



# Van Wert High School

## 2018/2019

***It was said of a Cougar a strong proud climber is he.  
But it's only because of his hope and desire,  
that he can make it up that tree.***

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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August 20, 2018

Dear Cougars:

Welcome to Van Wert High School, the "Home of Cougar PRIDE". To our incoming Freshmen, Class of 2022, welcome to what hopes to be four valuable years filled with experiences sure to be remembered for a lifetime. As it has for thousands of successful alumni, Van Wert High School will provide for you, a challenging academic curriculum to suit your needs, an excellent staff of teachers and support personnel who care and are dedicated to helping you realize your future endeavors, a well-rounded program of co-curricular activities, and a school facility that is rich in tradition with a warm and friendly environment conducive for effective teaching and learning.

It is our belief, however, that a quality education is a two – way street. In order for you to be successful, much will depend on the effort given by you. Van Wert High School encourages all of its students to "get involved". It is evident that students who are involved in their school tend to be more successful and graduate with more school pride than those students who do not allow themselves to become involved in the many opportunities offered.

One of the first ways of getting involved is to read and become familiar with your new and informative handbook and share its contents with your parents. It is your responsibility to become familiar with the rules, regulations, and responsibilities herein and adhere to them. Trust that it is easier to build a "Foundation of Respect" for your education and this begins with understanding what is expected of you.

From all of us at Van Wert High School, may your years be meaningful. Help us to make your experience exciting, memorable, and rewarding. Best of luck and take pride in everything you do at V.W.H.S.

GO COUGARS!

Bob Priest

Dave Froelich

Principal

Administrative Assistant

## **PHILOSOPHY OF V.W.H.S.**

We at Van Wert High School are vitally involved with the direction and processes of our educational program. We believe we are meeting the needs of our youth with a diversified educational program that has the ultimate purpose of helping the student determine a sense of his individual worth and growth. We believe that a person should be made aware that culture and society although based on history, are not all that exist. We believe that "all the children of all the people" have the equal right to be educated according to their individual needs and capabilities.

We believe Van Wert High School is a smaller circle within a larger community circle. It is responsible to the community and facilitates its objectives through its educational programs. In our school of now and the future, the smaller school revolves within the larger community to such a degree that it is impossible to determine where the community and school begin or end. Thus our school becomes an education center wherein all people are both teachers and learners and the spirit of community unity has been achieved.

# INTRODUCTION

We would begin by reminding each and every student that he has basic constitutional rights, which are and will be respected-most important of which is the right to an education via the public schools.

So that the student body of Van Wert High School has a frame of reference upon which reasonable conduct can be based, certain rules and regulations are considered necessary.

All students have the right to know the framework of procedures within which they are expected to assume personal responsibility for their actions and to know the disciplinary measures to be taken when they fail to show this personal responsibility.

In most cases, the specific penalty for an action may not describe the extent of the action. Quite simply, each violation will be evaluated separately and judged accordingly. For example, a student with a record of discipline problems may find that one more serious violation is sufficient for suspension or recommended expulsion - even though the offense may have brought a lesser action with another student or even with the student in question prior to this violation.

In every case involving emergency removal, suspension, and expulsion, your rights will be protected through procedural due process-such procedure to be enumerated later in this handbook.

It is our hope and expectation that students of this high school will respect the rules and regulations as necessary to insure the safest and most sound educational system for each and every student herein. Parents will be informed in all cases involving suspension or more serious disciplinary action.

## OBJECTIVES OF V.W.H.S.

We, the staff at Van Wert High School, strive—

1. To offer an educational program that emphasizes improved human relationships, a sense of civic responsibility, and economic efficiency.
2. To establish a common core of values that include courtesy, honesty, human dignity and worth, justice, patriotism, knowledge, self-respect, and responsibility.
3. To help students realize their maximum potential for leadership, initiative and self-discipline.
4. To develop a knowledge about the physical world which help students understand its nature and their relationship to it.
5. To develop within the students the ability to analyze and to think logically and express themselves clearly and listen with understanding.
6. To instill into the students, an understanding and appreciation of the ideals of democracy and help them to be diligent and competent in the performance of their obligations as citizens.
7. To develop sound guidance so that students can achieve the self-understanding they need to make wise educational life/career choices.
8. To help students develop the soft skills in order to be productive in the 21<sup>st</sup> century.
9. To develop job and technological training necessary to become a productive member of society.
10. To develop the student's capacities to appreciate literature, art, music, and nature.
11. To instill into the student the importance of maintaining good health and physical fitness.
12. To give all youth needed opportunities to be able to use their leisure time well and to budget it wisely-balancing activities that yield satisfaction to the individual with those that are socially useful.

## **ALMA MATER**

O Van Wert High, the school we love,  
Our true devotion we would prove;  
Thy traditions gladly share,  
The noble banner proudly bear.  
In our work and in our play,  
We'll ever strive to lead the way.  
School we love, on us rely,  
The loyal youth of Van Wert High.  
To our dear school whose praise we sing,  
We, too, would new honors bring.  
For the scarlet and the gray,  
We seek new laurels day by day.  
In defeat or victory,  
We'll stand as one in unity.  
School we love, on us rely,  
The loyal youth of Van Wert High.

## **FIGHT SONG**

(ILLINOIS LOYALTY)

We're loyal to you, Van Wert High;  
We're all staunch and true, Van Wert High;  
We'll back you to stand  
Against the best in the land  
For we know you will win, Van Wert High.  
Rah! Rah!  
Go crashing ahead, Van Wert High;  
Go smashing ahead, Van Wert High;  
our team is our faith protector  
Our boys will all expect  
A victory from you, Van Wert High.  
Rah! Rah!

## **WAVE THE FLAG**

We are the mighty Cougars  
Best team in the land.  
We are the mighty Cougars  
We sure think we're grand.  
We are the mighty Cougars  
Gonna' fight with all our might.  
We are the mighty Cougars  
Gonna' win this game tonight.

# **GENERAL CONDUCT**

Every student who displays evidence of a sincere desire to remain in school, to be diligent in academic efforts and to act with respect to others will be given every opportunity to obtain a good quality education and will be helped in every way possible to achieve academic success.

## **ASSEMBLIES**

School assemblies will be held in the gymnasium and Van Wert County Foundation/Saltzgeber Music Hall. During assemblies, courteous behavior is to be maintained at all times. There should be no talking, studying or disorder during any program. Students are not permitted to have gum/candy, food, or beverages. The appearance of the person in charge in position to begin any program is the signal for silence. Applause is only a compliment when it is sincere and restrained. Whistling, shouting and stamping of feet are rude and in no way show appreciation or approval. Whether or not they are held and the number of assemblies will be determined by student body conduct.

## **ASSIGNMENTS DEADLINE POLICY**

Required assignments must be turned in according to the teacher's announced deadline. Students who are excused and arrive after a class with an assigned deadline are required to submit the assignment upon their return to school that same day. Students who leave the building for an excused absence before the class with an assignment due are required to submit previously assigned material before exiting the building.

## **ATTENDANCE, ABSENCE, AND HABITUAL TRUANCY**

The administration and faculty at Van Wert High School believe that consistent attendance and punctuality are important factors for a student's success at school and in life. The classroom activities, the interaction with the instructor and fellow classmates, and the student's active participation are important parts of any class and cannot be reproduced. As the number of classroom absences continue to increase, a point is reached where not enough time has been spent in the classroom to permit sufficient learning to take place.

### **1. PROCEDURES**

State Law requires that a parent or guardian must call the school on the day of a student absence before 8:30 a.m. If there is no contact from the home, the school will attempt to contact the parent/guardian by telephone at home or place of employment as soon as possible. Failure to make contact may result in a personal contact by the Van Wert City School Truant Officer at home or place of employment as required by Ohio Compulsory Attendance Code. If there is still no personal contact, the student and parent/guardian is required to submit a written verification of absence upon returning to school.

### **2. EXCUSED ABSENCES**

It is the responsibility of the student to contact all teachers to arrange for all missed academic work and are required to submit missed work according to teacher policy.

- A. Absences with parent/guardian verification not to exceed the hours limits as set forth by ORC.2151.011 (18) and subject to final approval by the Principal.
- B. Illness or medical appointment with medical verification shall be returned to the office within (2) days of the student's return to school. These do not count towards the Excessive Absences.
- C. College visits that are prearranged and approved by the Student Services office. These are limited to (2) days per year for seniors, (1) day per year for juniors. Students must have college visits completed by April 30<sup>th</sup>. College visits DO count against one's perfect attendance record.
- D. Other situations including but not limited to; family needs, meaningful situations or emergencies as approved by the Principal.

### 3. UNEXCUSED ABSENCES

Students with Unexcused Absences must still make up ALL school work missed at a possible reduced grade according to individual teacher policy. With each Unexcused Absence, students may face disciplinary consequences from the Principal's office that may include Detention(s) or Afternoon(s) assignments. Unexcused absences are defined as:

- A. Absences without parent/guardian verification as determined by the Principal
- B. Additional parent/guardian verified absences above the ORC.2151.011 (18) limits. Absences with parent/guardian verification that exceeds 19.5 hours per 9 week grading period
- C. Absent from class or assigned area without authorization from any school personnel
- D. Students who arrive to school after the 20 minute tardy window are classified as Unexcused from school. This is consistent with the State of Ohio law requiring mandatory attendance

### 4. HABITUAL TRUANCY

Is defined in terms of hours missed under HB 410 and a student is considered to be a habitual truant if they have missed HB410 ORC 2151.011 (18)

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

### 5. TARDY DEFINED

The tardy window is considered 20 minutes after the start of the school day. Tardies are documented in the Principal's office per semester. The consequence for the first tardy is a verbal warning. Additional tardies will result in a Detention or Afternoon School assignment.

