Butler Technology and Career Development Schools
District Student/Parent Handbook 2026-2027

Table of Contents

GENERAL INFORMATION 8

FOREWORD 8

DISTRICT VISION, MISSION, & VALUES 8

AVAILABILITY OF BOARD OF EDUCATION POLICIES 8

PROHIBITION OF HARASSMENT 8

EMERGENCY MEDICAL AUTHORIZATION 9

MEDICATION/STUDENT WELL BEING 9

IMMUNIZATION REQUIREMENTS 9

VISITORS 10

WORK PERMITS 10

SECTION I – STUDENTS' RIGHTS 11

EQUAL EDUCATION OPPORTUNITY 11

CIVIL RIGHTS/TITLE IX/SECTION 504 GRIEVANCE PROCEDURES 11

Section 504 Coordinator 11

Title IX Coordinators 11

STUDENTS' RIGHTS AND RESPONSIBILITIES 12

STUDENT EMANCIPATION 13

INJURY AND ILLNESS 13

SCHEDULING AND ASSIGNMENT 13

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES & PEST 13

CONTROL OF DIRECT CONTACT COMMUNICABLE DISEASES 14

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS 14

CONTROL OF BLOOD-BORNE PATHOGENS 14

INDIVIDUALS WITH DISABILITIES 15

HOMELESS STUDENTS 15

YOUTH IN FOSTER CARE 15

STUDENT RECORDS 15

STUDENT FEES, FINES, AND CHARGES 18

INSTRUCTIONAL MATERIALS REPLACEMENT POLICY 18
TEXTBOOK REPLACEMENT POLICY 18
SAFETY REGULATIONS 18
SAFETY AND SECURITY 19
CARE OF PROPERTY AND STUDENT VALUABLES 19
STUDENT IDENTIFICATION CARDS 19
FOOD SERVICE 19
FIRE, TORNADO, & SAFETY DRILLS 20
EMERGENCY CLOSINGS AND DELAYS 20
VIRTUAL EDUCATION DELIVERY 20
CALENDAR 20
PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS 20
SEARCH AND SEIZURE 20
SURVEILLANCE AND STUDENT PRIVACY 21
USE OF THE SCHOOL EQUIPMENT AND FACILITIES 21
LOST AND FOUND 21
USE OF SCHOOL TELEPHONES 21
ADVERTISING OUTSIDE ACTIVITIES 21
FIELD TRIPS 22
WITHDRAWAL FROM SCHOOL 22
PERSONAL COMMUNICATION DEVICES 22
SEXTING 24
ELECTRONIC EQUIPMENT 24
SECTION II – ACADEMIC GRADES 25
GRADING SCALE 25
EXTRACURRICULAR ELIGIBILITY 26
GRADUATION/DIPLOMA REQUIREMENTS 26
EARLY GRADUATION 26
BUTLER TECH SENIOR CEREMONY REQUIREMENTS 26

CAREER-TECHNICAL CERTIFICATE REQUIREMENTS *26*
RECOGNITION OF STUDENT ACHIEVEMENT *27*
EARLY PLACEMENT PROGRAM *27*
COLLEGE CREDIT PLUS PROGRAM *27*
CAREER ADVISING PROGRAM *27*
SECTION III – STUDENT ACTIVITIES **28**
SCHOOL-SPONSORED CLUBS AND ACTIVITIES *28*
NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES *29*
STUDENT FUND-RAISING *29*
STUDENT CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES *30*
STUDENT EMPLOYMENT *30*
SECTION IV – ATTENDANCE **31**
COMPULSORY ATTENDANCE *31*
SCHOOL ATTENDANCE POLICY *31*
STUDENT ABSENCES *31*
NOTIFICATION OF ABSENCE *31*
EXCUSED ABSENCES *31*
UNEXCUSED ABSENCES *32*
TARDINESS *32*
EXCUSED TARDY *33*
HABITUAL TRUANCY *33*
CHRONIC ABSENTEESIM *33*
TIERED SYSTEM OF MORE INTENSIVE INTERVENTIONS AND SUPPORTS *33*
MAKE-UP OF TESTS AND OTHER SCHOOL WORK *35*
HOMEBOUND INSTRUCTION *36*
SUSPENSION OF SCHOOL *36*
VACATIONS DURING THE SCHOOL YEAR *36*
EARLY DISMISSAL *36*
SECTION V – CODE OF CONDUCT **37**

ZERO TOLERANCE *37*
STUDENT DISCIPLINE *37*
OPPORTUNITY *37*
BEHAVIOR EXPECTATIONS *37*
DRESS AND GROOMING *38*
GANGS *39*
CARE OF PROPERTY *39*
BULLYING, HARASSMENT, AND INTIMIDATION *39*
STUDENT DISCIPLINE CODE *43*
DISCIPLINE CATEGORIES *43*
CATEGORY A-1 ..... *44*
FIREARM (48): 44
CATEGORY A *44*
ARSON/UNAUTHORIZED USE OF FIRE (1): 44
ASSAULT (2): 45
COUNTERFEIT CONTROLLED SUBSTANCES AND/OR RELATED TOOLS (5): 45
DANGEROUS WEAPONS/OBJECTS (6): 45
ENDANGERMENT OF HEALTH, WELFARE & SAFETY OF SCHOOL ENVIRONMENT (12): 45
FALSE ALARMS/BOMB THREAT (17): 45
DESTRUCTIVE DEVICES, FIREWORKS, EXPLOSIVES, INCENDIARY, OR POISON GAS (19): 46
NARCOTICS, MARIJUANA, DRUGS, CONTROLLED SUBSTANCES, MOOD ALTERING SUBSTANCES, AND DRUG PARAPHERNALIA (26): 46
INTOXICATING ALCOHOLIC BEVERAGES (52): 46
UNAUTHORIZED ENTRY (41): 46
LOOK-ALIKE WEAPONS (25): 46
LOOK-ALIKE FIREARM (54): 47
UNAUTHORIZED USE/MISUSE OF COMPUTERS (51): 47
VIOLATION OF THE RESPONSIBLE USE POLICY (50): 47
CATEGORY B *47*
DEFIANCE/INSUBORDINATION (7): 47
DESTRUCTION/DAMAGE OF PROPERTY (8): 47
DISRESPECT (9): 47
DISRUPTION OF SCHOOL (11): 47
EXTORTION (13): 48

