

Van Buren High School



Student Handbook

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***ALL PAGES MUST REMAIN
Attached to your Agenda for
Hallway Passports to be valid.
This agenda belongs to:***

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student No. _____

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---WEATHER ANNOUNCEMENTS/EMERGENCIES

In the event that we experience severe weather or an emergency situation the following news agencies will be contacted to broadcast any announcements: WFIN/1330 AM; WKXA/100.5; WVBI/96.7; or WPFX/107.7; WTTF/1600; WCKY/103.7; WBUK/106.3 and local television stations.

Parents and students should not call the school for information. As soon as a decision is made, the above mentioned news agencies will be contacted

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PREFACE

The Board of Education, in compliance with state law, shall provide for the education of all residents of school age. The schools shall abide by all the legal rights guaranteed to students. Each student has a right to all educational resources necessary to operate an instructional and extracurricular program.

Students in this school system have the responsibility to act in such a way as not to interfere with the rights of others who possess the same educational opportunity. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs.

Effective discipline is an important and necessary prerequisite for effective learning. The intent of rules and regulations is to create a positive educational environment which holds young adults accountable for their behavior and teaches them to live with the consequences of their decisions. The administration of the school shall establish rules and regulations that will

produce the best possible educational atmosphere and teach students that they are responsible for their behavior. The educational objectives of these rules and regulations are to develop mature and responsible citizens and to assist the student in achieving maximum academic achievement.

---This handbook adopted by the Van Buren Board of Education on May 13, 2010

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to change in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June. If you have questions or would like more information about a specific issue or document, contact the principal or access the document on the district website: www.vbschools.net.

---RESIDENCY

Ohio law requires all non-tuition Van Buren students that attend Van Buren High School to reside within the prescribed boundaries of the district.

---STUDENT RECORDS

Notify Us – Since the school is required by law to know why students are not in school, parents shall call the school office at 299-3384 before 8:30 AM, when an absence is necessary. If you fail to notify us, the school will make every attempt to notify you or your designee of the absence. Parents shall provide the school with a home phone number, work number, cell number, or a designee to enable us to comply with Ohio State Law.

During the school year various types of information are mailed to the parents/guardians of students. Also, the need sometimes arises to notify parents in case of an emergency. Therefore, the school requires the filing of an Emergency Procedure Card with the office within the first week of each new school year.

Changes in address or phone numbers during the school year shall be made as soon as possible at the High School and Middle School office so that records may be updated.

---STUDENT STATUS

Students must be enrolled in a minimum of six (6) credits per year to be considered a full-time student eligible for participation in co- and/or extracurricular activities.

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---ATTENDANCE POLICIES

We believe that the entire educational process requires a regular continuity of instruction, classroom participation, learning experience, and study in order to reach the optimum educational benefits for each student. This philosophy lies behind our established attendance policy, which limits high school students to a maximum of seven (7) absences from class per semester. Students exceeding seven (7) class period absences during a semester are subject to the possibility of losing credit(s) for any course(s) in which the absence policy is exceeded.

Students returning from an absence or requesting to leave during the school day must report to the office prior to going to their locker or classroom with a parent note indicating the date(s) of absence, reason and if leaving, time to be dismissed.

Absences will be recorded as excused if a note is received, signed by the student's parent/guardian, and the stated reason for the absence is within the following five (5) categories:

1. Personal illness and/or medical appointments.
2. Severe illness in the immediate family.
3. Death in the family.
4. Religious observances.
5. Other legitimate reasons which receive **prior** approval of the principal, **including necessary trips with parents.**

Student excuses which fall within these five (5) categories will be marked "excused" while all others will be marked "unexcused" at the High School and Middle School office prior to the start of school on the day following an absence. Students failing to provide a written note within (2) days of an absence will be considered unexcused or truant and are subject to possible disciplinary action.

Those notes marked “excused” will be exchanged for an excused absence form which is to be shown to each classroom teacher. Classroom teachers will honor the form and permit makeup work. All notes and/or excuses marked “unexcused” will not be honored and no credit will be granted for makeup work.

Consequences for unexcused absences will be as follows: First unexcused absence, one (1) Detention; second unexcused absence, Saturday School; third and subsequent unexcused absences will be grounds for suspension.

When any student exceeds seven (7) class periods of absence in at least one of his/her assigned classes, and Administrative Review will be requested, and the student may lose credit for the course(s). It should be understood that the seven (7) class periods of absence permitted are only for times when a student is unable or incapable of attending school due to the five (5) categories stated earlier.

Administrative reviews will be conducted upon request of the building principal and/or counselor. The administrative review panel will consist of the guidance counselor, one teacher, and the building principal. The principal will be responsible for the final decision.

Field trips, pre-approved College Days, contests, and all other school sponsored activities which would require students to be out of class are exempted from the seven (7) class period limitation.

All other absences that are not specifically provided for must be judged individually. The school attempts to cooperate with the parents when conditions are beyond their control. For example: doctor and dentist appointments, court appearances, family vacation, etc.

