and below represent disciplinary steps that are progressive in nature the purpose of which is to maintain a positive educational environment. The Board of Education and the administration reserve the right and authority to move to a higher step and/or combine steps in the discipline progression as the situation demands.

## ACTS OF MISCONDUCT

A student shall comply with the rules and regulations of said club organizations, department and/or school and may be held accountable as per the acts of misconduct below.

- 1 Cheating
- 2 Class cutting
- 3 Counterfeit controlled substances and/or related tools
- 4 Dangerous weapons/objects
- 5 Defiance/insubordination
- 6 Destruction/damage of property
- 7 Disrespect
- 8 Disruption of class
- 9 Disruption of school
- 10 Endangerment of health, welfare and safety of the school environment
- 11 Extortion
- 12 Failure to attend school
- 13 Failure to attend detention
- 14 Failure to serve In-school assignment
- 15 False alarms
- 16 Fighting
- 17 Fireworks and explosives
- 18 Gambling
- 19 Harassment
- 20 Hazing
- 21 Immorality
- 22 Leaving school grounds without authorization
- 23 Look alike weapons
- 24 Narcotics, marijuana, drugs (prescription or over-the-counter that are not following the process outlined in the Authorization for Medication or Treatment Form), alcoholic beverages, mood altering substances, and drug paraphernalia
- 25 Profanity
- 26 Records (alter, destroy, falsify, remove)
- 27 Restricted area
- 28 Rules/Regulations of student handbook; posted school standards
- 29 Repeated violation of school rules
- 30 Search
- 31 Smoking; use, possession of tobacco or non-tobacco materials
- 32 Stealing
- 33 Student automobile/parking lot  
(careless operation, unsafe operation)
- 34 Tardiness to class
- 35 Tardiness to school
- 36 Telecommunication devices  
(cellular phones and unauthorized recording devices)
- 37 Transportation of student; Misconduct on school transportation
- 38 Truancy
- 39 Unauthorized entry
- 40 Unauthorized Touching
- 41 Unauthorized use of fire
- 42 Aiding and abetting

## **DISCIPLINE OPTIONS**

In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation. While under the jurisdiction of the school, or on school property, or in a school vehicle, or off school grounds immediately before or after school, or on the way to or from school, or at any school sponsored activity on or off school grounds, a violation on the part of a student of any one or more of the following rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an activity, counseling, parent conference, detention, in-school assignment, emergency removal, removal from a school vehicle, suspension from school and expulsion from school.

### **Informal Discipline**

The teacher is the key figure in school discipline. He or she is expected to make every effort to personally handle the usual problems of maintaining classroom discipline. When a disciplinary problem becomes acute enough to involve the school administrator, then the teacher should seek his/her assistance. Under these circumstances, both the teacher and the administrator are expected to accord the student his/her due process rights (as required by law and Board Policy).

### **Detention/Friday School Detention**

Detention may be issued by school officials or instructors as necessary. Detentions may be for violation of school or classroom rules. Detentions will be served from 2:10-3:00 p.m. Monday through Friday, Friday School Detentions will be served from 2:10-5:00 p.m. on Fridays. Students are required to arrive for their detention with written assignments or textbooks for study. Students arriving late or without work to do will not be permitted to serve detention. Students will be afforded at least 48 hours' notice to make necessary arrangements to serve their detention. However, neither employment requirements nor personal commitments will constitute an exemption from detention.

### **In-School Assignment**

Students assigned should report to the assigned area at the start of the school day. Students are/shall:

1. to have sufficient learning activities and materials for the period of their restriction;
2. not to communicate with each other unless given special permission to do so;
3. to remain in their designated seats at all times unless permission is granted to do otherwise;
4. not be allowed to use electronic devices or to go to their lockers;
5. not be allowed to put their heads down or sleep;
6. have no radios, cards, magazines, or other recreational articles in the room;
7. consume no food or beverages while in the room.

Students who fail to work on school assignments and/or fail to cooperate with school personnel will be dismissed, and appropriate discipline will be enacted. Students will not be permitted to sleep and/or just sit, etc.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classroom or elsewhere on school premises, the student may be removed from curricular activities without notice. If a student is removed from a curricular activity or from the school premises for emergency reasons, written notice of the reason for the removal will be given to the student as soon as possible.

### **Formal Discipline**

Formal discipline removes the student from school. It includes suspension for up to 10 school days, expulsion for up to 80 school days, and permanent exclusion. Expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed. Suspension from co-curricular activities may not be appealed.

Students involved in co-curricular activities can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system.