FAILURE TO SERVE ASSIGNED DISCIPLIN/DETENTION, IN SCHOOL ASSIGNEMENT 48
FIGHTING (18): 48
HAZING (22), HARASSMENT (21), INTIMIDATION (45), BULLYING (44), OR DATING VIOLENCE (46): pg. 65-67 48
IMMORALITY (23): 48
RECORDS (28) (Alter, destroy, falsify, remove): 49
SEARCH (32): 49
STEALING / POSSESSION OF STOLEN PROPERTY (34): 49
TELECOMMUNICATIONS DEVICES (38): 49
CATEGORY C ***49***
CHEATING (3): 49
CLASS CUTTING (4): 49
DISRUPTION OF CLASS (10): 49
FAILURE TO ATTEND SCHOOL (4): (under chronic absenteeism) 50
GAMBLING (20): 50
LEAVING SCHOOL GROUNDS WITHOUT AUTHORIZATION (24): 50
PROFANITY/OBSCENITY (27): 50
RESTRICTED AREA (29): 50
RULES/REGULATIONS OF STUDENT HANDBOOK; POSTED SCHOOL STANDARDS (30): 50
STUDENT AUTOMOBILES/PARKING LOT (35): 50
TARDINESS TO CLASS (36): 50
TARDINESS TO SCHOOL (37): 50
TRUANCY (40): 51
CATEGORY D ***51***
SMOKING, USE, POSSESSION OF TOBACCO OR NON-TOBACCO MATERIALS/PARAPHERNALIA (33): 51
CATEGORY E ***51***
AIDING/ABETTING (42): 51
REPEATED VIOLATIONS OF SCHOOL RULES (31): 51
SCHOOL PROPERTY: 52
CATEGORY F ***52***
TRANSPORTATION OF STUDENT (39): 52
CATEGORY G ***52***
STUDENT ACTIVITIES: 52
ADMINISTRATION OF STUDENT DISCIPLINARY CODE ***52***
DISCIPLINARY STEPS ***52***
ACTS OF MISCONDUCT ***53***

DISCIPLINE OPTIONS *54*

DUE PROCESS RIGHTS *55*

OFF-CAMPUS MISCONDUCT *56*

SEARCH AND SEIZURE *56*

INTERROGATION OF STUDENTS *57*

STUDENT RIGHTS OF EXPRESSION *57*

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES *57*

SECTION VI – TRANSPORTATION **58**

ASSOCIATE SCHOOL BUS TRANSPORTATION TO AND FROM SCHOOL *58*

BUTLER TECH BUS CONDUCT *58*

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE *59*

PERSONAL TRANSPORTATION TO SCHOOL-DRIVING PRIVILEGES *59*

USE OF MOTORIZED UTILITY VEHICLES *60*

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS *60*

NOTE:	This Student/Parent Handbook is based on significant parts of policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was uploaded to our website on September 2026. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the District's website: by clicking on "Butlertech.org" by clicking on https://go.boarddocs.com/butler/Board.nsf/Public and finding the specific policy or administrative guideline in the Table of Contents for that section.

GENERAL INFORMATION

FOREWORD

This Student/Parent Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have questions not addressed in this handbook, you are encouraged to talk to your teachers, your counselors, or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of September 2026. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal or director and on the District's website.

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

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.

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.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year. State law requires that all students must have an Emergency Medical Authorization 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.

MEDICATION / STUDENT WELL BEING

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 the school directly by the parent/guardian or transported by transportation personnel (bus driver and/or bus aide) at the parental/guardian's 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.

Students may carry emergency medications for allergies, and/or reactions, or asthma inhalers during school hours, provided the student has written permission from a parent or physician and has submitted the proper forms. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

The parent/guardian shall have the 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

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles (aka rubeola), diphtheria, rubella, pertussis, tetanus, and mumps, and other diseases legally designated in accordance with State statutes, or have an authorized exemption from State 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. The Board further requires that students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease.

For the safety of all students, the school principal/director may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In

the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

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 office upon entering the school to sign in and obtain a visitors' 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 staff member, they should call for an appointment before coming to the school 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 before 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 school counselor, principal, and host teachers. A note from the host's parent(s) must be brought to the school counselor or 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 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. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational, or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background. (See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) while at school or a school activity should immediately contact the School District's Compliance Officer(s).

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), they 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

Tony Huff, Director of Student Services
3603 Hamilton-Middletown Rd.
Fairfield Township, OH 45011
(513) 645-8270

Title IX Coordinators

Tony Huff, Director of Student Services
hufft@butlertech.org
Lori Thesken, Executive Director of Human Resources
theskenl@butlertech.org
3603 Hamilton-Middletown Rd.
Fairfield Township, OH 45011
(513) 645-8270

The person who believes they have 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 they 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, they 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, they may appeal through a signed written statement to the Board of Education within five business days of their 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 the 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 procedures of the District are designed to allow each student to obtain a safe, orderly, and appropriate educational environment. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure 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 their educational goals.

The staff expects students to arrive at school on time, prepared to learn, and participate. 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 and attempt to contact the student's parents.

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. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the student's assigned campus counselor. Students may be denied course enrollment due to a lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES & PEST

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 communicable 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 DIRECT CONTACT COMMUNICABLE DISEASES

In the case of direct 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 their status reviewed by a panel of resource people, including the Butler County Health Department. The school will protect the privacy of the person affected and those in contact with that person. The school will seek to keep students and staff persons in school unless there is evidence to warrant exclusion.

Direct 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.

CONTROL OF BLOOD-BORNE PATHOGENS

The District seeks to provide a safe, educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

Engaging in activities with other students in the school environment (e.g., physical training) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

Whenever a student has contact with blood or other potentially infectious material, they must immediately notify their teacher, who will contact the building supervisor and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 – Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV by their physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus in cooperation with their physician.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act (Section 504) 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 and related services through the proper evaluation and placement procedure. Parent involvement in this procedure is required by Federal (IDEIA), A.D.A. Section 504) and State law. 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, Tony Huff at (513) 645-8270.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the Director of Student Services.

-

YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Policy 5111.03.

STUDENT RECORDS

Butler Tech maintains many student records, including both directory information and confidential information.

Directory information includes: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Butler Tech designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purposes (s) and to any person or entity but the specific online educational service provider and internal users of Butler Tech's Education Technology.