1. Doctor’s appointments – a student will be excused to keep a doctor’s appointment provided that the student presents the attendance officer with a note signed by a parent/guardian before school starts, requesting the student be dismissed and that the student provides a written slip from the doctor’s office upon his/her return to the school from the appointment. If no slip is provided, the student will be marked unexcused.

2. Pre-Approved Absence – Students who plan to be absent or go on vacation with one or both parents during the school year will be excused upon completion of the **Pre-Approved Absence** Form unless the absences exceed the attendance policy. Students should contact the office and complete the necessary paper work one week **PRIOR** to leaving. A student returning from vacation shall present a parent signed note upon their return to school, and all assignments are due the day the student returns to school. These days will count toward the seven (7) class period limit.
3. College visitations – (must be used before May 1) seniors will be provided two (2) days for college visitation provided that they obtain a permission slip **in advance** from the guidance counselor. These days are not counted as an absence. Juniors are allowed one (1) day for college visitation with the same regulations. Juniors and seniors who have exceeded our high school attendance policy will not be permitted to take advantage of this privilege without the specific permission from the principal.
4. Driver license examinations – only one half (1/2) day will be excused.
5. Job interviews – excused absences must meet the following criteria:
 - a. Prior approval obtained from the office at least three (3) days prior to interview appointment.
 - b. Written verification from the prospective employer indicating the student has an appointment for a structured interview or test which can occur only during school hours.
 - c. A maximum of one half (1/2) day will be excused.

---ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

Students **MUST** be in attendance at school a minimum of five (5) full periods in order to attend or participate in any extracurricular practices or events on that school day. Exceptions to this rule may be made **in advance** by the building principal under extraordinary circumstances.

---EXCESSIVE TARDIES

Students arriving late for school must report directly to the High School and Middle School office for a pass to enter class.

Any student who is tardy to school, or class: three (3) times during a nine-week period will be given one (1) detention; after a total of six (6) tardies during a nine-week period, a Saturday School Detention will be assigned; after a total of nine (9) tardies during a nine-week period, a suspension will occur.

---TRUANCY POLICY

When a student is absent from school, class, study hall or other assignment without the prior knowledge or permission of his/her parent or school, he/she is truant. Truancy is a serious offense and subject to severe penalty. The penalty for truancy is detention, suspension, or expulsion.

Step 1 – First Truancy

The parents shall be contacted by the school and a conference may be held with the principal. Disciplinary action will be taken and the student shall be referred to the appropriate person for counseling. The offense may be reported to the County Attendance Officer.

Step II – Additional Truancies

The student may be suspended up to a maximum of ten (10) school days in or out of school, at the discretion of the principal. The student shall be referred to the appropriate person for further counseling. A recommendation for expulsion and/or referral to the County Attendance Officer may be issued.

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---SICKNESS OR INJURY WHILE AT SCHOOL

Students are required to report to the High School and Middle School office when you become ill or sustain an injury while at school. For safety reasons, students are to make calls on this issue ONLY from the High School and Middle School Office.

---MEDICATION

Students who bring prescription/non-prescription medicine to school must register it with the principal. The attending physician and parent/guardian must have completed a consent form before the medicine may be administered at school. Medications must be sent to school in its original packaging for verification of student name and/or dosage.

---STUDENTS LEAVING THE BUILDING

Students are **NOT permitted** to leave the building even at the request of or with the permission of a teacher, without the approval of the building principal or administrative assistant. Students must sign out using the appropriate form located in the High School and Middle School office.

---SCHOOL BUS PROCEDURES

School bus transportation is a privilege which can only be offered to responsible students. All bus students will comply with the fourteen (14) cardinal rules at all times. These rules are intended to set the standards for proper bus behavior. This is not an all-inclusive list.

Cardinal Rules

1. Students shall arrive at their "Safe Place" before the bus is scheduled to arrive. The driver will operate on an approved bus schedule and shall wait for students *only* if ahead of schedule.
2. A student's behavior at the "Safe Place" must not threaten life, limb, or property of any individual.
3. On entering the bus, students must go directly to his/her assigned seats.
4. Students must remain seated, keeping aisles and exits clear.
5. Students must observe classroom conduct and obey the driver promptly and respectfully.
6. Students must not use profane language.
7. Students must not eat or drink on the bus.
8. Students must not use tobacco on the bus.
9. Students must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
10. Students must not throw or pass objects on, from, into the bus.
11. Students may carry on the bus only objects that can be held in their laps.
12. Students will only be dropped off and picked up at their "Safe Place" unless they have parental and administrative authorization to do otherwise.
13. Students must not put head or arms out of the bus windows.
14. Cell phones or other communicative devices shall not be used on school transportation vehicles.

School bus drivers will execute disciplinary procedures necessary to maintain order and safety aboard the busses. However, when student behavior is

deemed so inappropriate by the driver that it creates a threat to order and safety, a formal procedure will be implemented.