### 6. SPECIAL RULES

- A. Any student that arrives after the beginning of first period **MUST** report to the Principal's office for a pass to class
- B. Students that need to leave school for any reason **MUST** have permission from the Principal's office and are required to sign out before leaving school property
  - No student is to leave the building at any time without authorization and permission from the Principal's office and must always sign out
  - Failure to follow this procedure may result in the absence being recorded as Unexcused and is subject to disciplinary action
- C. Students participating in **ANY** extracurricular activity (practices, games, meetings, clubs, choir, band, drama, etc.) **MUST** be in attendance at least ½ day of that activity. If the event is on a Saturday, the attendance of ½ day is required unless special permission is given by the Principal. One-half day is defined as arriving and signing in by 11:00 a.m. whether the student is returning to class or lunch. If the schedule is altered for any reason, students must still arrive by 11:00 a.m. and report to the appropriate class. Special situations can be approved by the Principal
- D. 18 year old students are subject to all the attendance requirements as listed but will not be involved with the Juvenile Court. Excessive absences may result in the student not meeting the minimum hours for Graduation and therefore placed on an Attendance Contract from the Principal

## **BOOK BAGS**

Book bags are not permitted in the classrooms at Van Wert High School. Students are only permitted to carry them to and from their lockers at the start and end of each school day. All book bags are to be kept in the lockers throughout the school day.

## **BULLETIN BOARDS AND INTERCOM**

Student groups associated with Van Wert High School may make use of bulletin boards located at various points about the building. Permission must be secured from the Principal.

Outside community groups may use the bulletin boards if permission is secured from the principal.

The intercom system may be used for school organizations to announce meetings or for information to their members. The faculty sponsor must sign all announcements. Outside organizations may request an-

nouncements on their behalf be made on the intercom by contacting the high school Principal.

## **BUS RULES**

1. While on the bus, the student is under the authority of the bus driver. Pupils will conduct themselves on the bus as they would in the classroom, except that reasonable talking is permissible. Continued disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service.
2. Whenever it becomes necessary to refuse a pupil transportation due to his misconduct, the school authorities will notify the parents of such refusal with full explanation for the action.

## **CLASS CONDUCT**

Pupils must conduct themselves in a mature manner. Respecting the educational process is top priority. Classroom rules and regulations, established by classroom teachers, must be strictly followed. Students are expected to conduct themselves in a respectful manner at all times while on school property. This act of respect should be directed towards students and adults alike.

## **CLASS OFFICERS FOR 2018-2019**

### SENIORS

President – Noelle Heffner  
Vice-Pres – Hannah Kraner  
Secretary – Abby Jackson  
Treasurer – Cassie Welker

### SOPHOMORES

President – Jamie Burenga  
Vice-Pres – Dru Johnson  
Secretary – Gracie Gunter  
Treasurer – Alli Schaufelberger

### JUNIORS

President – Colin Place  
Vice-Pres – Tanner Barnhart  
Secretary – Katie Hauter  
Treasurer – Ryan Chen

### FRESHMEN

President – Connor Pratt  
Vice-Pres – Ty Jackson  
Secretary – Trey Laudick  
Treasurer – Nathan Jackson

## **CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

### 1. RIGHTS AND RESPONSIBILITIES

Students who attend Van Wert High School have a wide variety of extra-curricular organizations, clubs, and athletic activities, which they may become active participants. Students are expected to obey all school rules and regulations and any specific regulations that may apply to that particular program. The high school Student Handbook and this Activity Code specifies the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The school in turn has a right to expect reasonable and responsible behavior from its students.

### 2. CODE

A violation of any of the following rules may result in denial of participation from the athletic sport or extra-curricular activity for the duration of the season, semester, or remainder of school year.

The following should be carefully noted:

- A. All school rules apply as stated in the "Student-Parent Handbook".
- B. Suspension or expulsion from school includes same from athletic or extra-curricular activities.
- C. Students must be present in school by 11:00 a.m. on the day of any activity in order to participate in that activity.
- D. Students must remain in good standing in their organization (such as fulfilling office, member obligations and paying dues).
- E. Students must conduct themselves so as not to disrupt meetings and practices. Students must show respect for others and their coach or advisor.
- F. Participants in athletics are expected to follow the prescribed training rules and regulations.

- G. Students are to attend required meetings and practices unless prior permission is given to be excused by the coach or advisor.
- H. Students must meet the academic eligibility requirements of the sport or organization to which they belong.
- I. Ohio High School Athletic Association rules apply and are available on request from the Principal, athletic director, or coach.
- J. If an athlete quits a sport or is dismissed for disciplinary reasons, he or she is ineligible for further participation in any sport until the sport in season is completed.
- K. Denial of participation from a sport shall make a student ineligible for participation in other sport activities during that season.

### 3. PROCEDURE

- A. All head coaches and activity advisors are to publish those specific rules and regulations which are unique to their programs and that are not covered by these general rules. This published set of rules is to be filed with the Athletic Director and/or with the Principal. A copy of all rules must be given to each participant at the beginning of the program or season.
- B. Head coaches or advisors must follow due process procedures when denying participation from the sport or organization.

The following are to be observed:

- A. All participants have been given previous notice of the rules and regulations under which they are operating.
- B. The coach or advisor will, if it is deemed possible, hold a conference with a student who violates the rules.
- C. When it becomes necessary to deny a student participation in an activity, a student is to be given written notice that the activity will not be open to him/her with notification of the reason(s) thereof. This notice shall include the "rights of appeal" information. A copy must be given to the Principal and/or Athletic Director within 24 hours.
- D. The student or parent has the right to appeal the decision of the coach or advisor to an appeal board within one week of the notice of action.
- E. The decisions of coaches and advisors and recommendations of the appeal board are subject to the final decision of the Principal. The final authority to deny participation in any school activities rests with the Principal.
- F. A student will not be permitted to participate during the appeal process.
- G. Any athlete who has been denied participation for violating the athletic training policy will not be allowed to join/try out for a team if the said athlete has not participated since the opening of practice as defined by the O.H.S.A.A.

## **COLLEGE CREDIT PLUS**

Ohio's College Credit Plus can help students earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Students and their families can explore courses offered at all Ohio public colleges and participating private colleges for possible participation in College Credit Plus. This program allows high school students to earn college credit and apply that credit toward their high school graduation requirements. Students interested in the program must complete the letter of intent offered by Van Wert City Schools.

Students participating in College Credit Plus are responsible to know and adhere to the textbook policies for their chosen Institute of Higher Education (IHE). Failure to do so may lead to student fees for fines or other additional expenses applied to Van Wert City Schools. It is the responsibility of the student to verify/report grades to the designated school counselor at the conclusion of each nine weeks grading period. Eligibility for Van Wert High School programs and activities in accordance with Board Policy 2430 and Policy 2431 will be affected if courses are taken for high school credit (i.e. Renaissance card and athletic eligibility). In the event of a student earning a failing grade in a College Credit Plus course, the Van Wert City School District may seek family reimbursement for tuition amount paid to the IHE for that student's enrollment in that course. A school counselor will be available to meet with the student to finalize the student's College Credit Plus plan.

## COMMENCEMENT EXERCISES

While participation in Commencement Exercises is not mandatory, a student who wishes to participate must have all requirements met with the exception of successful completion of the Ohio Graduation Testing Program. However, in order to receive a diploma, all requirements must be satisfactorily completed.

## CREDIT POLICY

The following policy on earning credits at Van Wert High School is in effect:

1. Credit in a full year course will be determined on a semester basis. This means that it is possible to pass one semester and fail the other semester. As a student, you earn  $\frac{1}{2}$  for each semester that you pass. If you fail a semester in a required course, it will be necessary to repeat only the semester that you failed.
2. Credit in a semester length course will be determined on the same basis as the semester credit in a full year course.
3. Semester grades will be determined by using the following three grades:
  - A. Two nine weeks grades - 40% of each.
  - B. The semester exam - 20%
4. To receive credit for a semester course, the semester average must be a passing grade.
5. As per Board of Education policy concerning semester accounting procedures, it is to be understood that the student who registers for a full year course that grants one unit of credit is to complete those semesters consecutively. Should students pass one semester and fail the other, they are granted credit for the semester they pass and are to reschedule the one they fail.
6. The student who elects to schedule a year-long course which grants 1 unit of credit and desires to drop at the end of the first half of it receives no credit for the course. The assumption is that he/she elected to take the course; if he/she does not complete it, he/she has not taken that course.