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)

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow Butler Tech to disclose any or all "directory information" upon written notification to the Butler Tech campus principal. The information provided in this student/parent handbook section about the items included within the category of directory information and

instructions on how to prohibit its release complies with the Board's annual *Family Education Rights and Privacy Act*

(FERPA) requirement notice.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, Butler Tech is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Butler Tech will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to Butler Tech's CFO. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing, and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. Political affiliations or beliefs of the student or the student's parents;

B. Mental or psychological problems of the student or the student's family;

C. Sex behavior or attitudes;

D. Illegal, anti-social, self-incriminating, or demeaning behavior;

E. Critical appraisals of other individuals with whom respondents have close family relationships;

F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. Religious practices, affiliations, or beliefs of the student or their parents; or

H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Butler Tech's CFO to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the director.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of

marketing or for selling that information or otherwise providing that information to others for that purpose); and

B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education 400
Maryland Avenue, SW Washington,
D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov.

STUDENT FEES, FINES, AND CHARGES

Butler Tech has a Technology Fee of $30.00. Parking and CTSO fees are outlined in a separate section.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship. Failure to pay fines, fees, or charges may result in –

- Senior students may not receive a final report card 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:

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

SAFETY REGULATIONS

An important part of your education at Butler Technology and Career Development Schools includes required participation in safety programs. Butler Tech 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 their 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. Failure to abide by all safety regulations may result in educational safety assignments and/or disciplinary action.

SAFETY AND SECURITY

A. All visitors must report to the office when they arrive at school.

B. All visitors are given and required to wear a building pass while they are in the building.

C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.

D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

E. As many unneeded outside doors as possible are locked during the school day.

F. Portions of the building that will not be needed after the regular school days are closed off.

Staff, students, and visitors who intentionally circumvent, interfere with, or disable security measures, systems, and/or devices may be subject to discipline, up to and including termination of employment for an employee, suspension or expulsion from work or school for a student, and may also face criminal charges.

CARE OF PROPERTY AND STUDENT VALUABLES

Students are responsible for the care of their own personal property. The school is not responsible for any loss or damage to personal property. Valuables such as jewelry, expensive clothing, electronic equipment, or irreplaceable items should not be brought to school.

If a student damages or loses school property, the student or their parent(s)/guardian(s) may be required to pay for the replacement or damage. 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 year. If the ID is lost or destroyed, students may be responsible for the replacement of the ID. The cost of a replacement ID is $5.00.

FOOD SERVICE

Butler Tech participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student may leave school premises during the lunch period without specific written permission from the building principal. No fast-food items are permitted to be dropped off during school hours.

All students are encouraged to complete an application to see if they are eligible for free or reduced lunches. An application for free and reduced lunches can be filed through the PaySchools Central portal.

FIRE, TORNADO, & SAFETY DRILLS

Butler Tech complies with all fire safety laws and will conduct fire drills in accordance with State law. The schools conduct tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. Should a student be aware of a dangerous situation or accident, they must notify the school staff immediately.

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.

VIRTUAL EDUCATION DELIVERY

Butler Tech is authorized to enact a plan for a virtual education delivery or remote learning model in order to make up hours in the school year on which it is necessary to close school due to disease, epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses kor other equipment necessary to the school's operation, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for use.

CALENDAR

Students will follow the Butler Tech school calendar for holiday breaks, in-service days, and other school events as designated.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The District is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's

Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the

Board offices upon request.

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 their 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 that 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 must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to 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 and extra-curricular program. No student may participate in any school-sponsored trip without parental/guardian consent, unless the student has a completed emancipation form, and has a current emergency medical form on file in the principal's office. Medications normally administered at school will be administered while on field trips. Attendance and Student Code of Conduct rules apply to all field trips. Students who violate school rules may lose the privilege to go on field trips.

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 in compliance with State law. 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 Butler Tech school counselor to initiate and document the withdrawal request event.
- Confirmation with the parent/guardian, and home school counselor or administration in agreement on the date of return for the student.
- Completing the withdrawal form with approval signatures of the student, parent/guardian, and completion confirmation.

PERSONAL COMMUNICATION DEVICES

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), Smart Glasses, and/or other web-enabled devices of any type.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Under certain circumstances, a student may keep their PCD "On" with prior approval from the administrator or sponsor.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, including but not limited to those 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, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and principal are authorized to determine other specific

locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Director of Student Services. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, (including sexual orientation/transgender identity), disability,

age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The administrator will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will 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. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose their privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the administrator.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse, or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

SEXTING

"Sexting"(i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form.) is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

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 and 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 and demonstrated 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 their grade will be determined, the student 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 or electronic notification regarding student achievement and progress at the end of each grading period. When a student appears to be at risk of failure, a 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. 1st Quarter of the semester – 50%
2. 2nd Quarter of the semester – 50%

*If the average of the two quarters is a .5 (D 1st/3rd quarter and an F 2nd/4th, or F 1st/3rd quarter and a D 2nd/4th), the teacher will issue a semester grade of an F. A course semester grade of an F will not be awarded credit.

GRADING GUARDRAIL

For a student to earn a passing semester grade when receiving a C or D in Q1 or Q3 and an F in Q2 or Q4, the F must have an underlying percentage of at least 50%. If the F is below 50%, the resulting semester grade will be an F.

This guardrail is intended to address the specific concern raised by teachers while limiting unintended changes to grades outside the C/F and D/F ranges.

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, including the course requirements and graduation pathway requirements, will be eligible to receive a diploma and graduate from their associate school.

EARLY GRADUATION

Decisions about early high school graduation rest with the school that issues the diploma. The early graduation policy of the student's home district determines procedures and criteria for deciding whether and how a student can complete graduation requirements on an accelerated basis.

BUTLER TECH SENIOR CEREMONY REQUIREMENTS

Students who successfully complete the graduation requirements in their associate school district (course requirements and graduation pathway) and earn a Butler Tech Certificate of Participation, Completion, or Merit will be eligible to participate in Butler Tech's Senior Ceremony. Any exceptions to this will require the completion of a Petition to Participate form (Due on March 19th, 2026)

Students enrolled in half-time (OTC+ or Senior-Only programming) will participate in either the Senior-Only or Adult Education (OTC+) student celebration ceremony. Current students who elect to change their enrollment to half-time status and are approved through enrollment will forfeit participation in Butler Tech's 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 2 or 3-year 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. Medically and religiously excused absences shall not be included in attendance totals; appropriate documentation is required.
    - Grade Point Average: Students must have a G.P.A. of 3.0 through the 3rd quarter of 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 have completed all required courses within the career-technical program.
3. **Certificate of Participation:** This certificate is awarded to students who complete two CTE courses required 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 an early placement program by meeting and maintaining the program's eligibility requirements. 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, school counselor, and recommended by the building administration based on a review of the student's conduct. Participation in this program is a privilege, not a right.