First Offense

A written incident report will be submitted to the appropriate school principal. This report will be filed in the student's file. A copy of the notice may be mailed to the student's parent or guardian along with a letter from the building principal. A conference attended by the student, parent or guardian, and driver may be called at the discretion of the principal.

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Second Offense

The student's seat may be reassigned by the driver. A telephone contact will be made by the driver to the student's parent or guardian. A record of the telephone contact, including time and date of the call, will be recorded on the bus incident report, which will become part of the student's file. Bus riding privileges may be curtailed for a period prescribed by the principal, along with other disciplinary measures including detention, suspension (in or out-of-school), and/or expulsion.

Third and Subsequent Offenses

Bus riding privileges curtailed as prescribed by the building principal. Other school disciplinary actions including detention, suspension (in or out-of-school), Saturday School, and/or expulsion may result.

---VEHICLE AND MOTORCYCLE REGISTRATION

Students driving to school who park their motor vehicles on school property must have them registered with the school.

Those students not complying with this regulation will be denied parking privileges on school property, and could be subject to disciplinary action.

---SCHOOL PARKING REGULATIONS

1. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Fines, removal of driving privileges, towing of vehicles and/or other disciplinary action may occur.

2. All automobiles parked on school grounds must be registered with the High School office. When the vehicle is registered, a parking permit will be issued. This permit **MUST** be displayed on the vehicle rear view mirror when parked in the school parking lot. One (1) permit will be provided free upon registration. Additional/replacement permits will cost \$5.00.
3. Parking is strictly limited to the designated student parking areas. Faculty and visitor parking are marked accordingly. Fines will be issued for unregistered vehicles and for vehicles not parked properly.
4. All student drivers must be licensed and covered by insurance. The school is **NOT** responsible for the automobile or its contents.
5. Students shall not loiter in the parking area. Students will not be permitted in any vehicle during regular school hours without permission from the administration.
6. Student vehicles may be subject to search if there are reasonable grounds.
7. Vehicles will be appropriately parked on arrival, one space per vehicle in appropriate areas. Parking lot speed shall not exceed 15 miles per hour. Reckless and/or irresponsible operation of vehicles is prohibited.

---STUDY HALL POLICIES

Study Halls are to be used for **STUDY PURPOSES**. Students should take necessary materials with them. Students are not allowed to go to their lockers during Study Hall.

Students are permitted to go to another teacher only when they have a request form that teacher which has been secured **BEFORE** the study period. No one will be allowed to leave study hall to obtain an excuse.

Students who arrive after the period begins may not leave even with an excuse from another teacher. Excuses are to be given to the teacher after everyone is seated, quiet, and attendance has been taken.

---COURSE FEES

Students are required to pay fees in some courses. The fee money is used to pay for materials used by the students in those courses. Students having financial concerns should discuss the matter with their principal.

---TEXTBOOKS

Textbooks are furnished by the Board of Education for the student's use. The student is permitted to use these textbooks free of charge provided the books are in the same condition (less ordinary wear) at the end of the school year as they were when issued. Each student will be held strictly responsible for any damage or undue wear inflicted upon the book while in his/her possession. **The Board of Education cannot be responsible for lost or stolen textbooks.**

Books are distributed by the course teacher at the beginning of school. Each student should place his or her name on the book label immediately when it is assigned. Charges for damages or the misuse of textbooks will be assessed to the student responsible. All books are turned in to the course teacher at the end of the school year. Any student not returning a book will be charged the replacement cost of the book.

---LOST AND FOUND

Any articles lost should be reported to the office and any articles found should be turned in to the office. Reporting lost or found articles should be done as soon as possible in order that recovery might be made quickly. Lost and found items will be discarded or donated to a local non-profit organization at the end of each semester.

---LOCKERS

All students will be assigned a hall locker and are responsible for seeing that it is cared for properly. Students must use the locker assigned to them. Switching/sharing of lockers is prohibited unless permitted by the principal. Students are not to make any permanent markings or place materials on locker which cannot be removed completely from their lockers. The lockers remain the property of the school and the school reserves the right to inspect lockers and any contents of the lockers, and to remove anything contrary to school rules or detrimental to the school, with disciplinary action taken as necessary.

The school does not assume responsibility for articles taken from the locker. Items that are not school related should be left at home.

---ASSEMBLIES

Periodically throughout the school year assembly programs will be presented. Always remember those presenting programs are our guests. Be a courteous audience. If there is a reason for you to be excused from the program, contact the principal.

---STUDENTS BEFORE AND AFTER SCHOOL

Students who arrive prior to the 7:50 AM bell must enter the building and report immediately to the cafeteria. Students will be permitted in the hallways at the start of the school day by bell at 7:50 AM.

At the end of each school day, students should leave school grounds by 3:20 p.m. Students in the building or on school grounds after 3:20 p.m. must be directly involved with a school related activity (i.e. athletic participation, music participation, observing a game or performance, teacher request, club meetings, etc.).

Students are not to be in the school building before or after school hours unless they have school approved supervision.