## CREDIT FLEXIBILITY POLICY

The Credit Flexibility Policy allows students to earn high school credit in four main ways, or in a combination of these ways: completion of traditional coursework; testing out or otherwise demonstrating mastery of course content; or pursuing one or more "educational options", such as distance learning, educational travel, independent study, internships, service learning, afterschool programs or other "engagement projects" or a new course plan. Credit Flexibility options are designed for students who demonstrate the ability, interest and maturity to accept personal responsibility for their learning in (a) selected curricular area(s). The purpose of the credit flexibility option is to develop learners who identify their own learning objectives and implement a plan to attain those objectives outside the traditional classroom. Students must initiate a request to take a course and/or earn course credit through the credit flexibility option by completing the Van Wert High School **Flexible Credit Application and Plan**, which is available in the High School Guidance Office. A guidance counselor and/or teacher(s) and other school personnel will meet with the student to review the plan, which must be signed by the student, school officials and the parents to signify mutual agreement with the plan. For additional information, please contact the high school office and request the **Credit Flexibility Options and Operating Procedures**.

## DETENTION (TEACHER ASSIGNED)

Detention will be in effect Monday through Friday. Students are to report to the teacher who assigned the detention at the time prescribed.

The following rules and regulations shall be in effect regarding detention at Van Wert High School:

1. All students given detention must be present for detention on the date stated.
2. Students are not to be tardy to detention.
3. All students are to bring books and/or schoolwork to the detention room.
4. Sleeping is not permitted during the detention period.
5. Talking with other students during detention is not allowed.
6. No food or drink is to be brought detention.

7. Failure to serve detention is considered an act of insubordination that may result in an afternoon school assignment or suspension from school.

## AFTERNOON SCHOOL

Afternoon School is designed as another step before suspension from school. The Principal's Office has the authority to issue an Afternoon School for violations of the school's rules and regulations and specifically focuses on excessive tardies and truancies. Students are given a minimum of 24 hour notice so that they may make arrangements to be in attendance. Students are to follow the rules of Afternoon School those that refuse to do so will face further disciplinary action that may include suspension and/or expulsion from school.

## DIPLOMA WITH HONORS

A Diploma with Honors, as prescribed by the Ohio Board of Education, will be awarded to any graduating student who:

- Successfully completes the approved curriculum requirements
- Meets the criteria for the high school diploma
- Meets the criteria for honors provided below.

The graduating student who completes the college preparatory curriculum in high school shall meet **at least seven of the following eight criteria**:

1. 4 units of English
2. 4 units of Mathematics, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
3. 4 units of Science, including 2 units of advanced science
4. 4 units of Social Studies
5. 3 units of 1 Foreign Language or 2 units of 2 Foreign Languages
6. 1 unit in the area of Fine Arts \*
7. Maintain an overall high school GPA of at least a 3.5 on a 4.0 scale up to the last grading period of their Senior Year (7 semesters)
8. Obtain a composite score of 27 on the ACT Test or an equivalent score of 1280 on the SAT Test

\*Fine Arts: Choir, Band, Music Appreciation, Music Theory, Theater Appreciation I & II, Television Production courses, Art courses (Grades 9-12)

\*Career-Technical and Electives not counted toward requirements, and may not be used to meet requirements

## DRESS CODE AND GROOMING

The basic responsibility for the dress and grooming of students attending Van Wert High School rests with parents and students. The continued cooperation and good taste shown by the large majority of parents and students of the Van Wert district is desired.

The guidelines set forth in this dress code have been approved for ALL students by the Board of Education. Students should wear clothing that reflects a positive learning environment free from distractions. Articles of clothing that become disruptive and distracting to the educational process will not be tolerated.

Examples of unacceptable clothing include but not limited to:

- Offensive illustrations, drug, alcohol, tobacco, profanity, sexual slogans, illustration, or innuendos, bizarre or unusual clothing
- Hats, visors, bandanas, scarves, hoods, or other head gear unless authorized by school personnel for special situations
- Gaping or open T-shirts, see-through clothing or tops revealing excessive cleavage. **Backs, midribs and upper torso must be covered.**
- Pants must be worn as to not show undergarments – shorts, micro shorts, skirts, dresses should be worn at appropriate lengths
- Any form of sleepwear is not acceptable for school unless authorized
- For Security Reasons: Outdoor coats and jackets and bookbags/backpacks are not to be worn or

carried during school hours and should remain in student lockers

**School officials and the Board of Education reserve the right to make final decisions regarding the dress code and may make changes in the dress and grooming of all students.** Any class time missed because of dress code problems will be counted as unexcused absences. Repeated violations may result in disciplinary action that may include suspension/expulsion from school.

## **DROP POLICY**

If it is necessary to make a schedule change, the following procedure will apply:

1. With written parental permission a student may drop within the first ten 10 school days of that course. This will not appear on the student's permanent record.
2. The student must schedule 6 periods every day.
3. After 10 school days, changes within the guidelines will be made upon approval by the principal.
4. After 10 school days, withdrawal will result in an F for the semester, which will be figured into the student's GPA.
5. The parent has the right to appeal the withdrawal decision to an Appeal Board within 1 week. The Appeal Board shall consist of a high school administrator, counselor, and a representative from faculty council.

## **EARLY GRADUATION**

As stated earlier in the handbook, a student may graduate from Van Wert High School once the requirements have been met. If you plan to graduate ahead of your normal class, it will be necessary for you to notify the Principal of your intentions by the end of the first (1st) week of the second semester of the year you intend to graduate. In addition, if you are not eighteen (18) years of age, your parents will also need to contact the principal to give permission for you to graduate early.

As far as Board of Education sponsored Commencement Exercises are concerned, there are specific requirements, which need to be met concerning involvement in the exercises if you are an early graduate, etc. If you feel you are in this situation, you must discuss the rules and regulations with the Principal or one of the guidance counselors.

## **18 YEAR OLD STUDENTS**

When a student reaches the age of 18, the office and staff are aware that those students, with parental approval, are permitted to make decisions on their own. WHAT IS IMPORTANT TO NOTE IS THAT THE RULES AND REGULATIONS DO NOT CHANGE. All 18 year olds must comply with all rules and regulations of the school or be subject to disciplinary actions.

## **EXAMINATION POLICY**

1. **ALL STUDENTS ARE REQUIRED TO TAKE AN EXAMINATION UNLESS:**
  - A. The course does not offer one (Principal Excused)
  - B. The student has been granted permission to exempt through the Renaissance Program
2. **STUDENTS WHO DO NOT SHOW UP FOR THEIR EXAMINATIONS, WITH AN EXCUSED ABSENCE, WILL:**
  - A. Receive a "0" on the examination
  - B. Fail the entire course, for that semester, even if the % is equivalent to a passing grade

\* **Basis for grade:** Because the student did not fulfill the course requirement, which includes showing up and taking the examination
3. **STUDENTS WHO ARE ABSENT FROM AN EXAMINATION MUST:**
  - A. Follow all Van Wert High School attendance policies and procedures, as adopted by the Board of Education
  - B. All make-up exams will occur according to the Van Wert High School attendance policies and procedures.

\* State law requires that a parent or guardian must call the school on the day of a student absence

before 8:30 a.m. Van Wert High School appreciates telephone contacts by parents on the days that examinations are given

## **FINES AND FEES**

Students are required to pay outstanding school financial obligations. All school records will be held on students who are delinquent on bills, fees or fines. Parents are ultimately responsible for these obligations.

The nature of certain high school courses makes it advisable and necessary to charge each student enrolled in them a fee to help pay the cost of materials used in those courses. Students will receive an invoice from the principal's office mid-way through the first nine weeks. All fees are to be paid to the principal's office by the end of the first nine weeks grading period. Students who have school fees still outstanding, will not be permitted to participate in their graduation ceremony, will not receive their diploma, and school transcript information will not be released until all school fees are paid in full.

## **FIRE DRILLS**

Walk in an orderly single-file manner and clear the building in the shortest time possible following the exit route. No talking. Before leaving the classroom, make sure all windows are closed, the lights turned off, and the door closed after the last person has exited.

## **GRADE CARDS**

Grade sheets are distributed 4 times per year at the end of each 9-week grading period. Van Wert High School encourages parents to keep "up to date" on the progress of their children in school by knowing when grade slips arrive home and by reviewing them with their children on a regular basis.

Parents may also view grades on-line by registering each school year on the high school's website.

## **GRADING SCALE**

100	A+	81	C+	59	F
94 – 99	A	72 - 80	C	59.5	rounds up to a passing grade (D-)
93	A-	71	C-		
92	B+	70	D+		
83 – 91	B	61 – 69	D		
82	B-	60	D-		

## **GRADUATE OF DISTINCTION AWARD**

Students to be considered for the Graduate of Distinction Award must meet the following criteria:

1. Top 10% of the graduating class based upon class rank
2. GPA of 3.85 or higher after the completion of eight semesters.
3. Students must have successfully completed a minimum of 3 Advanced Placement courses (7 AP courses are offered at Van Wert High School)
4. Students must have no reported incidents of cheating or plagiarism.

## **GRADUATION REQUIREMENTS**

The correct choice of courses plays a vital part in the successful completion of a high school student's curriculum. Knowledge of the requirements for graduation, of the requirements for college and proper sequence of subjects will aid students in going through school and preparation for life's work. Each class selected should fit into your program and assist you in achieving your goal.