COLLEGE CREDIT PLUS PROGRAM

Any student in grades 7 through 12 may enroll in a postsecondary program provided they meet the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under eighteen (18), written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact their Butler Tech school counselor to obtain the necessary information.

Under Federal and State law, male students who are eighteen (18) years of age or older and who are classified as an Ohio resident by the public college or university they are attending through the College Credit Plus Program are required to be registered with the Selective Service System. Participating male students are required to provide their Selective Service number to the public college or university within thirty (30) days of their 18th birthday. If such students do not submit their Selective Service number, they will not be considered a College Credit Plus participant for that current semester or term and will be responsible for any tuition, textbooks, or fees associated with the classes for which they are enrolled. For more information, please visit: https://www.butlertech.org/high-school/information/college-credit-plus/

CAREER ADVISING PROGRAM

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

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; Technology Student Association (TSA); DECA; Ohio SkillsUSA; FIRST Robotics; Educators Rising; American Culinary Federation; and Future Health Professionals (HOSA).

CTSOs are a required co-curricular component and are integrated into career tech classroom learning. Beyond classroom participation, students have the opportunity to engage in optional competitive events and leadership experiences at the state, national, or international level. 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 attending 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. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

2026-2027 MEMBERSHIP FEES

ACF - $25

BPA - $35.00

DECA - $32.00

Educators Rising - $25

FCCLA - $25.00

FFA - $25.00

First Robotics – 0

Foundations BPA - $24.00

HOSA - $35.00

NTHS - $10.00

SkillsUSA - $32.00

TSA - $20.00

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the campus principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

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.

- The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extracurricular activities.
- 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 they are 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.

Students may not sell any item or service in school without the prior approval of the principal. Violation of this policy may lead to disciplinary action.

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 they must maintain a job in addition to going to school, the student 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/associate school 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 /associate school 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.

SCHOOL ATTENDANCE POLICY

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in the classroom and other school activities that cannot be replaced by individual study.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by an automated phone call.

STUDENT ABSENCES

We expect students to be in attendance 100% of the school year. When Butler Tech is in session, students are expected to attend school, regardless of the students' home school calendar. 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.

NOTIFICATION OF ABSENCE

If a student will be absent, the parents must notify the attendance secretary in the main office before the start of the school day and provide an explanation. Acceptable forms of notification include the following: a phone call, a voice mail, or an email. If prior contact is not possible, the parents should provide a written excuse the day following the student's absence. Written notifications will only be accepted up to one (1) week after the absence concludes. Emails are considered written notifications. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

EXCUSED ABSENCES

The state law requires that all pupils be in school all days and hours that school is in session. Depending on the reason, a student's absence may be classified as excused or unexcused.

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

The Board considers the following factors to be reasonable excuses for time missed at school:

A. Personal illness (a written physician's statement verifying the illness may be required)

B. Appointment with a health care provider

C. Illness in the family necessitating the presence of the child

D. Quarantine of the home

E. Death in the family

F. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)

G. attendance at a driver's education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course

H. religious expression days, up to three (3) of which may, after approval in accordance with this policy, permit the student to be absent without any academic penalty

I. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

    1. Any classroom assignment missed due to the absence shall be completed by the student.

    2. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

J. such good cause as may be acceptable to the Superintendent

K. Medically necessary leave for a pregnant student in accordance with Policy 5751

L. Service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725

M. College visitation - 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.

N. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status

O. Absence due to a student being homeless

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where a school is in session by the authority of the Board.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant, and the student and their parents shall be subject to the truancy laws of the State. (Please also refer to "Truancy" in this handbook).

TARDINESS

Each student is expected to be in their assigned location throughout the school day. Tardiness to class is not acceptable. It is the student's responsibility to be in the classroom when the class is scheduled to begin.

If a student is late arriving at school, they must report to the main office before going to their first assigned location.

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. Minutes missed because of being tardy

to school factors into attendance. Attendance is based on minutes, not on days.

EXCUSED TARDY

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

HABITUAL TRUANCY

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 is "habitual truant" if he or she has **unexcused** absences totaling the following hours:

- **30 or more consecutive school hours** (approximately 5 days)**– or -**
- **42 or more hours in one school month** (approximately 7 days) **–or -**
- **72 hours in a school year (approximately 12 days)**

CHRONIC ABSENTEESIM

A student of compulsory school age may be considered excessively absent when the student is absent from school for:

Thirty-eight (38) or more hours in one (1) school month; or
Sixty-five (65) or more hours in one (1) school year.

When a student reaches either attendance threshold, the District will notify the student's parent/guardian in writing within ten (10) school days of the absence that triggered the notification requirement. At the time notice is provided, the District may also implement appropriate attendance intervention strategies and supports in accordance with District attendance procedure

TIERED SYSTEM OF MORE INTENSIVE INTERVENTIONS AND SUPPORTS

The District implements a tiered system of attendance interventions and supports designed to promote regular school attendance and prevent chronic absenteeism. The system is intended to provide resources and supports to students and their families by identifying and addressing the root causes of student absences. More intensive interventions and supports may be provided as the number of absences increases.

The District acknowledges that missing school for any reason, whether excused or unexcused, may negatively affect student learning, engagement, career readiness, and program completion.

The term "chronically absent" means a student has missed at least ten percent (10%) of the minimum number of instructional hours required during the school year. All missed instructional time, including excused and unexcused absences, contributes toward chronic absenteeism as defined by Ohio law.

To promote consistency across Butler Tech campuses, the District shall utilize standardized attendance intervention thresholds based on the campus with the lowest annual instructional hours. District intervention thresholds are approximately:

Tier 1: 51 instructional hours (5%)
Tier 2: 81 instructional hours (8%)
Tier 3: 101 instructional hours (10%)

The District shall implement one (1) or more of the following attendance intervention strategies to support students and families before attendance concerns become chronic.