---INTERIM REPORTS

At the mid-point of each quarter, teachers will report an interim grade for each course. This report is used in Athletic Eligibility for the remainder of the quarter. Students may lose eligibility at Interim Report Time, but cannot regain eligibility lost for a nine-week period due to Ohio High School Athletic Association rules. Refer to school calendar located in the student handbook for dates of Interim Reports. (These dates are subject to change due to school delays or cancellations.)

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---DISASTER PROCEDURES

FIRE

A series of B-E-E-P-S will sound in the event of a fire. Students should follow the instructions posted and/or of the teacher in charge. Absolute order must be maintained. A quick, quiet dismissal is desired.

TORNADO/WIND/STORM

Students should follow the directions of the teacher in charge. The signal of impending bad weather will be an announcement over the public address system.

---CAFETERIA/LUNCH PERIODS

Van Buren operates a “closed” lunch policy. This means that students are not allowed to leave the building to eat lunch. Additionally, all foods and drinks must be consumed in the cafeteria area.

Hot lunches are provided for each student in the cafeteria during lunch periods for a nominal fee. Lunches may be purchased by the day or the week. Students may add credit to their PIN account as they move through the lunch line with cash or check. **Charging lunches will not be permitted.** There is to be no food or drink brought to the school from commercial establishments during the lunch periods and all foods must be eaten in the cafeteria. No pop may be purchased in the cafeteria during lunch.

The following cafeteria rules apply to students:

1. Students will eat in an orderly and respectful manner.
2. Upon completion of their meals, students will deposit trash in the nearest refuse container.
3. Students will then return to their original seat.
4. Students are responsible for the cleanliness of the area where they are seated.
5. Students will be dismissed at the signal of the monitor, and depart in an orderly fashion.
6. Students must receive a pass from the designated lunchroom supervisor before leaving the cafeteria area.

Application for *Free and Reduced Lunches* may be obtained in the High School / Middle School office.

---COMPUTER LAB GUIDELINES

You may go to the library computer lab during your study hall if you have school work requiring the use of a computer. You must have a pass from a teacher to get into the lab. Failure to sign in to the computer lab will result in loss of computer lab privileges.

Make sure you have all of your materials before you go to the computer lab. At the end of the period, be sure to log off of the computer where you are sitting.

The lab will be unavailable for individual students if a teacher has reserved the lab for his/her class. However, there may be computers available in the library during these times – check with the librarian.

---LIBRARY/MEDIA GUIDELINES

Van Buren's Library/Media Center is a facility maintained to help students find material needed for class assignments and to provide books for recreational reading. These specific guidelines must be followed:

1. Students may use the library during their scheduled study halls. However, the library is not a study hall. Students using the library as an alternative to study hall will be sent back to their scheduled study hall. Students may use the library to look up information in library materials or check out library books. Other reasons to use the library require a teacher's pass.

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2. Students should report directly to study hall for attendance. A list of students needing to use the library will be sent to the library from study hall.
3. The librarian reserves the right to limit the number of students in the library. Generally, there is a limit of fifteen (15) students. If, for any reason, a student needs to use the library and can not get to the library before the limit is reached, see the librarian for special arrangements.
4. Students must follow specific library rules and procedures posted in the library. Anyone abusing library rules will lose his/her privileges for a period of time determined by the librarian.
5. Most library materials are issued for two (2) weeks and may be renewed. A reasonable number of books may be checked out unless a student consistently has overdue material.
6. A limit of one book will then be imposed on that student.
7. Lost books must be paid for and any accumulated fines paid before grade cards are issued.
8. Students are to return reference books and magazines to the shelves or book cart, return computer programs to the librarian, and put chairs and tables in order before leaving the library. The library facility must be respected at all times.

---EXTRACURRICULAR ELIGIBILITY

The administration determines if a student, for academic reasons, is eligible to participate in school sponsored extracurricular events. The grades earned by the student upon his/her nine weeks grade report as well as the interim reports issued four (4) times a school year will be used to determine eligibility.

To be eligible during any grading period, a pupil in grades 9-12 must have been in school and received a 1.25 GPA for that grading period to participate in extracurricular activities. Additionally, the student must have earned a minimum of five (5) credits per year toward graduation to be eligible for athletic participation.

A pupil must have maintained passing grades as stated above from the beginning of the grading period up to the end of the week preceding that in which the contest occurs. No special recitations or tests or other considerations are to be given for the purpose of making a pupil eligible. **When dropping a class, students should ensure that doing so does not endanger their athletic eligibility.**

---STUDY TABLE POLICY

A student passing at least five (5) credits, but falling below a 1.25 GPA has the opportunity to regain eligibility by attending a supervised "Study Table" for 100 minutes per week. For more information on this, contact the Counselor or Athletic Director.

---WORK PERMITS

Ohio Revised Code requires that students age 16 or 17 obtain a work permit when working during the school year. Students ages 14 or 15 are required to obtain a work permit for all employment, year round. An application for a permit may be secured from the High School and Middle School office. Applicants must have a physical which will be given by the student's physician (athletic physicals on file with the school may be used) and a copy of their birth certificate. Any time a student changes employers, a new work permit must be obtained.