### **DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

#### **Suspension from School**

When a student is considered for a suspension, the Principal or designee, will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After an informal hearing, the Principal or designee will make a decision whether or not to recommend suspension. If a student is suspended his/her parent(s)/guardian(s) will be notified, in writing within one day, of the reason for and length of the suspension. The suspension may be appealed by scheduling an appointment with the Principal. If the Principal upholds the suspension decision, further appeal would be initiated by requesting an appeal to the Assistant Superintendent. A written appeal request must be received by the Assistant Superintendent within ten (10) days after the receipt of the suspension notice. During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

#### **Expulsion from School**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents/guardians. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent or designee, during which the student may be represented by his/her parent(s)/guardian(s), legal counsel and/or by a person of his/her choice. Within ten (10) days after the Superintendent or designee notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

#### **Permanent Exclusion**

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- any possession or involvement with a deadly weapon
- drug trafficking
- murder, manslaughter, assault or aggravated assault
- certain sexual offenses
- complicity in any of the above crimes

This process is formal and will usually follow an expulsion and the proper notification of the parents/guardians. Butler Technology and Career Development Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable.

Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

### **Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

### **POLICY PROHIBITING HAZING, HARASSMENT, INTIMIDATION OR BULLYING**

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Throughout this policy, the term bullying is used in place of harassment, intimidation, and bullying.

Bullying, harassment, and intimidation is any intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Bullying, harassment, and intimidation also means violence within a dating relationship. Bullying, harassment, and intimidation is prohibited on school property, at school-sponsored events, on school buses, or via an electronic act. An "electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device. For purposes of this policy, "bullying" shall incorporate the definitions of bullying, harassment, and intimidation described in this paragraph.

Harassing, hazing, intimidating, bullying behavior and/or dating violence by any student/school personnel in the District (including bullying by an electronic act) is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Permission, consent, or assumption of risk by an individual subjected to hazing, bullying, and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and characteristics of healthy relationships. To the extent that state or federal funds are appropriated for this purpose, all students enrolled in the District will be provided annually with age-appropriate instruction, as determined by the Board of Education, on this Hazing and Bullying policy, including a written or verbal discussion of the consequences for violations of the policy. Once each school year, a written statement describing this policy and the consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone, or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage, or engage in any hazing and/or bullying.

Administrators, teachers, and all other District employees are particularly alert to possible conditions, circumstances or events which might include hazing, bullying, and/or dating violence. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering school employee of the prohibition

contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing, bullying, and/or dating violence incidents are reported immediately to the Superintendent/designee, and the appropriate discipline is administered.

Once each school year, a written statement describing this policy and the consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically. This policy and an explanation of the seriousness of bullying by electronic means will be made available to students in the District and to their custodial parents or guardians.

### **Reporting Procedure**

Students, parents, or guardians are encouraged to immediately report conduct they consider to be harassment, intimidation, or bullying to a teacher, guidance counselor, coach, Principal, or other administrator. Likewise, all school personnel who become aware of harassment, intimidation, or bullying shall immediately report such behavior to their building Principal.

Any staff member who receives a report of harassment, intimidation or bullying shall promptly reduce the complaint to writing utilizing the Board of Education's harassment, intimidation or bullying complaint form, which shall be made available in the office of the Principal of each school building, the Board of Education's central administrative office, student handbook, and downloadable from the Board of Education's website. The complaint form shall specifically describe the actions giving rise to the suspicion of harassment, intimidation or bullying, including identification of all person(s) involved, the time and place of the conduct alleged, the number of such incidents, the target of the alleged behavior, and the names of any student or staff witnesses. Such written report shall be promptly forwarded to the building Principal for an administrative response.

The building Principal or designee shall notify the parents, guardians or legal custodians of any student involved in an incident of harassment, intimidation, or bullying under this policy. Such persons shall have access to any written reports pertaining to the prohibited incident to the extent permitted by State and Federal privacy/confidentiality laws.

### **Administrative Response**

The building Principal or designee shall promptly investigate all reports of harassment, intimidation, or bullying.

All matters involving such complaints should remain confidential to the extent permitted by law.

1. The Principal or designee will confer with the student, parent or guardian making the report in order to obtain a clear understanding of the alleged facts. If not already completed, the Principal or designee will complete the harassment, intimidation, or bullying complaint form.
2. The Principal or designee will meet with all witnesses identified by the person(s) making the report of harassment, intimidation, or bullying. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
3. The Principal or designee will meet with the student(s) accused of harassment, intimidation, or bullying to obtain a response to the complaint both orally and in writing.
4. Following the completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the Student Code of Conduct.
5. Retaliation against any student who makes a complaint of harassment, intimidation or bullying, or any student who becomes involved in the investigation of such complaint, is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint.
6. The building Principal or designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged harassment, intimidation, or bullying.