TIER 1: UNIVERSAL ATTENDANCE SUPPORTS

Attendance is an important factor in student success, career readiness, industry credential attainment, and program completion. Butler Tech believes regular attendance supports academic achievement, hands-on learning experiences, student engagement, and workforce readiness.

Tier 1 supports are provided to all students and families and focus on awareness, communication, and prevention. Universal supports may include:

- Clear attendance expectations and consistent schoolwide messaging;
- Positive school climate and student engagement strategies;
- Routine attendance monitoring by attendance secretaries and campus administration;
- Family communication regarding attendance expectations;
- Parent/guardian notification by phone when a student reaches approximately five percent (5%) of the minimum required instructional hours for the school year.

Attendance secretaries shall continue to monitor and maintain attendance records, communicate attendance concerns, and notify building administration when attendance thresholds are reached. Campus principals or assistant principals, in collaboration with attendance secretaries, may initiate early attendance interventions whenever attendance patterns begin to emerge.

TIER 2: TARGETED ATTENDANCE INTERVENTIONS

When a student begins demonstrating patterns of excessive absences or is at risk of becoming chronically absent, Butler Tech may implement Tier 2 targeted attendance interventions. The purpose of Tier 2 is to identify barriers affecting attendance and provide additional supports designed to improve student attendance and engagement.

Tier 2 interventions may include:

- Student attendance meetings;
- Counselor support and mentoring;
- Identification of barriers impacting attendance;
- Transportation or scheduling support discussions;
- Mental health or wellness referrals;
- Attendance improvement planning;
- Documentation and monitoring of interventions;
- Referral to community resources, as appropriate.
- Parent/guardian notification by mail when a student reaches approximately five percent (8%) of the minimum required instructional hours for the school year.

Building administration and counselors may collaborate with additional support staff, families, and community partners, as appropriate, to address attendance concerns and support improved student attendance.

TIER 3: INTENSIVE ATTENDANCE INTERVENTIONS

Students who continue to demonstrate significant attendance concerns, or who meet the District's chronic absenteeism threshold of approximately ten percent (10%) of the minimum required instructional hours, may be referred for Tier 3 intensive attendance interventions. Tier 3 interventions are designed to provide individualized support to students and families through collaborative intervention planning and ongoing monitoring.

Tier 3 interventions may include:

- Absence Intervention Team (AIT) involvement;
- Individual student counseling;
- Parent/guardian conferences;
- Attendance intervention planning;
- Referral to appropriate school or community support services;

Other interventions authorized by Ohio law, including parental involvement or truancy prevention programs, when appropriate. Court referral or legal intervention shall be considered only after documented intervention efforts have been implemented and when required or permitted by Ohio law.

ABSENCE INTERVENTION TEAM (AIT)

The District shall establish at least one (1) Absence Intervention Team ("AIT") in each school building. The purpose of the AIT is to support students who are at risk of becoming chronically absent by identifying barriers to attendance and coordinating appropriate interventions and supports.

Students who receive written notice of excessive absences, who miss thirty (30) or more consecutive unexcused hours, forty-two (42) or more unexcused hours in one school month, or seventy-two (72) or more cumulative unexcused hours during the school year, shall be referred to the AIT as required by Ohio law.

When a student reaches either attendance threshold, the District will notify the student's parent/guardian in writing within ten (10) school days of the absence that triggered the notification requirement. At the time notice is provided, the District may also implement appropriate attendance intervention strategies and supports in accordance with District attendance procedures .

The AIT shall convene a meeting with the parent/guardian and, when appropriate, the student, to discuss the reasons for the student's absences and identify strategies to improve attendance. The AIT may develop a written attendance intervention plan with input from the student and parent/guardian that establishes goals, identifies available supports and resources, and outlines expectations for improving attendance. Members of the Districts AIT shall remain informed of available school, community, and agency resources to assist families in addressing barriers to regular school attendance.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are absent for approved religious expression days will not be subject to any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

Students who miss school to attend a driver's education course, or an out-of-state enrichment or extracurricular activity, are required to complete any missed classroom assignments. A student may make up units of study with a properly licensed teacher if prior approval has been granted by the Director.

Students will be given the opportunity to make up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence. A student wishing to make up work should contact their counselor to obtain assignments.

If a student misses a teacher's test due to an excused absence, they should make arrangements with the teacher to take the test at another time. If the student misses a State mandated assessment test or other standardized test, the student should consult with the school principal to arrange for administration of the test at another time.

HOMEBOUND INSTRUCTION

Butler Tech may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Director of Student Services.

SUSPENSION OF SCHOOL

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from Schoology beginning with the first day of suspension. The make-up of missed tests may be scheduled when the student returns from school. 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.

VACATIONS DURING THE SCHOOL YEAR

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the campus principal to make necessary arrangements and complete the proper paperwork. It may be possible for the student to receive certain assignments that may be completed during the trip.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the main office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

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

No student shall leave school without the permission of the principal.

SECTION V – CODE OF CONDUCT

A major component of the educational program at Butler Tech is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and local laws and rules, and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

STUDENT DISCIPLINE

The Student Code of Conduct, adopted by the Board of Education as required by Ohio Law, sets forth a student discipline code that 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 their right to educational opportunities when their 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.

Students are expected to:

- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the school.

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows

- A teacher to communicate effectively with all students in the class; and
- All students in the class have the opportunity to learn.

DRESS AND GROOMING

Butler Tech recognizes that student dress, grooming, and personal appearance are forms of individual expression and personal preference and respects the rights of students and families to make decisions regarding personal appearance. It is expected that students will exercise good judgment in choosing school clothing, provided that their choices do not interfere with the educational environment, school operations, or student safety.

Student's reasonable dress and appearance guidelines support:

- A safe and healthy learning environment
- Career readiness and professionalism
- Appropriate classroom and laboratory safety standards
- An environment conducive to learning

Student dress, grooming, and appearance shall not:

- Present a health or safety hazard to the student or others
- Materially disrupt the educational process or school operations
- Interfere with participation in classroom, laboratory, or hands-on learning activities
- Cause excessive damage to school property or equipment
- Restrict movement, visibility, or safe operation of equipment
- Conflict with required safety standards for specific career technical programs, laboratories, clinical settings, or work-based learning environments

The following are not permitted:

- Clothing that exposes undergarments or excessively exposes the midriff, chest, buttocks, or other private body areas
- Clothing or accessories that create a safety concern or may reasonably be considered hazardous in a classroom, laboratory, or school setting
- Clothing, accessories, tattoos, or displayed items containing language, images, symbols, or messages that are:
    - obscene, profane, vulgar, or sexually explicit;
    - discriminatory, harassing, threatening, or intimidating;
    - promoting violence, illegal activity, alcohol, tobacco, vaping products, or illegal drugs; or
    - reasonably likely to materially disrupt the educational environment

Items including heavy chains, spiked accessories, studded collars, or other items that may be used as weapons or pose a safety risk are prohibited.