---TRIPS BY STUDENT GROUPS

In general, commercial busses or school busses will be engaged to transport students to and from school sponsored activities in which students are participating. These busses will be under faculty supervision, direction, and control. Students belonging to a group being transported will ride in the assigned bus to and from the destination of the group. No exceptions will be made in this requirement without the specific approval of the principal and then only upon a request made by the parent of a student. For students to participate in a field trip, they must have an Annual Field Trip Permission Form completed, signed by the parent/guardian, and on file in the office.

---TELEPHONES

Students **must** use the office phone during the school day if an illness or emergency exists.

There is no educational purpose to possess a cell phone during the school day; however, the administration understands the convenience of students using cell phones during non-school hours. With this being said, students may possess a cell phone or any non-school issued communicative devices during the school day, but it must remain turned off during the entire school day (7:45 AM – 3:10 PM) and out-of-sight. If these devices are heard, observed, turned on or reported as being used, they will be confiscated and brought to the office.

On the first offense the confiscated non-school issued communicative devices will be held by the principal until the student's parent comes to the office and claims the cell phone. On the second and subsequent offenses the non-school issued communicative device will be kept in the office until the student is issued a three day suspension.

---SCHOOL EVENT SCHEDULING

Any organization or student who desires to place an event on the school calendar must check with the Principal so conflicts may be avoided. An Application for Use of Facilities form must be completed and approved by required parties before the event is permitted. This procedure **MUST** be followed without exception.

---VISITORS TO THE BUILDING

Visitors, such as parents, student teachers, and others who have an interest in education, are always welcome to visit Van Buren High School and Middle School. Immediately upon entering the building all visitors must sign in and obtain a **Visitor Pass** from the office.

Visitors such as friends or students from other schools are not permitted on school property during school hours. **This means that students are not allowed to bring guests.**

---RESPONSIBILITY FOR STUDENT CONTROL

Teachers are responsible for order, attention and deportment of their assigned pupils and any other pupils of their school. All teachers share responsibility for maintaining student control at all times.

---MILLSTREAM CAREER & TECH CENTER

Students participating in programs associated with the Findlay City Schools must comply with the rules and regulations of Van Buren High School and Findlay City Schools. Van Buren Schools and Findlay City Schools have a cooperative relationship regarding student discipline.

---EDUCATIONAL OPTIONS

Post-Secondary Options Program - If you are a ninth through twelfth grade student, the Post-Secondary Enrollment Options Program provides you with an opportunity to take classes at eligible Post-Secondary institutions. These institutions include community colleges, Post-Secondary vocational technical institutions, state universities, and many private colleges and universities.

Flex Credit Program - The credit flexibility initiative is part of a statewide effort to increase learning and engagement and to help students graduate ready for success in college and careers. In addition to earning credit by successfully

completing traditional courses, the credit flexibility program provides new options for students.

Students interested in these or other educational options should contact our school guidance counselor.

**All seniors are required to complete their senior passports for graduation as required through their Senior English class. Students taking English somewhere else are still responsible to complete the requirements and need to see Mr. Bratt in early April at the latest to get this information to complete a senior passport.*

---ONLINE AND CORRESPONDENCE COURSES

Students will be allowed to enroll in online courses or correspondence courses only when making up previously failed courses. A maximum of 4 correspondence credits will be accepted towards graduation for makeup work. Others may be accepted in the event of scheduling conflicts as approved by the principal and/or guidance counselor. No more than 1 correspondence credit will be accepted towards graduation from a subject area.

There is no limit to the credits that will be accepted towards graduation when done through summer school courses where attendance is required. All correspondence credit work final grades must be received by the guidance office by May 1 to be eligible to participate in graduation, unless approved by the principal and/or guidance counselor.

---EIGHTEEN YEAR OLD STUDENTS

Eighteen year old students must comply with the rules and regulations of Van Buren School.

---SEARCH AND SEIZURE

The following rules shall apply to the search of school property assigned to a specific student and to the seizure of items in the student's possession, including their locker or vehicle:

School Property

1. General searches of school property may be conducted at any time by school authorities when there are reasonable grounds to believe the

welfare and/or safety of a student, the student body, or the school community maybe in jeopardy or compromised.

2. When it appears reasonably necessary to prevent immediate harm, either to a student himself or to others, a student, like any other citizen, may be questioned or searched. Any search of a person shall be done in private.
3. There shall be reasonable cause for school authorities to believe that possession of certain items constitutes a rule violation or a crime.
4. Lockers are the property of the Board of Education and students are assigned lockers for storage of items. The school retains the right to check lockers, and students should have no expectation of privacy.
5. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities and the student and parents involved shall be notified of disciplinary action taken.
6. Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.