Vocational education is divided into a number of areas at Vantage. The classes you select as freshmen and sophomores should prepare you for the program of your choice in your junior and senior years. Stu-

dents interested in pursuing Vantage training should pass the requirements listed below:

The Vantage Career Center requires that applicants have no more than 3 deficiencies through 4 semesters at Van Wert High School. The definition of a "deficiency" is a course/credit that results in an "F" and is equal to 1 full unit of credit.

### **Vantage Requirements (Grades 9 and 10)**

English.....	2 units
Science.....	2 units
Mathematics.....	2 units
Social Studies.....	2 units
Physical Education.....	2 classes
Health.....	1/2 unit

It is suggested that you discuss your program with your parents, counselor or teachers if you have questions. We are all interested in your success in school and after you leave high school.

To graduate from Van Wert High School you must:

#### **1. Complete four years of high school attendance and**

#### **2. Complete 21 units of credit as follows:**

English.....	4 units
Science (Physical and Biological Science).....	3 units
Mathematics (required to complete Algebra II).....	4 units
Social Studies.....	3 units
Physical Education.....	½ unit (2 classes)
Health.....	1/2 unit
Electives.....	6 units

\* 1 unit of Fine Arts must be completed in grades 7-12

\* Economics/Financial Literacy instruction

\* Must take End-of-Course Exams in the following:

- Algebra I and Geometry or Integrated math I and II
- Biology
- American history and American government
- English I and English II

Students may earn graduation points through approved substitute tests.

- College Credit Plus (CCP) courses or approved AP/IB tests, in the subject area, will satisfy the end-of-course graduation test requirement for American history, American government and Biology. The college course grade earned under College Credit Plus or AP/IB test score may earn graduation points in place of the end-of-course tests as provided here.

- It is important to note, while students can earn graduation points for CCP coursework and AP/IB test scores in biology, all schools must administer the biology end-of course tests to all students in order to satisfy federal testing requirements. CCP students may use their course grade and AP/IB students may use their test scores OR the biology end-of-course test score to earn graduation points, whichever is higher. A student completing a CCP course in American history or American government will not need to sit for the end-of-course tests in the subject area and may earn graduation points based on the letter grade in the course.

- There are no CCP/AP/IB substitutions for Mathematics or English language arts. Students may use math and English language arts CCP/AP/IB courses to satisfy the graduation curriculum requirements. But schools must administer the end-of-the course tests to students to earn graduation points.

\* Must also meet one of the following three requirements:

1. Earn a cumulative 18 points score on seven end-of-course exams. The scores will be set by the State Board of Education.
2. Earn a "remediation-free" score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th grade students to take the exam free of charge.
3. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a

## INCOMPLETES

If work is marked "incomplete" at the end of a grading period, the teacher will be the final authority on determining a deadline, with a maximum of two-weeks to meet the requirements for the class. An incomplete grade is considered an "F" when it comes to determining interscholastic extracurricular eligibility and qualifying for a Renaissance card. Once the incomplete grade(s) are made up and a letter grade is received, the student eligibility status will be updated.

## INTERNET USAGE POLICY

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District.

### 1. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

### 2. ACCEPTABLE USES

- A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.
- B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
  1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
  2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
  4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- C. Netiquette. All users must abide by rules of network etiquette, which include the following:
  1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belliger-

ent, or threatening language.

2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

### 3. INTERNET SAFETY

- A. General Warning: Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
- B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### 4. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

#### 5. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

## **INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY**

The Board of Education prohibits students in grades 9-12 from participating in interscholastic extracurricular activities if they **1. have not successfully completed a minimum of 5 one credit courses (or the equivalency) which would yield toward graduation; 2. receive more than one failing grade in the previous grading period; 3. have less than a 1.2 grade point average for the previous grading period based on a 4.0 grade scale.** A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled. Summer school grades cannot be used to determine eligibility. The definition of interscholastic extracurricular activities is a school sponsored student activity not included in the graded course of study that includes participants from more than one school or school setting. Incompletes are regarded as an "F" or failing grade until the student makes up his/her work so that an official letter grade can be given. All incomplete grades must be made up within the first 2 weeks of the following grading period to earn credit.

## **LOCKERS**

Lockers are school property and are to be kept neat and clean. Students are never to leave money or valuables in lockers. It is the responsibility of the student to secure his/her locker at all times so that nothing is lost or stolen. It is the law in the State of Ohio that school lockers are the property of the Board of Education and may be inspected at any time by school personnel.

## **LOCKER SEARCH**

Lockers at Van Wert High School are school property. Upon authorization of the principal or assistant principal, lockers and contents thereof may be searched. Authorization will be given only when there is good reason to believe that the locker contains stolen property or items detrimental to the health and welfare of students attending Van Wert High School.

## **MAKE-UP WORK**

It is the responsibility of the pupil (not the teacher) to arrange for make-up work after an absence. For each day of excused absences, a student has one (1) day to make-up the missed work. This make-up work should be turned in within a reasonable time depending on the length of absence, the due- date to be determined by the teacher.

## **MARITAL/PARENTAL POLICY**

It is the policy of the Van Wert City Schools that educational programs and activities are provided without regard to race, color, national origin, sex, or handicap. Therefore, the Board affirms the right of a pregnant student and the father (if a student) to continue her/his participation in the Van Wert City Schools.

As soon as a pregnancy is medically confirmed, the Board recommends that the student consult with a counselor or the building principal.

With a staff member involved, the student may elect to follow the following educational plan or suggest alternatives:

1. She may remain in her present school program, with modifications as necessary, until the birth of her baby is imminent or until her physician states that continued participation would be detrimental to her health.
2. She may then temporarily withdraw from school (if physician dictates) and, at the school's expense; in so far as is practically possible, receive homebound instruction from the date of her withdrawal until her physician states that she is physically able to return to school.

Every effort will be made to see that the educational program of all students (both male and female) is disrupted as little as possible; that all students receive health and counseling services, as well as instruction; that they be encouraged to return to school after delivery; and that each student is given opportunity to graduate from high school.

## **MEDIA CENTER REGULATIONS**

### **1. MEDIA CENTER ATMOSPHERE**

The media center is a warm and welcoming environment for all students. The space is designed to promote PBL and collaboration, with different work areas available to meet each individual need. We ask that you respect those around you by speaking in a quiet voice and picking up after yourself. If your group needs more freedom to speak, please ask the library staff to use one of the conference rooms. High school students should not interact with middle school students while in the media center. Earbuds are permitted to be used, however please leave one earbud out so that you can hear instructions as needed.

The Makerspace area is available for students to use that do not have classroom work to complete. It is designed to offer an area for creativity, design, critical thinking, and exploration. Students using the materials are expected to be good stewards of the materials and need to be responsible for cleaning up and returning items at the end of the period.

### **2. MEDIA CENTER HOURS AND ENTRANCE**

The media center is open during regular school hours. Upon entering the media center, students must sign in on the designated computers. Up to 12 students may sign out from study hall each period to visit the media center. However, if additional students need to use the media center for research, please let the staff know and arrangements will be made. Study hall and PAWS students are to come prepared to stay and work the entire period. If you need to go somewhere while in the media center, you must get permission from the staff.

If a student misbehaves, he/she will be sent back to study hall. In addition, a student's privileges may be removed temporarily or indefinitely at the discretion of the library staff.

### **3. BORROWING/RETURNING MATERIAL**

The media center has books, magazines, video cameras, reading tablets, ebooks, and audiobooks available to check out. Any number of items may be borrowed within reason. All items are renewable in the media center or online through the OPAC. To access our ebook and audiobook collection, visit <https://www.overdrive.com> and search for our school. Your library card number is your student ID number and PIN is your birth month + birth day (mmdd).

Materials are checked out for a 2 week period (except video cameras, which are 2 days). Students receive an email notification 2 days before their book is due to remind them to return or renew it. When returning materials, please place them on the circulation desk in the designated area. Ebooks and audiobooks automatically check themselves in after 2 weeks, unless renewed online.

### **4. OVERDUE FINES**

A fine of 5 cents per day is charged for overdue books and magazines. No fines are charged for days school is not in session or when a student is absent. If a student is absent on the day their book is due, it is the student's responsibility to let media center staff know so their account can be credited. Students receive email notices every 2 days when they have overdue materials or fines and paper notices once per quarter. If your name is not cleared from the fine list, you will not be permitted to participate in the graduation ceremony, your diploma will be withheld, and transcript information will not be released until all school fees are paid in full.

### **5. LOST/DAMAGED MATERIALS**

Students will be charged replacement price for any lost or damaged materials. Replacement cost for books is figured by adding \$1.50 to the price the media center paid for the book to cover processing.

6. MEDIA CENTER CLOSING

Whenever the media center is closed for classroom use, a student may gain entrance with a pink slip and permission from the library staff.

## **NATIONAL HONOR SOCIETY**

Van Wert High School has a chapter of the National Honor Society and to be selected to membership is a privilege not a right. Selection is made by the faculty of Van Wert High School and is for Juniors and Seniors only. The four areas of evaluation are: Scholarship, Leadership, Character, and Service. A student's total time at the high school is used in the evaluation by the faculty. Students are first eligible in the fall of their Junior year. A 3.6 cumulative GPA is the minimum to be considered.

The procedure for NHS selection is as follows:

1. Juniors and Seniors with the required GPA will be notified.
2. Those students who wish to become NHS members must fill out an information sheet.
3. The students will be evaluated by the faculty.
4. All information collected with the student and teacher evaluations will be made available to the Faculty Committee on Awards. This committee makes the selections for NHS membership.