Students participating in these programs are expected to comply with program-specific dress and safety requirements as communicated by the instructor or program administration. Students representing Butler Tech at an official function or public event may be required to follow specific dress codes.

GANGS

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. Butler Tech is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or their parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

BULLYING, HARASSMENT, AND INTIMIDATION

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

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

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

Harassment, intimidation, or bullying means:

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

B. violence within a dating relationship

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling,

taunting, making threats, and hazing.

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

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

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

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

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Director or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Director will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

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

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

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

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

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

statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

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

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

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

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

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent/CEO shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent/CEO shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent/CEO shall be followed.

STUDENT DISCIPLINE CODE

The Student Discipline Code identifies behaviors that may subject a student to disciplinary action. The Board has adopted the behaviors and terms contained within this Code. School staff are responsible for maintaining a safe and orderly learning environment.

Discipline is within the sound discretion of school staff and administration. This Student Discipline Code provides guidelines for disciplinary action; however, the Board and administration reserve the authority to impose greater or lesser discipline depending upon the circumstances.

Due process ensures that disciplinary action is imposed only after a review of the facts and any special circumstances surrounding the situation. Conduct does not have to be specifically listed in the Student Discipline Code to violate school rules or result in disciplinary action.

Students are expected to respect the law, school rules, and persons in authority. Students may also be subject to discipline for conduct occurring off Board-owned or controlled property when the conduct:

- Is connected to activities or incidents occurring on Board-owned or controlled property;
- Is connected to a school activity; or
- Is directed toward a Board official or employee, or the property of a Board official or employee.

DISCIPLINE CATEGORIES

The Student Discipline Code is organized by category based upon the nature and seriousness of conduct.

Category	General Disciplinary Response
A-1	10-day suspension **and** recommendation to the Superintendent for expulsion for up to one calendar year
A	10-day suspension; recommendation for expulsion may be made
B	1–10-day suspension; serious or repeated violations may result in recommendation for expulsion
C	1–10-day suspension; repeated or serious violations may result in recommendation for expulsion
D	Progressive consequences established for tobacco/nicotine violations
E	Consequences related to aiding violations, repeated violations, and school property
F	Transportation-related consequences, including suspension from transportation and/or school
G	Consequences associated with violations of student activity rules

CATEGORY A-1

Highest-Level Safety Violations

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. The school may refer these cases to the proper legal authorities.

FIREARM (48):

A student shall not bring, handle, transport, carry, transmit, sell, distribute, possess, store, make, or use a firearm weapon, including a concealed firearm weapon, in a school safety zone and any setting that is under the control and supervision of the Board. The term firearm weapon means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or injury or property damage, as well as endangering the health and safety of persons. A firearm is defined as any weapon, including a starter gun, zip gun, flare gun, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), 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 silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device (18 U.S.C. 921-924). 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, subject to a reduction of this term by the Superintendent on a case-by-case basis. The Superintendent, in determining the term of expulsion on a case-by-case basis, shall consider all the relevant facts and circumstances, including (a) applicable Ohio or federal laws, (b) the student's disability, and (c) extent of culpability of the student.

KNIVES (49):

A student shall not bring, handle, transport, carry, transmit, sell, distribute, possess, store, make, or use a blade weapon/knife, including a concealed blade weapon/knife, in a school safety zone and any setting that is under the control and supervision of the Board. The term blade weapon/knife means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. A blade weapon/ knife includes, but is not limited to any instrument having a sharp blade 2.5 inches or longer in length, whether or not fastened to a handle, capable of

causing serious bodily injury is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury. A student committing this violation may be expelled for a period of up to one calendar year, subject to a reduction of this term by the Superintendent on a case-by-case basis. The Superintendent, in determining the term of expulsion on a case-by-case basis, shall consider all the relevant facts and circumstances, including (a) applicable Ohio or federal laws, (b) the student's disability, and (c) extent of culpability of the student.

CATEGORY A

Major Safety and Conduct Violations

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 the Superintendent. The school may refer these cases to the proper legal authorities.

ARSON/UNAUTHORIZED USE OF FIRE (1):

A student shall not burn or attempt to burn, set, or attempt to set, an unauthorized fire. Intentional or purposeful destruction or

damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property, and its occupants will not be tolerated. Arson is a felony.

ASSAULT (2):

A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause serious bodily injury to any person, nor shall any student encourage another person to commit the offense of assault. Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting bodily harm upon another person. Physical assault of a staff member, student, or another person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault.

COUNTERFEIT CONTROLLED SUBSTANCES AND/OR RELATED TOOLS (5):

A student shall not use, possess, and shall not receive, conceal, distribute, transmit, conceal and/or sell, counterfeit controlled substances, and/or any drug-related paraphernalia.

DANGEROUS WEAPONS/OBJECTS (6):

A student shall not bring, handle, transport, carry, transmit, sell, distribute, possess, store, make, or use a dangerous weapon/object including a concealed dangerous weapon/object, in a school safety zone and any setting that is under the control and supervision of the Board. The term dangerous weapon/object means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. "Dangerous Weapon or Object" includes a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches length (18 U.S.C. section 930). Examples, but not limited to: a chain, club, electric weapons, martial arts weapons, ammunition, metal knuckles, 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. 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 their 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. The Superintendent/CEO will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. This violation may subject the student to expulsion and possible permanent exclusion

ENDANGERMENT OF HEALTH, WELFARE & SAFETY OF SCHOOL ENVIRONMENT (12):

A student shall not make any verbal, written, or any other gesture(s) that may be interpreted as a threat to commit a crime of violence with the purpose to terrorize or with reckless disregard of the risk of causing terror in others, directly or indirectly, 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 the Internet, text messages, or other forms of electronic communication.

FALSE ALARMS/BOMB THREAT (17):

A student shall not initiate an alarm (verbal, written, or electronic) for fire, an impending bomb explosion, or other catastrophe without just cause. If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring

at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.