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Non-School Property

Efforts will be made to have the student or parent present before searching non-school property. Students are not to bring radios, tape players, pagers, cameras, or any electronic devices to school. These items, if not used for educational purposes, are subject to confiscation and search.

Backpacks, duffle bags, and similar devices will not be permitted in the classroom without the expressed permission of the building principal. A purse or bag large enough to accommodate the student's history book is considered a book bag and may not be carried throughout the school day. Physical education classes will be an exception to this rule.

---SURVEILLANCE CAMERAS

Cameras may be used throughout our school building, grounds and transportation vehicles to monitor student behavior and activity. Information from these devices may be used for verification and determination of violation of school rules. Images captured on school surveillance cameras are and will remain confidential.

---SCHOOL DRESS CODE

The attire and grooming of students attending Van Buren High School and Middle School shall be such that it insures the health, welfare, and safety of the student body and enhance the positive image of our students and school. Any form of dress or grooming that detracts or disrupts the expected orderly educational process is unacceptable. The following are in this category:

- Garments with words, designs, or patches that are obscene, disrespectful or suggestive. Those which refer to sex, alcohol, tobacco, or drugs (including advertisements of alcohol, tobacco or drugs) are also included in this category.
- Clothing that is dirty, ripped, excessively frayed or altered to promote a sloppy look.
- Clothing that is tight fitting such as spandex, tights or yoga pants shall not be worn as outer clothing.
- Clothing that exposes the midriff, cleavage, and/or backless attire. Shirts must reach to the top of pants/skirts, etc. while in a seated position. Shirts/tops should be worn so that no cleavage is visible.
- Clothing normally worn as outer clothing (jackets and/or coats) is unacceptable attire for classrooms. Exceptions to this policy can be made by the classroom teacher and/or principal.
- Hats, head coverings and sunglasses are unacceptable attire in the building.
- Sleepwear/pajamas or slippers are unacceptable attire in the building.
- Clothing shall be hemmed and mended, free of holes, slashes and tears.
- Tank tops, or other shirts not complying with school dress code may be worn only under shirts that do comply with the dress code. Shirts containing less than a three (3) inch band from collar to shoulder will be considered unacceptable.
- All shorts, skirts, dresses, etc. shall be at least mid-thigh length or longer. Shorts, skirts, dresses, etc. that are "slit" above mid-thigh are also unacceptable. Mid-thigh length is defined as the midpoint of the area from the top of the inseam to the top of the knee.

- Spirit Day attire is restricted to the designated theme.

Final decisions regarding appropriate dress will be under the jurisdiction of the building principal.

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If a student's attire is deemed inappropriate the following procedure will occur:

1. Student will be sent to the office.
2. Student will be asked to alter his/her attire, if possible to meet the Dress Code (first offense). If Dress Code standards cannot be met, then:
3. Student will be given the opportunity to change into attire that meets the Dress Code. (Time away from class will be unexcused.) and/or
4. Student will be given the opportunity to call someone to bring acceptable attire. (Time away from class will be unexcused.) and/or
5. Student will remain in the office until he/she meets the Dress Code. (Time away from class will be unexcused.)

---HALLWAY DECORUM

While students are under the direct supervision of individual teachers in the classroom, they are supervised by all personnel in the hallways. Students turned in to the principal for improper hallway decorum including, but not limited to, pushing, running, improper language, yelling or otherwise being disruptive are subject to disciplinary action.

---HALLWAY PASSES

Students are required to have the Agenda/Planner with them at all times. Students are required to have a properly completed, and teacher assigned Hallway Passport to be in the halls or in a non-scheduled area during class time. Students in the halls without their Hallway Passport are subject to an Administrative Detention for first offenses.

---ACADEMIC HONORS

An HONOR ROLL will be published after each grading period. This is to recognize students in grades 6 through 12 who have earned a minimum of all B's in their academic courses. The balance of a C with an A is not permitted.

National Honor Society – Information on the application and acceptance to the National Honor Society (NHS) may be found on our school’s web page.

---FINAL EXAM PROCEDURE

Exams will be given at the end of each semester. All students are required to take first semester exams. Seniors are exempt from second semester exams unless they are failing the course(s).

The procedure for early dismissals during final exams for high school students will be as follows: **With parental permission received one week prior to the start of final exams**, high school students may report each day for their first exam of the day and remain in school until their last exam period of the day is completed, at which time, with parental permission, they may sign out in the high school office. **Important:** Students will not be permitted to come to school for an exam, leave school and then return to take an exam scheduled later in the day. Once a student is here for exams, he/she will stay until his/her last exam period of the day is completed. Students leaving the building during the school day will not be permitted to re-enter to take an exam scheduled later in the day. Students not in exams must report to study hall.

---FINAL EXAM EXEMPTION PROCEDURES

To encourage high school students to maintain or strive for “A” achievement levels throughout all four quarters (especially the third and fourth quarters), the following procedures for High School Final Exam exemption will be used.

- All students will take their first semester examinations.
- Second semester “Final” examinations will be given to students in the following manner:
- All freshmen will take their assigned final examinations.