Members are required to maintain the high standards of NHS regarding scholarship, leadership, character, and service. Members have signed an agreement with their advisor(s) to demonstrate good character at all times. The VWHS Student Handbook contains a section addressing the Serious Misconduct Code. A violation of any of these rules is a serious character and leadership violation for a NHS member and may result in an immediate dismissal from NHS.

## **NON-DISCRIMINATION POLICY**

1. POLICY

The Van Wert City Schools is an equal opportunity organization. The employment practices and education programs are conducted with a policy of non-discrimination as to race, color, national origin, sex or handicap.

The superintendent of schools is designated as the Title VI, Title IX, and Section 504 compliance coordinator.

2. COMPLAINT PROCEDURES

Student shall mean an individual enrolled in any formal educational program provided by the school district.

Immediate Supervisor shall mean any employee responsible for, or exercising any degree of supervision or authority over, a student.

Intermediate Supervisor shall mean the administrator to whom the immediate supervisor is directly responsible.

Compliance Coordinator shall mean the district official responsible for the coordination of activities relating to compliance with Title VI, Title IX, and Section 504.

A. INFORMAL STAGE

The aggrieved student shall orally present his/her grievance to his/her immediate supervisor who shall orally and informally discuss the complaint with the aggrieved individual within 5 school days after the complaint has been presented to him/her. If such complaint is not satisfactorily resolved at this stage, the aggrieved individual may proceed to the intermediate stages.

B. INTERMEDIATE STAGE

1. Within 5 school days after a determination has been made at the preceding stage, the aggrieved student may, in writing, present the complaint to the intermediate supervisor to whom his/her immediate supervisor is directly responsible, if such there be, who shall orally discuss the complaint with the aggrieved individual. The intermediate supervisor renders a determination to the aggrieved individual within 5 school days after the complaint has been presented to him/her. If such complaint is not satisfactorily resolved at this state, the aggrieved individual may proceed to the formal stage.

C. FORMAL STAGE

1. Within 5 school days after a determination has been made by the immediate supervisor and/or intermediate supervisor, the aggrieved student and immediate supervisor and/or intermediate supervisor in the case may submit written statements to the Compliance Coordinator setting forth the specific nature of the complaint, the facts relating thereto, and the determinations previously rendered.
2. If such is requested in written statement of either party pursuant to paragraph 1 above, the Compliance Coordinator shall notify all parties concerned in the case, of the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. Such hearings shall be held within 5 school days of receipt of the written statements pursuant to Paragraph 1.
3. The Compliance Coordinator shall render a determination within 10 school days after the written statements pursuant to paragraph 1 have been presented to him/her, or ten (10) school days after the completion of the informal hearing.

D. OFFICE OF CIVIL RIGHTS

If the complaint has not been satisfactorily resolved in the above stages, the student or employee may appeal in writing directly to the Office of Civil Rights.

## **OUT OF CLASS ACTIVITIES**

Eligibility for out of class activities that exceed the period of the academic sponsoring class, or other non-athletic activities occurring during the school day, shall be based upon the following criteria:

1. The student shall not have a failing accumulative mark in any scheduled classes for the grading period in question.
2. The teachers must be notified by the student a minimum of 3 days prior to the event if possible.
3. Eligibility for athletic competitions shall be exempt from this policy, since it is a separate entity and is subject to existing policy.

## **PAWS GUIDELINES FOR STUDENTS**

STUDENTS WHO DO NOT FOLLOW THE RULES FOR PAWS MAY EXPERIENCE AN IMMEDIATE LUNCH DETENTION, GIVEN BY THEIR PAWS ADVISOR, TO BE SERVED IN THE LUNCH DETENTION ROOM IN THE COMMONS. REPEATED OFFENSES MAY LEAD TO AN EMERGENCY REMOVAL, WHICH WILL NEGATIVELY IMPACT THE OPPORTUNITY FOR A RENAISSANCE CARD.

1. Be on time.
2. Have materials necessary to be productive and occupy your time for the entire period. Remember you can always read appropriate material for pleasure.
3. Make your travel arrangements electronically before the end of 3<sup>rd</sup> period (10:18 a.m.). Remember – You must have verbal permission from the teacher you are traveling to before signing up electronically.
4. You will be released to travel, by bell, at 10:27 a.m. In the meantime, pay attention to the daily announcements.
5. Rarely request the hall pass or the need to go to the restroom. Take care of those responsibilities before PAWS.
6. Ask questions, help others, realize your PAWS advisor is being encouraged to help you problem solve and to stay on task.
7. Be engaged at all times. Having your head down on your desk or sleeping is not permitted. Socialize during lunch, not during PAWS.

## **PERFECT ATTENDANCE**

PERFECT ATTENDANCE IS DEFINED AS: Absolutely NO blemishes on one's attendance record, period.

## **PERMISSION TO LEAVE**

NEVER leave the school grounds without permission from the Principal's office. A call will be made to your parent or guardian to secure permission for you to leave the school grounds. The 18 year old student must also contact the office and receive permission to leave. Disciplinary action will be taken if a student fails to follow this procedure.

## **POSTERS & SIGNS**

Posters and signs may be attached to the walls only after permission has been obtained from the Principal.

## **PUBLICATION AND DISTRIBUTION OF MATERIALS**

School sponsored publications and media sources, (Cougar's Roar; Excalibur; TV Production; WWHS Web Page), are available for student writing and opinions. Wide ranges of opinions may be printed, but editorial policies, which advocate libelous and inflammatory material and personal attacks on students and staff, will not be permitted. Control of school sponsored publications rests with school authorities.

Other publications may be published and distributed in the school, by school sponsored groups if they receive permission of the principal.

Materials published by non-school sponsored groups or community organizations will not be distributed in the building or school grounds without prior approval of the principal. This applies to the distribution of such materials on the school buses.

The use of school duplication equipment is limited to authorized school employees. Students may secure permission to have materials duplicated that are class related.

## **QUALIFICATIONS FOR RENAISSANCE CARD**

### **GOLD CARD**

- GPA 3.6 minimum and no F's (calculated for the previous full 9 weeks)
- No incomplete grades
- No unexcused absences
- \* 2 days of excused absences each semester
- \* 2 tardy days
- No administrative disciplinary action
- No PAWS Emergency Removals

### **RED CARD**

- GPA 3.00 minimum and no F's (calculated for the previous full 9 weeks)
- No incomplete grades
- No unexcused absences
- \* 3 days of excused absences each semester
- \* 2 tardy days
- No administrative disciplinary action
- No PAWS Emergency Removals

### **GRAY CARD**

- 2.5 GPA or .5 improvement in GPA and no F's (calculated for the previous full 9 weeks)
- No incomplete grades
- No unexcused absences
- \* 4 days of excused absences each semester
- \* 2 tardy days
- No administrative disciplinary action

-- No PAWS Emergency Removals

\* Exam exemptions could be lost due to increase in absences, tardies, or disciplinary action

## **SCHOOL CAFETERIA**

Van Wert City Schools participates in the National School Lunch Program sponsored by the United States Department of Agriculture (USDA) which permits the school to offer free and reduced price meals to students who qualify.

Students may purchase their lunch at school, or bring their lunch with them; however, parents bringing "FAST FOOD" lunches to school is prohibited.

Free or reduced priced lunches are available to children who are determined eligible following the return of applications, which will be made available to all families at the beginning of the school year. Applications can also be found in the school office or on the school's website. Applicants are responsible for meals until a free or reduced application is completed and approved.

The cafeteria uses a computerized debit system to purchase lunches. Money can be deposited into the account whether the student is free, reduced, or a full paying student. Money will only be deducted when the student uses the account. Checks should be made payable to Van Wert City Schools and the student's name and/or ID# should be on the check. The student may use this account for meal or ala carte purchases.

This is a completely confidential system. All students access the system in the same manner regardless of whether they receive free, reduced or full price meals. The computer will deduct a meal charge from the student's account according to their pay status.

Van Wert City Schools provides breakfast daily in each of our buildings except when school is delayed. All menus are subject to change.

## **OFFER VS SERVE POLICY**

Offer vs serve provision of the school lunch program means students are offered five food components each day from within the federally required traditional lunch pattern. Van Wert City Schools offers this to students in grades 1-12. All students are encouraged to take all items offered, however under offer vs serve, students need only take a minimum of three of five components offered one of which must be a fruit or a vegetable. This allows students to refuse a food item they do not like, encourages freedom of choice, and helps eliminate waste.

## **CHARGING POLICY**

In grades 6-12 charges for lunch only (no ala carte) may not exceed \$10.00. A peanut butter sandwich and milk will be offered until their account is balanced. The last three weeks of the school year there will be NO CHARGING allowed.

## **SERIOUS MISCONDUCT CODE**

A VIOLATION OF ANY RULE HEREIN MAY RESULT IN DISCIPLINARY ACTION INCLUDING SUSPENSION OR EXPULSION. THIS INCLUDES: ON SCHOOL GROUNDS DURING, BEFORE, OR AFTER SCHOOL HOURS; OFF THE SCHOOL GROUNDS AT ANY SCHOOL SPONSORED ACTIVITY; AND ON SCHOOL BUSES.