DESTRUCTIVE DEVICES, FIREWORKS, EXPLOSIVES, INCENDIARY, OR POISON GAS (19):

A student shall not student shall not bring, handle, transport, carry, transmit, store, make, possess, sell, distribute, use or conceal or detonate any type of destructive device, fireworks and/or explosives, incendiary, poison gas, or other such devices capable of inflicting bodily injury while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board.

Examples, but not limited to: bomb, grenade, a rocket, 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. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellants, and that has any barrel with a bore of more than one-half inch in diameter.

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 their 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. The Superintendent/CEO will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion and possible permanent exclusion.

NARCOTICS, MARIJUANA, DRUGS, CONTROLLED SUBSTANCES, MOOD ALTERING SUBSTANCES, AND DRUG PARAPHERNALIA (26):

A student shall not possess, use, transmit, sell, conceal, or be under the influence of narcotics, marijuana, drugs, controlled substances, look-alikes, over-the counter stimulants or depressants, anabolic steroids, and/or mood-altering substances of any kind. A student shall not possess, use, transmit, sell, and/or conceal drug paraphernalia.

INTOXICATING ALCOHOLIC BEVERAGES (52):

A student shall not possess, use, transmit, sell, conceal, or be under the influence of intoxicating alcohol, 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 alcoholic beverages.

UNAUTHORIZED ENTRY (41):

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. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

LOOK-ALIKE WEAPONS (25):

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

LOOK-ALIKE FIREARM (54):

A student shall not possess, sell, distribute, use or conceal any item that resembles a firearm but does not have the explosive characteristic of a firearm but may use a spring-loaded device or air pressure by which to propel an object or substance (toy gun, cap guns, bb guns, pellet guns).

UNAUTHORIZED USE/MISUSE OF COMPUTERS (51):

A student shall not, without proper authority, use any computer or computer component to include printers, scanners, and other equipment without the 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.

VIOLATION OF THE RESPONSIBLE USE POLICY (50):

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

CATEGORY B

Serious Conduct Violations

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 (7):

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. Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

DESTRUCTION/DAMAGE OF PROPERTY (8):

A student shall not cause or attempt to cause damage or destruction on school premises, areas or property controlled by the Board, or private property. Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others) and disregard for school property.

DISRESPECT (9):

A student shall not show intent or engage in any willful act that tends to haze, frighten, degrade, or disgrace any person (student, school authority or school employee)

DISRUPTION OF SCHOOL (11):

A student shall not cause or attempt to cause disruption, obstruction, or interference of any curricular, extracurricular activity, or the normal operation of school on or off of school property. Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts

events.

EXTORTION (13):

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

FAILURE TO SERVE ASSIGNED DISCIPLIN/DETENTION, IN SCHOOL ASSIGNEMENT

The student fails to serve the assigned discipline, detention, or in school assignment.

FIGHTING (18):

A student shall not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons. Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

HAZING (22), HARASSMENT (21), INTIMIDATION (45), BULLYING (44), OR DATING VIOLENCE (46): pg. 65-67

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

Hazing is performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption, or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. Butler Tech will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

IMMORALITY (23):

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, access obscene or pornographic internet sites in the school building, or bring obscene or pornographic computer material into the school building.

RECORDS (28) (Alter, destroy, falsify, remove):

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.

Falsifying signatures or data, or refusing to give proper identification, or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

SEARCH (32):

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

STEALING / POSSESSION OF STOLEN PROPERTY (34):

A student shall not take or acquire the property of others without the consent of the owner (personal or school property). Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. The School is not responsible for personal property.

TELECOMMUNICATIONS DEVICES (38):

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

CATEGORY C

School and Classroom Conduct Violations

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 (3):

A student shall not cheat or plagiarize on any educational assignment. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

CLASS CUTTING (4):

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

DISRUPTION OF CLASS (10):

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 (4):

A student shall comply with the compulsory attendance laws.

GAMBLING (20):

A student shall not gamble. Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

LEAVING SCHOOL GROUNDS WITHOUT AUTHORIZATION (24):

Upon boarding the school bus or arriving on school property, the student is considered to be under the school's jurisdiction. Students are not permitted to leave school property until the end of the school day unless they have approved permission from an administrator or designee.

PROFANITY/OBSCENITY (27):

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

RESTRICTED AREA (29):

A student shall not enter a closed or restricted area without administrative or staff approval. Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

RULES/REGULATIONS OF STUDENT HANDBOOK; POSTED SCHOOL STANDARDS (30):

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 (35):

The use of the parking lot is a privilege. A student shall comply with the parking permit application rules and regulations, and all rules and laws established by the school, community, and state regarding the operation and parking of my vehicle.

TARDINESS TO CLASS (36):

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

TARDINESS TO SCHOOL (37):

Any student who arrives at 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 delay in arriving is a result of an allowable excused absence (See Section IV – Attendance), provided the school receives parental/guardian verification by telephone or in writing.

TRUANCY (40):

A student shall not be absent from their assigned class or from school without the knowledge of their parents/guardians or school official.

CATEGORY D

Tobacco, Nicotine & Related Materials

Progressive consequences established for tobacco/nicotine violations

SMOKING, USE, POSSESSION OF TOBACCO OR NON-TOBACCO MATERIALS/PARAPHERNALIA (33):

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

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

Use of tobacco means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, contains nicotine, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, e-cigarettes and other electronic smoking devices (including but not limited to "JUULs", clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

CATEGORY E

Related and Repeated Conduct

Consequences related to aiding violations, repeated violations, and school property

AIDING/ABETTING (42):

A student shall not in any way aid or abet another student in violating the Student Code of Conduct. Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. 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 (31):

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 (39):

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 their 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.