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- Sophomores may drop up to two examinations in the classes where they earned an “A” in all four quarters and on the semester exam.
- Juniors may drop up to three of their examinations in the classes where they earned an “A” in all four quarters and on the semester exam.
- Seniors are not required to take final examinations unless they are receiving a failing grade in a course needed for graduation.

---ACADEMIC HONESTY

Academic standards are seriously undermined by cheating, plagiarism, and unauthorized copying of class work. Plagiarism and unauthorized copying of class work are considered cheating. Any type of cheating, or the strong suspicion of cheating, will result in discipline according to the steps below. In regards to plagiarism, the school reserves the right to use electronic services (i.e. Internet services) to evaluate student(s)' work.

The following policy shall be implemented by the teacher when a student has been dishonest or cheated on a test, quiz, exam, or report.

First Offense:

1. Notify parents in writing (school form)
2. No credit for work
3. Notify principal
4. Notify counselor (counselor referral)
5. One day in-school suspension (principal's discretion)

Second Offense:

1. No credit for work
2. Notify parents in writing (school form)
3. Notify principal
4. Notify counselor (counselor referral)
5. Three days in-school suspension (principal's discretion)

Third Offense:

1. No credit for work (if in same class, loss of credit for course)
2. Notify parents in writing (school form)
3. Notify principal
4. Notify counselor (counselor referral)
5. Three days of out-of-school suspension (principal's discretion)

---STUDENT DISCIPLINE CODE

A school cannot reasonably and efficiently operate without reasonable rules and responsible students. It is the student's responsibility to exercise self-discipline and to accept responsibility for his/her actions.

This discipline code applies to all Van Buren Local School property, the property of employees of Van Buren Local School and related activities both as school and away from school.

This code does not define all types of aspects of student behavior. Any conduct which causes an interference with any school function, activity or purpose, or that which interferes with the health, safety or well-being or the rights of other students or with the staff is prohibited and may result in disciplinary action as outlined within this code.

Violation of any one or more of the following rules of conduct may result in disciplinary action. What will specifically happen to a violator will depend on the violator himself/herself and the severity of the offense. Therefore, Van Buren High School and Middle School is not limited to specific or set disciplinary actions.

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The following constitutes a list of possible disciplinary actions; however, it is not necessarily all-inclusive. They are set forth in degree of severity.

1. Warned and advised
2. Teacher assigned detention
3. Parent notification
4. Conference with parents
5. Administrative detention (1 hour)
6. Referral to helping agency
7. Suspension from a specific class
8. Withdrawal from a specific class with no credit
9. Saturday School Detention
10. Saturday School-Suspension
11. In-school Suspension
12. Alternative Opportunity Center (A.O.C.)
13. Out-of-school Suspension (one to ten days)
14. Referral to juvenile court
15. Withdrawal of student under Van Buren's "18 yr. old policy"
16. Expulsion from school

Due process will be afforded to students who are given discipline in accordance with items 10, 11, 12, 13 and 16.

A. Disruption of School

A student shall not, by use of violence, force, coercion, threat, harassment, disrespect,
insubordination, horseplay, or lack of cooperation, cause disruption or obstruction to the

educational process, including all curricular and extracurricular activities. This would also include the failure to report such knowledge to the principal. (Detention to expulsion)

B. Damage to/Loss of School Property

A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment or materials. A student shall be responsible for any loss of school property placed in his/her care. (Suspension to expulsion and payment for repair/replacement)

C. Damage to Private Property

A student shall not cause, incite, or attempt to cause damage to private property on school premises or at any school activity, on or off school grounds. (Detention to expulsion and payment for repair/replacement)

D. Assault and/or Hazing

A student shall not cause mental or physical harm, or behave in such a manner which could threaten to cause physical injury to school staff, other students, or other persons, while under the jurisdiction of the school. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. (Detention to expulsion)

E. Dangerous Weapons and Instruments

A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence. This includes firecrackers, smoke bombs, knives, lighters, etc. (Suspension to expulsion)

F. Use/Possession of Tobacco

A student shall not use or possess tobacco or look-alike substance, in any form – including, but not limited to snuff, chewing tobacco or cigarette(s) – within the school building, on school property, or at school events. (Suspension to expulsion)

G. Narcotics, Alcoholic Beverages, Stimulant Drugs, and Inhalants

A student shall not possess, sell, transmit, use or have used, any narcotic drug, hallucinogenic

drugs, amphetamine, barbiturate, marijuana, caffeine pill, stimulants, alcoholic beverage, drug paraphernalia, inhalants, or any other mind altering substance within any school building, on school property, or while participating in/or attending school or school sponsored activities. A student shall not use, possess, distribute, sell, or package counterfeit drugs (look-alikes).

A counterfeit controlled substance is defined as:

1. Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark without authorization of the owner.
2. Any substance that is represented as a controlled substance.
3. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance. (Suspension to expulsion)
4. Students selling/trafficking any items mentioned in Section G (above) are subject to expulsion.