### A. BULLYING (SMC-1)

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. The Board of Education 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 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, cyber-bullying or bullying means any intentional written, verbal, graphic, 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). 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 limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

**B. FIGHTING (SMC-2)**

Students have many opportunities to solve differences without resorting to fighting. Teachers, counselors, coaches, and administrators are available for discussion of differences. Fighting is not permitted in the building, on school grounds, or in buses.

"Right to Defend" Defined by the Van Wert County Court of Common Pleas: The right to defend is limited. A person has the right to defend himself but an individual can only use reasonable force necessary to defend. If you can safely leave, you are required to do so. If another person shoves another person, the person shoved must leave the area if that can be safely done. The person who was cannot continue the fight in a more aggressive manner, but may only use reasonable force in his/her defense. Words alone do not justify the use of physical force. Name-calling, threats, gestures, etc. are NOT a reason to start a fight.

REMEMBER- If two people are fighting, they BOTH are breaking the law. Therefore both will suffer consequences.

**C. HAZING (SMC-3)**

It is the policy of the Van Wert City Board of Education that hazing activities of any type, are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

**D. DISRUPTION OF SCHOOL (SMC-4)**

A student shall not by use of violence, force, fear, coercion, threat, intimidation, noise, passive resistance, or through any conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither shall he/she engage in any conduct or urge other students to engage in conduct that would result in a material disruption of school.

Example: Abusive or profane language by a student to a teacher

**E. BRING YOUR OWN DEVICES (BYOD) (SMC-5)**

Students utilizing the opportunity to use various electronic devices to their fullest capacity, within school expectations, will find numerous benefits to instruction, resources, completion of assignments and personal organization.

It is important to understand that the use of student owned electronic devices during the school day is a privilege and not a right. This change to modify the traditional policy of "no use" will depend on the student displaying a level of trust, respect, and responsibility for personal behavior. Any misuse which causes a disruption to the educational process or contributes in any way to violating school rules or

policy may result in disciplinary action and/or the loss of this privilege, individually or as a student body.

## ELECTRONIC DEVICES

The use of certain electronic devices is permitted in Van Wert City Schools as described below. Electronic devices are classified as **disruptive**, **non-disruptive**, and **mobile phone** devices. Permissibility of each type of electronic device is described as follows:

### Disruptive Electronic Devices

1. Recording devices, radios, pagers, laser pointers, mp3 players, speakers, and other electronic devices are deemed distracting to the educational environment.
  - Use of cameras on non-disruptive devices and cell phones, to take still pictures or video **is not permitted** on school grounds, including transportation, unless under the direction and supervision of school personnel.
2. The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:
  - a. Use of any electronic device in a classroom or other area of Van Wert City Schools not authorized by school personnel.
  - b. Violation of the Van Wert City Schools' Acceptable Use Policy.

### Non-Disruptive Devices

1. Non-Disruptive devices are defined as electronic devices primarily used for educational purposes.
2. The categories of non-disrupted devices are (a) laptops, (b) netbooks, (c) tablets, (d) and eReaders.
3. These devices may be used during classroom instruction, the Media Center, and lunch as permitted and directed by school personnel.

### Mobile Phones

1. Mobile phones may be used as directed by school personnel.
2. Mobile phones may possess advanced functions including Internet access, eReader, and video/audio functions. Use of these functions during classroom instruction is at the discretion of school personnel.

### Internet Connection

Wireless Internet connection will be provided by the Van Wert City Schools for students to connect their devices to the Internet. Students must have a completed Acceptable Use Policy signed and on file at Van Wert City Schools.

### Personal Responsibility

Students who bring their personally owned technology/device to school are responsible for the equipment. Van Wert City Schools assumes no responsibility for theft, loss, or damage of an electronic device brought to school. School or District Technicians will not service or repair any technology/device not belonging to the District. Students who bring personally owned devices and use the VWCS network should also have no expectation of privacy including files or email.

### SPECIFIC USE GUIDELINE

1. Students that choose to bring items of value to school must understand the school is not responsible for lost, damaged, or stolen items.
2. Each teacher will determine if these and/or any devices will be used in their classroom. If a teacher chooses to allow BYOD, the teacher will provide a written policy that all students in the classroom will be expected to follow.
3. Students must not take any picture of another student during the school day without that student's consent. Students must not post pictures and/or comments on a social networking site during the course of a school day.
4. Music devices will be worn using only ONE ear bud at all times within the school building. No headphones of any style are allowed during the school day.
5. At any teacher or staff member request, BYOD will be turned off or silenced and put away until further notice.
6. Any violation of acceptable use may result in disciplinary action from either the teacher or administration.

## WARNING

Sexting – It is the practice of taking, possessing, or transmitting nude or explicit pictures especially by cell phones or other BYOD. If the subject(s) of the nude pictures are minors, very serious school and legal consequences may take place. School authorities are bound by law to report all cases of sexual abuse and child exploitation to the police. Depending on the age of the subjects and how explicit the pictures, a person possessing nude pictures on an electronic device could be charged with child exploitation or child pornography along with suspension and possible expulsion from school. Conviction of the criminal charges is a felony and could lead to being placed on a community sex offender list.

### F. INSUBORDINATION (SMC-6)

Insubordination is the refusal of a student to cooperate with a reasonable request by a staff member of the school system. Any action judged by school officials to involve misconduct or misbehavior and not specifically mentioned in other sections will be dealt with as insubordination.

### G. NARCOTICS, DRUGS, PARAPHERNALIA, ALCOHOLIC BEVERAGES (SMC-7)

A student is prohibited from using, possessing, or transmitting any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, paraphernalia item, alcoholic beverage or intoxicant of any kind. (The only exception would be for a student taking prescription drugs under doctor's orders).

### H. COUNTERFEIT DRUGS (SMC-8)

"Counterfeit controlled substance", means any of the following:

1. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale. Sec. 2925.37:
  - A. No person shall knowingly possess any counterfeit controlled substance.
  - B. No person shall knowingly make, sell, offer to sell, or deliver any substance that he knows is a counterfeit controlled substance.
  - C. No person shall sell, offer to sell, give, or deliver any counterfeit controlled substance to a person under the age of eighteen.
  - D. No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.

### I. TOBACCO/NICOTINE/VAPORIZERS (SMC-9)

The use of tobacco/nicotine as well as vaporizers and associated products, including paraphernalia, by students is prohibited on school property or in the vicinity of the school. Possession of any tobacco/nicotine as well as vaporizers and associated products, including paraphernalia, is prohibited. The penalty for tobacco/nicotine as well as vaporizers and associated products, including paraphernalia, use may result in a suspension/expulsion and notification with local law enforcement agencies.

### J. WEAPONS AND DANGEROUS INSTRUMENTS (SMC-10)

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon or look like weapon either on the school grounds during and before or after school hours, or off the school grounds at any school activity or on school buses.

### K. THEFT (SMC-11)

Theft of school or other person's property will not be tolerated. Legal steps may be taken against persons found guilty of theft.

### L. ASSAULT ON AN EMPLOYEE (SMC-12)

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to a school employee:

1. On school grounds during and before or after school.
2. Off school grounds at a school activity, function or event.
3. On school buses at any time or on carriers rented by school groups.

M. VANDALISM (SMC-13)

Students and their parents (guardians) will be held financially responsible for any vandalism that the student commits on school property. Court action may be taken if deemed necessary.

N. PASSIVE RESISTANCE (SMC-14)

Passive resistance refers to a student who is not attempting to make progress within the classroom and/or giving little or no effort. Sleeping during class, refusing to do assignments, refusing teacher directives, excessive tardies, unexcused absences, etc. are forms of passive resistance.

O. FRIGHTENING, DEGRADING, OR DISGRACEFUL ACTS (SMC-15)

A student shall not engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace another person, by written, verbal, or gestural means. These include but are not limited to racial, ethnic, and religious references.

P. SEXUAL HARASSMENT (SMC-16)

Sexual harassment is simply a form of discrimination based on gender. Not all harassment of a sexual nature will give rise to claims of sexual harassment. The conduct must be based on the victim's sex. You will not find the legal definition of sexual harassment in one specific place in the law. Instead, you will find that it is continually evolving through legislation, the courts and the federal agencies dealing with this problem.

Prohibited sexual harassment is generally unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting. Sexual harassment includes, but is not limited to, the following behavior directed at an individual on the basis of gender:

1. Unwelcome sexual advances or requests for sexual favors.
2. Unwelcome leering, staring, sexual flirtation or propositions.
3. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
4. Unwelcome graphic verbal comments about an individual's body, or overly personal conversation.
5. Unwelcome sexual jokes, stories, drawings, pictures or gestures.
6. Unwelcome spreading of sexual rumors.
7. Unwelcome touching of an individual's body or clothes in a sexual way.
8. Cornering or blocking of normal movements in a sexual manner.
9. Displaying sexually suggestive objects in educational/work environment.

Q. CHEATING (SMC-17)

**CHEATING IN SCHOOL IS WRONG. THERE IS ABSOLUTELY NO DEFENSE FOR IT!** According to the dictionary, cheating is defined as "to deceive or to defraud". If you attempt to use someone's homework, you are attempting to deceive the teacher by trying to convince him/her that the written work is yours, thus you are trying to defraud the teacher of a grade. When you beg, borrow, steal, or work with another person, or with his/her paper, without permission from the teacher, this action constitutes cheating. When a student knowingly offers his/her work to another student, it is cheating. Students who, without permission from their teacher, use "cheat sheets" to complete assignments (i.e. quizzes/tests, etc.) are cheating.