## **Preventative Measures**

This policy shall appear in student handbooks and other publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the district. Information regarding this policy shall also be incorporated into employee training manuals.

To the extent that state or federal funds are appropriated for these purposes, the Board may provide training, workshops or courses on this policy to school employees and volunteers who have direct contact with students.

Teachers, guidance counselors, coaches, and building administration will educate students about this policy through class discussion, counseling, and reinforcement of appropriate student behavior. School personnel should intervene promptly whenever they observe student-on-student misbehavior, even if such conduct does not yet meet the frequency, severity or pervasiveness to constitute harassment, intimidation, or bullying that is prohibited by this policy.

If the building Principal or designee finds that a student has been the victim of harassment, intimidation or bullying, in addition to the imposition of disciplinary action against the student-offender, the following strategies may be implemented to protect the victim from additional harassment, intimidation or bullying:

1. Staff may be instructed to observe and record the behavior of the student-offender in less supervised settings such as the cafeteria, playground, and restrooms. If the student-offender's misbehavior persists, the administration may assign the student-offender to recess, lunch or class release times different from those of the student-victim.
2. The offending student and his/her parent(s) or guardian(s) may be requested to participate in a conference with building administration and staff in an attempt to enlist the parent(s) or guardian(s) to work cooperatively with the school to stop the harassment, intimidation or bullying.
3. In consultation with the student-victim and his/her parent(s) or guardian(s), examine the student's daily schedule to identify those activities where harassment, intimidation, or bullying most often occur. Make arrangements to increase supervision or adjust the student's schedule to reduce or eliminate under supervised activities.
4. Change classroom layout or rearrange seating to eliminate "blind spots" where future acts of harassment, intimidation, or bullying may occur.

## **Summary of Reported Incidents**

The Principal from each school building shall provide the Board President with a written summary of all reported incidents of harassment, intimidation, or bullying. To the extent permitted by State and Federal privacy/confidentiality laws, a summary of reported incidents shall be posted on the web site of the Board of Education concurrent with each report to the Board President.

## **No Liability for Good Faith Compliance**

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy if the incident is reported promptly, in good faith, and in compliance with the procedures as specified in this policy.

## **Off-Campus Misconduct**

Students shall be disciplined for any misconduct during school hours, while on school property, or while at a school related event. In addition, students may be disciplined for off-campus misconduct when that conduct is targeted toward the school, its teachers and staff, or other students, and the conduct is substantially disruptive.

## **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to personal expression. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

Material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar
2. advertises any product or service not permitted to minors by law
3. intends to be insulting or harassing
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Suggestions, concerns, and grievances may be directed to the Principal. A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

# **SECTION VI – TRANSPORTATION**

## **BUS TRANSPORTATION TO SCHOOL**

The student's associate school district provides bus transportation for all students from that school district. Please contact the associate district for information. All rules covered in the student guide apply to students riding buses.

## **PERSONAL TRANSPORTATION TO SCHOOL-DRIVING PRIVILEGES**

Maximum speed on school property is ten miles per hour (10 MPH) at ALL times.

Students have the option of driving their own vehicles to school or riding the school bus.

Student drivers shall park in designated areas. Students driving to school should enter the building immediately upon their arrival. Students are not permitted to sit in vehicles on school property.

Parking Permits are required for all student drivers.

Upon completion of the Student Application to Drive on School Property (5155 F1), students will be issued a parking permit. Students must have a displayed (visible) parking permit to park in the parking lot. Persistent parking violations or lack of a parking permit may result in a loss of parking privileges or vehicles may be towed at the owner's expense.

Driving is a privilege and if abused, the driving privilege may be revoked. Illegal parking or reckless operation, failure to follow directions given by parking lot supervisors, or disregard to parking lot safety, in general, will result in disciplinary action and/or loss of driving privileges.

NOTE: Per Ohio Revised Code Section 4509.101 Operation of a motor vehicle without maintaining proof of financial responsibility prohibited. "No person shall operate, or permit the operation of, a motor vehicle in this state, unless proof of financial responsibility is maintained with respect to that vehicle or, in the case of a driver who is not the owner, with respect to his/her operation of that vehicle."

## **MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, an anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student guide, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community.

Students and their parents should contact the Principal or counselor whenever such help is needed.