List of Acts of Misconduct	
Aiding and abetting	Hazing
Arson/Unauthorized use of fire	Immorality
Assault	Intimidation
Bullying	Intoxicating alcoholic beverages
Causing serious bodily injury	Knives
Cheating	Leaving school grounds without authorization
Class cutting	Look alike firearm
Cyberbullying	Look alike weapons
Counterfeit controlled substances and/or related tools	Narcotics, marijuana, drugs (prescription or over-the-counter that are not following the process outlined in the Authorization for Medication or Treatment Form), mood-altering substances, and drug paraphernalia
Dangerous weapons/objects	Profanity/Obscenity
Dating Violence	Records (alter, destroy, falsify, remove) Repeated violation of school rules
Defiance/insubordination	Restricted area
Destruction/damage of property	Rules/regulations of student handbook; posted school standards
Destructive devices (Fireworks, explosives, incendiary, poison gas)	Search
Disrespect	Smoking; use, possession of tobacco or non-tobacco materials
Disruption of class	Stealing/Possession of stolen property
Disruption of school	Student automobile/parking lot (careless operation, unsafe operation)
Endangerment of health, welfare, and safety of the school environment	Tardiness to class
Extortion	Tardiness to school
Failure to attend detention	Telecommunication devices (cellular phones and unauthorized recording devices)
Failure to attend school	Transportation of student; Misconduct on school transportation
Failure to serve In-school assignment	Truancy
False alarms/Bomb threat	Unauthorized entry
Fighting	Unauthorized use/misuse of computer
Firearms	Violation of the AUP
Gambling	
Harassment	

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, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. 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.

Enrollment at Butler Tech is a privilege. Repeated or serious violations of the Student Code of Conduct could result in the revocation of a student's application or enrollment within Butler Tech programming and withdrawal. A student maintains his/her right to attend their home 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 their assistance. Under these circumstances, both the teacher and the administrator are expected to accord the student their due process rights (as required by law and Board Policy).

Detention/Thursday/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, Thursday/Friday School Detentions will be served from 2:10-5:00 p.m. on Thursdays/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 or extracurricular activities or from the school premises 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, the student 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 in writing of the potential suspension and the reasons for the proposed action. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain their actions. After an informal hearing, the Principal or designee will make a decision whether or not to recommend suspension. If a student is suspended, an attempt will be made to notify, by telephone, the student's parents or guardian. Within one school day of the suspension, the Principal or designee, will notify the parent(s)/guardian(s), in writing, 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 should remain at home.

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 the intended expulsion 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 their parent(s)/guardian(s), legal counsel and/or by a person of their choice to challenge the proposed action or otherwise explain the student's actions. Within one school day of the hearing, The Superintendent or designee, will notify the parent(s)/guardian(s) of the expulsion decision. 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 the 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. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the College Credit Plus option at the time the expulsion is imposed. 10th Grade Academy students that are expelled will forfeit their priority status (priority status means if they meet credit eligibility, the student will bypass the lottery process and automatically be placed into one of their selected programs). 10th Grade Academy students that are expelled can apply before the application deadline, like any other student applying to Butler Tech.

Expulsion for certain violations may result in the 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 the student

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 or at an activity under the auspices of this Board or of any Ohio school:

- Any possession or involvement (carrying, conveying) with a deadly weapon
- Drug trafficking (possessing, selling, or offering to sell controlled substances)
- Murder, manslaughter, felonious assault or aggravated assault
- Certain sexual offenses
- Complicity in any of the above crimes, regardless of where the complicity occurs

This process is formal and will usually follow an expulsion and the proper notification of the parents/guardians. 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 are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

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.

SEARCH AND SEIZURE

Administrators may search a student or their property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or 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 authorities 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 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 that have been confiscated.

INTERROGATION OF STUDENTS

Butler Tech is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While Butler Tech believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and their (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. 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, pervasively 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
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or 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 materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

If a student has suggestions that could improve the school, 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 they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

SECTION VI – TRANSPORTATION

ASSOCIATE SCHOOL BUS TRANSPORTATION TO AND FROM 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.

BUTLER TECH BUS CONDUCT

Students who are riding on Butler Tech provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- Be on time at the designated loading zone (10 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for school transportation;
- Line up single file off the roadway to enter;
- Wait until the school transportation is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the driver signals it is safe to cross;
- Properly board and depart the vehicle;
- Go immediately to a seat and be seated.
- Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- Remain seated while the school transportation is in motion;
- Keep head, hands, arms, and legs inside the school transportation at all times;
- Not push, shove or engage in scuffling;
- Not litter in the school vehicle or throw anything in, into, or from the vehicle;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other riders;
- Not eat or play games, cards, etc.;
- Not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;

- Not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- Remain seated until the vehicle has stopped;
- Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from school official

VIDEO RECORDINGS ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and their actions are recorded, the recording will be submitted to the director and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

PERSONAL TRANSPORTATION TO SCHOOL-DRIVING PRIVILEGES

Parking permits are required for all student drivers and include a $50 fee.

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.

Student vehicles are permitted to be in the parking lot between the hours of 7:00 am - 2:45 pm on days when school is in session.

Students are only permitted to be in their cars while parked on school property, with the permission of a staff member.

Students must clearly display their parking passes at all times when parked on school property.

The 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.

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 for parking lot safety, in general, will result in disciplinary action and/or loss of driving privileges.

Students consent to unlocking, opening, and inspecting the vehicle and its contents while on school premises.

Student discipline or attendance (meeting multiple habitual truancy thresholds) may result in the parking permit being revoked.

Students agree to abide by all rules and laws established by the school, community, and state regarding the operation and parking of my vehicle.

Vehicles should not display any flags, bumper stickers, slogans, images, or insignia that are indecent, obscene, profane, lewd, vulgar, that harass, threaten, intimidate, demean, discriminate or suggests violence, and/or that creates a reasonable risk of substantial interference of the educational process as determined by the campus administrator.

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 their operation of that vehicle."

USE OF MOTORIZED UTILITY VEHICLES

Motorized utility vehicles may be used on school property and/or in conjunction with approved school activities only if operated for the approved purpose and in accordance with AG 5515.01.

All operators must be approved in advance by the program instructor and must be accepted in the District's liability insurance program.

Student operators shall only operate utility vehicles at the direction and under the supervision of the approved teacher/activity sponsor/coach.

Operators shall participate in basic safety training for operation of motorized utility vehicles, as prescribed in the administrative guidelines, prior to operating any such vehicle(s). Individuals authorized to operate such utility vehicles may not allow anyone else to use the vehicle (e.g., other students, relatives, friends, etc.). The utility vehicle may only be used for the specific activity and function that has been assigned.

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 any drug-related paraphernalia, the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, by students on school vehicles and/or at any school-sponsored event.

Drugs include any alcoholic beverage, an anabolic steroid, all chemicals which release toxic vapors, any prescription or patent drug (Except those who have completed an Authorization for Medication or Treatment form (5330 F1A), and any substance containing betel nut (areca nut), 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 they 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.