**PLAGIARISM DEFINED:** When a student presents the ideas or words of another author as his/her own words, it is plagiarism.

When caught cheating you may face disciplinary action from the teacher and/or the Principal's Office. Disciplinary action may include any of the following:

FIRST OFFENSE:

1. Grade reduction and/or assignment failure from the teacher.
2. Teacher reports incident to Principal's Office where violation is recorded.
3. Teacher is responsible for contacting parents of the cheating situation... (telephone, letter, e-mail, in person).

## 2 OR MORE OFFENSES WHILE AT V.W.H.S. (ANY TEACHER):

1. Grade reduction and/or assignment failure from the teacher.
2. Teacher reports incident to Principal's Office where violation is recorded.
3. Teacher is responsible for contacting parents of the cheating situation... (telephone, letter, e-mail, in person).
4. Dismissal from academic organizations: (i.e. National Honor Society, Beta Club)
5. Loss of Renaissance Card.
6. Loss of eligibility for Van Wert High School's "Graduate of Distinction Program".

Repeated incidents of cheating/plagiarism may result in further disciplinary action from the principal's office that may include detention or suspension from school.

## R. STUDENT BEHAVIOR/PUBLIC DISPLAY OF AFFECTION (SMC-18)

Student conduct in all of the non-instruction areas (hallways, restrooms, locker rooms, & cafeteria) is expected to reflect good taste and respect for the safety and welfare of others. Running, shouting, and eating (in areas other than the cafeteria), and extremely boisterous behavior are not acceptable. The school setting is not a place for any form of public display of affection, which includes hand-holding, arm in arm, arms around one another, hugging, and kissing. Any act of affection should be considered private and out of respect for all others, will not be tolerated in school.

Students who violate these expectations will be requested by staff members to stop what they are doing. Failure to cooperate will result in referral to the appropriate school official. Students who violate this rule may face further disciplinary action including suspension from school.

## **SCHOOL RECORDS**

A student's permanent record is available to him and/or his parents at any time. An appointment with a counselor must be made in advance to review the record if such is desired. The student's permanent record, which is maintained in the principal's office, contains his academic record, standardized test scores, recommendations, health records, and may contain any or all disciplinary actions taken against the student as well as notations by professional staff members of conduct involving the high school student. Copies of this information will not be made available to out-of-school authorities without permission of the student or parents unless a subpoena is issued by the court or such release is covered by law. The information in the file is available to teachers to aid them in meeting students' special needs and interests.

## **SPECIAL EXCUSE SLIPS**

### **PINK SLIPS**

To be issued only when there is going to be school supervision of students involved, and the students are to be out of study halls only. Rules for pink slips are as follows:

1. Students are to get pink slips before study hall begins.
2. Only one student name to each pink slip.
3. Teacher requesting student must sign pink slip.
4. There are no permanent pink slips.

### **HALL PASSES**

Hall passes are to be used by students to go to their lockers, restrooms, or one of the offices.

Students are not to be in the halls without a slip or hall pass.

## **STUDENT COUNCIL**

The student council will hear concerns of students at Van Wert High School. The council will investigate student concerns and recommend action to appropriate school personnel. Council will finance the end of the year Senior Video, as well as other assemblies for the student body. The student council is in charge of

all school wide elections, the homecoming ceremony, bloodmobile, Christmas projects, and is always interested in ideas for school improvements.

## **STUDENT COUNCIL MEMBERS 2018-2019**

### SENIORS

Noah Carter  
Allison Hauter  
Marshall Healey  
Reagan Priest  
Sierra Shaffer  
Chloe Sidle

### JUNIORS

Kirsten Clay  
Jamison Clouse  
Parker Conrad  
Delaney Eyanson  
Jake Hilleary  
Clayton Proffitt

### SOPHOMORES

Tayzia Havill  
Carly Rollins  
Carly Smith  
Owen Treece

### FRESHMEN

Mia Kelley  
Lauren McHugh  
Sam Moonshower  
Josh Reichert

## **STUDENT GROUP MEETINGS**

Student groups meeting in the school building or on school grounds are limited to groups recognized as part of the school education program including student activities. As such, these groups must have a faculty sponsor in attendance at all times, and must have meetings on the calendar.

School recognized clubs, associations, and activities must observe the following regulations that have been established by state law, high school policy, and board policy:

1. No group may deny membership to any student because of race, religion, or nationality. No club or organization may be organized to promote activities that reflect negatively on other races, religion, or nationalities.
2. All organizations must have a current membership list on file in the principal's office. Non-school individuals are prohibited from belonging to school organization.
3. No school group or organization may affiliate with any out-of-school organization that advocates the forceful overthrow of the government.
4. Student organizations are permitted to hold meetings in school facilities if the faculty sponsor or substitute staff member is present.
5. A building use form must be on file in the Principal's office one week in advance of any meeting.

School officials have the right to restrict or cancel any program, meeting, or activity that is a threat to the health and welfare of others or is a potential disturbance to the educational process.

## **STUDENT INFORMATION CHANGES**

All changes of address, telephone, name, or parent/guardian should be brought to the attention of the high school office so that all records can be kept up-to-date.

## **STUDENT ORGANIZATIONS**

Beta Club  
Cougar's Roar  
Excalibur  
FCA

FCCLA  
German Club  
Masque and Gavel  
NHS

Renaissance  
Scarlet Squad  
Scholastic Bowl  
Service Pack

Spanish Club  
Student Council  
Varsity V-Club

# **STUDENT PARKING REGULATIONS**

To insure the safety of both pedestrians and drivers, the following traffic and parking regulations will be enacted for school safety and traffic control. Remember, driving is a privilege, not a right, and that privilege may be suspended at any time by the administration.

1. In order to insure the safety for all, Van Wert City School personnel reserve the right to search student vehicles that enter school property or are parked on school property.
2. The school is not responsible for the loss or theft from any vehicle or to any damage that may occur while moving or parked. All student drivers must be licensed and covered by insurance.

## **Parking Lot Regulations**

1. Upon arrival to school, students must immediately exit the vehicle and enter the building. No loitering in or around any vehicles will be permitted.
2. Speeding or reckless driving will not be tolerated. Speed limit is 20 mph at all times.
3. Students are not permitted to drive on the Middle School side of the property at any time.
4. Parking for students is only in the designated parking lot in the painted parking space. Student parking is not permitted in the visitor, staff or all middle school lots.
5. Students who are in the parking lot without permission from the office may be subject to disciplinary action and the towing of the vehicle at the owner's expense.

## **1st Violation**

Students who violate parking and driving regulations on school premises may result in a loss of parking privileges for a period of time depending on the seriousness of the offense as based on the discretion of the principal. The student will receive a formal notification of the violation by letter and conference. The student's parents will also receive a copy of the letter. The only exception to this is parking in non-student areas that are clearly posted. Cars parked in these areas will be towed at the owner's expense. No vehicles are to be left in the school lots overnight unless given permission.

## **2nd Violation**

A second violation of parking and driving regulations may result in loss of student driving and parking privileges in the school parking lot up to the remainder of the school year. If a student continues to park, the car may be towed at the owner's expense and further disciplinary action may be taken.

# **STUDY HALLS**

Study Halls are a definite part of our educational system and are to be regarded as such.

Study will start immediately upon the beginning of the period. Pupils will be in their seats and quiet at that time.

Seats will be assigned and kept, unless the teacher makes a change.

Whispering and talking is not permitted except with the permission of the teacher.

# **SUSPENSIONS / INTERVENTIONS /**

# **EXPULSIONS / EMERGENCY REMOVALS**

## **1. IN-SCHOOL INTERVENTION**

- A. Attendance at school is required and restricted to the in-school intervention room or other areas authorized by the school staff.
- B. Students must be doing school work or completing other program materials at all times and must be absolutely quiet; also, students may not put their heads down or sleep while in the in-school intervention room.
- C. Completed assignments are to be presented according to teacher policy. The student will receive credit for this work
- D. Students may neither participate in nor attend extra-curricular activities; also, during the term of the intervention, students may not be on school property except during school hours.
- E. Students must bring their own lunch and a beverage, or money for a school lunch.

- F. Students will be escorted to the restrooms if the need arises.
- G. Absence from school or school cancellations will not take the place of the in-school intervention obligations. These obligations must be made up when the student returns to school. If a student is ill on the day of the in-school intervention, parents need to call school by 8:30 A. M.
- H. In-school intervention students will not be excused to go to work or work study.
- I. Removal from the in-school intervention room for misbehavior or other violations of the school code of conduct will result in one or more of the following:
  1. additional days of in-school intervention
  2. out-of-school suspension
  3. recommendation of expulsion

2. OUT-OF-SCHOOL SUSPENSION

The following should be observed with respect to suspensions:

- A. The Superintendent or Principal may suspend.
- B. No suspensions are to exceed ten (10) school days.
- C. The Superintendent or Principal must give written notice of intention to suspend and the reasons why to the pupil.
- D. The pupil must have an opportunity to appear at an informal hearing before the Principal or Superintendent and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The hearing may take place immediately.
- E. The pupil, parent, guardian or legal custodian may file an appeal of the administrative decision to suspend or expel a pupil to the Board of Education or designee by filing a notice of appeal in writing with the Treasurer within fourteen (14) calendar days of the formal written notice of suspension or expulsion to the parent, guardian or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension or expulsion.

3. EXPULSIONS

The following should be observed with respect to expulsion:

- A. Only the Superintendent may expel.
- B. The Superintendent must give the pupil and his parent, guardian, or custodian written notice of the intended expulsion.
  1. The notice is to include reasons for the intended expulsion.
  2. The pupil and parent or representative have the opportunity to appear on request before the Superintendent to challenge his action or to otherwise explain the pupil's actions. The Superintendent cannot compel such hearing in the event the pupil and parent, guardian, or custodian chooses not to have a hearing.
  3. The notice is to state the time and place to appear which must not be less than three (3) days nor later than five (5) days after the notice is given.
  4. The Superintendent may grant an extension of time; if granted, he must notify all parties of the new time and place.
- C. The pupil, parent, guardian or legal custodian may file an appeal of the administrative decision to suspend or expel a pupil to the Board of Education or designee by filing a notice of appeal in writing with the Treasurer within fourteen (14) calendar days of the formal written notice of suspension or expulsion to the parent, guardian or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension or expulsion.

4. EMERGENCY REMOVALS

The following should be observed with respect to emergency removals:

- A. If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then:
  1. The Superintendent, Principal, or Assistant Principal may remove a student from the premises, for curricular or extra-curricular activities.
  2. A teacher may remove a student from curricular or extracurricular activities under his supervision, but not from the premises.

If a teacher makes an emergency removal, their reasons must be submitted to the principal, in writing, as soon after removal as practicable. The teacher will then contact the parent.

- B. A due process hearing must be held within 72 hours after removal is ordered if and when it appears that a suspension or recommendation for expulsion may follow:
  - 1. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practicable prior to the hearing.  
The pupil must have the opportunity to appear at an informal hearing before the Principal or superintendent and he/she has the right to challenge the reasons for the intended suspension or otherwise explain his actions.
  - 2. The person who ordered or requested the removal must be at the hearing.
  - 3. If a decision is made to suspend the student, then the procedure for suspension is followed at this point.
- C. If the Superintendent or Principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement. The teacher cannot refuse to reinstate once the reasons are given.
- D. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extra-curricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirements do not apply.
- E. In an emergency removal, a pupil can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension, or expulsion.

#### 5. APPEAL PROCEDURE

The pupil, parent, guardian or legal custodian may file an appeal of the administrative decision to suspend or expel a pupil to the Board of Education or designee by filing a notice of appeal in writing with the Treasurer within fourteen (14) calendar days of the formal written notice of suspension or expulsion to the parent, guardian or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension or expulsion.

## **TARDINESS**

If you are tardy to school, you will need a pass from the high school office in order to enter your first period class. Excessive or unexcused tardiness may result in making up time in detention or possible suspension or expulsion. Students who also find themselves tardy to class during the school day will face consequences (detentions) from their respective teachers for whom they were tardy according to the individual teacher's expectations.

## **TELEPHONES**

Before using school telephones, students must ask and receive permission. Students are not to ask the office personnel to use the phone unless it is an emergency. If you ask to use the phone, you will be asked the reason; if it is not decided an emergency, you will be asked to use another phone or make other arrangements. Please be advised that school business and important calls to and from the office are the reasons for their existence.

## **TEXTBOOKS**

All textbooks are the property of the Van Wert City Schools. Misused books must be paid for according to the amount of damage done. Also, if a book is lost or misplaced, it must be paid for, according to its value.

## **TORNADO DRILLS**

Each teacher will direct you as to the procedure in a tornado drill. As you are surely aware, tornadoes are very serious and students are to take drills seriously. Often we have very little time to prepare for tornadoes, so we must be alert and responsive to all directions.

## TRIPS

On all school trips where a bus is provided, all pupils must travel on the bus, exceptions to this rule must be approved by the teacher in charge and the Principal. Scrapping and teasing on the bus will not be tolerated. No smoking is allowed. The bus will make no stops to pick up or discharge students going or returning.

All extra-curricular trips will be made by school bus or school van, when available. When the bus or van is not available, private cars may be used, only with permission from the Principal.

## VANTAGE CAREER CENTER

Career technical training is a quality option available for our students who attend VWHS. This career technical training begins their junior year. Students interested in a comprehensive program in vocational education should schedule a conference with either guidance counselor to discuss the programs available at Vantage.

## VARSIY SPORTS

The following Varsity Sports are available to students of Van Wert High School:

### FALL SEASON

Football  
Volleyball  
Golf  
Boys Cross Country  
Girls Cross Country  
Girls Tennis  
Boys Soccer  
Girls Soccer  
Cheerleading

### WINTER SEASON

Boys Basketball  
Girls Basketball  
Wrestling  
Boys Swimming  
Girls Swimming  
Cheerleading  
Boys Bowling  
Girls Bowling

### SPRING SEASON

Baseball  
Softball  
Boys Track  
Girls Track  
Boys Tennis

## VIDEO CAMERAS

To improve student discipline and ensure the health welfare and safety of all people, Van Wert High School has installed cameras and video equipment to monitor the building and grounds. The video cameras will be used as evidence in student disciplinary proceedings.

## VISITORS TO SCHOOL

EVERY PARENT IS WELCOME TO VISIT SCHOOL AT ANY TIME. Since there are large numbers of visitors in school, parents are asked to telephone the office first. All visitors must report directly to the school office upon entering the school.

When a parent wishes to confer with a particular teacher or teachers, perhaps the best way to arrange it is to write the teacher a note or send an e-mail asking him to telephone. The office will set appointments at mutually convenient times. Every teacher is glad to make himself available for such conferences; however, each is busy with many appointments and duties, so parents are requested to reserve such conferences for genuine problems of a serious nature.

Visitors from other schools are not allowed without permission from the Principal or Assistant Principal. This permission must be secured at least one day in advance.

## SCHEDULE FOR A REGULAR DAY

1st Period .....	7:55 - 8:40
2nd Period .....	8:44 - 9:29
3rd Period .....	9:33 - 10:18
PAWS .....	10:22 - 10:52
4A (Lunch).....	10:52 - 11:22
(Class).....	11:26 - 12:11
4B (Class).....	10:56 - 11:41
(Lunch).....	11:41 - 12:11
5th Period .....	12:15 - 1:00
6th Period .....	1:04 - 1:49
7th Period .....	1:53 - 2:38

## 2 HOUR DELAY SCHEDULE

1st Period .....	9:55 - 10:28
2nd Period .....	10:32 - 11:05
3rd Period .....	11:09 - 11:42
PAWS .....	No PAWS
4A (Lunch).....	11:42 - 12:12
(Class).....	12:16 - 12:49
4B (Class).....	11:46 - 12:19
(Lunch).....	12:19 - 12:49
5th Period .....	12:53 - 1:26
6th Period .....	1:30 - 2:03
7th Period .....	2:07 - 2:40

## 3 HOUR DELAY SCHEDULE

1st Period .....	10:55 - 11:28
2nd Period .....	11:32 - 12:05
3rd Period .....	12:09 - 12:42
PAWS .....	No PAWS
4A (Lunch).....	12:42 - 1:12
(Class).....	1:16 - 1:49
4B (Class).....	12:46 - 1:19
(Lunch).....	1:19 - 1:49
5th Period .....	1:53 - 2:26
6th Period .....	2:30 - 3:03
7th Period .....	3:07 - 3:40

## 2018-2019 SCHOOL CALENDAR

THURS.	08/16/2018	District/Building Staff Meetings
FRI.	08/17/2018	District/Building Staff Meetings
MON.	08/20/2018	First Day for Students
MON.	09/03/2018	Labor Day – No School
TUES.	09/04/2018	Professional Development – No School
MON.	10/08/2018	Professional Development – No School
MON.	11/19/2018	Professional Development – No School
		Parent-Teacher Conferences - After School
TUE.	11/20/2018	Parent-Teacher Conferences - No School
WED.	11/21/2018 through	
FRI.	11/23/2018	Thanksgiving Break - No School
FRI.	12/21/2018 through	
WED.	01/02/2019	Christmas Break - No School
MON.	01/21/2019	Martin Luther King Day - No School
MON.	02/18/2019	President's Day - No School (Make-up Day, if necessary)
MON.	03/18/2019 through	
FRI.	03/22/2019	Spring Break - No School
FRI.	04/19/2019	Good Friday - No School
MON.	04/22/2019	Professional Development – No School (Make-up Day, if necessary)
FRI.	05/24/2019	Last Day for Students
SUN.	05/26/2019	Graduation

### NINE WEEK GRADING PERIODS

FRI.	10/19/2018	End of 1st 9 Weeks
THURS.	12/20/2018	End of 2nd 9 Weeks
FRI.	03/08/2019	End of 3rd 9 Weeks
FRI.	05/24/2019	End of 4th 9 Weeks

### MAKE UP DAYS (IF NECESSARY):

February 18, 2019; April 22, 2019; May 28, 2019; May 29, 2019, May 30, 2019