A student shall not possess, distribute, sell, give away or package prescription drugs, over the counter drugs, or health care supplements without proper medical forms completed and on file in the office.

H. Theft/Unauthorized Possession

A student shall not take, or attempt to take into possession the public property/equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. (Suspension to expulsion)

I. Fighting

A student shall not initiate or participate in any form of physical confrontation. If it can be clearly established that a student in a fight was merely defending himself/herself, he/she will receive a lesser penalty or no penalty, depending on the circumstances. (Suspension to expulsion)

J. Frightening, Degrading, or Disgraceful Acts, Speech Against Diversity, Harassment

From Board of Education Policy 5517.01: Harassment, intimidation, or bullying behavior by any student/school personnel in the Van Buren Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including

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

A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel. (Detention to expulsion)

The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, e-mailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct.

Any of the infractions listed above may be reported to the appropriate law enforcement agencies. (Detention to expulsion)

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K. Insubordination

A student shall not disregard or refuse to obey reasonable directions given by school personnel. (Detention to expulsion)

L. School Transportation

All students shall cooperate with bus drivers and comply with basic safety regulations. (Loss of bus privileges, and possible detention to suspension)

M. Dress, Appearance, & Public Display of Affection

A student shall not dress or behave in such a manner which calls attention to him/her, causes a disruption or presents a safety or health problem. (Detention to suspension)

N. Truancy

See truancy policy, Page 3.

O. Excessive Absences and/or Tardiness

A student shall not be excessively absent or excessively tardy. (Attendance policy applies.)

P. Repeated Violations of Directions, Policies, Rules, etc.

A student shall not repeatedly fail to comply with directions, policies, rules, etc. of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school personnel, during any period of time when the student is properly under the authority of such school personnel. (Detention to expulsion)

Q. Altered or Forged Passes

A student shall not alter, forge, or use a fraudulent pass/excuse. (Detention to suspension)

R. Forgery/Cheating

It is expected that all students will be honest on all tests, assignments, etc. and no student will engage in the conduct of cheating or forging parental or school documents. Student work must be his or her own and any form of forgery is prohibited. Cheating may also result in loss of credit. (See Academic Honesty)

S. Leaving School Grounds

During school hours a student shall not leave the school building or school grounds without permission from the office. This includes leaving the building without signing out on the proper form located in the office. (Suspension)

T. Offensive Language and Obscene Gestures

A student shall not use offensive language and/or obscene gestures toward school staff, students or other persons. Offensive language and obscene gestures are defined as language or gestures commonly and customarily considered by a reasonable person in a school setting to be profane, vulgar, or disrespectful. (Detention to suspension)

U. Improper or Inappropriate Use of Computers or Technology

Computer use at Van Buren School is encouraged and made available to students for educational purposes. Students must realize that the use of district technology is a privilege, and observe the guidelines established for computer and technology use. Improper/Inappropriate use will result in

disciplinary action. The list of Improper/Inappropriate actions addressed in the Student Handbook section entitled, ***“Computer Technology and Networks Administrative Guidelines”*** is intended to make clear certain uses which are not consistent with school policy, not to exhaustively enumerate all such possible uses.

---BOARD POLICY REGARDING “SENIOR PRANKS” AT END OF YEAR

Group misbehavior by seniors toward the end of the school year, where the misbehavior is serious enough to merit suspension, expulsion, and/or referral to the legal authorities, and where the individual(s) responsible for the misbehavior cannot be determined, will result in an emergency

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meeting of the Board of Education to hear the facts and to consider appropriate disciplinary action, including the possibility of canceling the graduation ceremony.

Any individual senior determined to be guilty of the type of misbehavior described in the paragraph above will be subject to serious disciplinary action, including exclusion from participating in the graduation ceremonies.

---DUE PROCESS

Due process for suspension, expulsions, and removals will be in accordance with ORC Section 3313.66.

---PUBLICATION OF STUDENT IMAGES

Student images may appear in school publications. If parents wish that their child’s image not be used in this manner, please make a request to the building principal in writing.

---PUBLICATIONS

School publications such as the student newspaper, literary magazine, and yearbook are connected to the overall school program and are subject to editorial control by school administration. Non-school publications may be displayed or distributed at school only with the approval of the principal.

---COMPUTER TECHNOLOGY AND NETWORKS ADMINISTRATIVE GUIDELINES

Computer use at Van Buren Local School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware, software and data. The school also reserves the right to inspect, copy, and/or delete any files and records created or stored on school owned computers.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff and/or administrators.

1. Files **and e-mail** stored on school computers are restricted to school related assignments only. Students are prohibited from storing executable programs on any school computers.
2. Students shall not transmit threatening, obscene, harassing, defamatory, lewd, vulgar, profane, sexually explicit, or otherwise unacceptable language.
3. Students shall not damage or alter any hardware or software, or knowingly introduce a computer virus to any school computer or system.
4. Students shall not use or alter another person's password, files or directories. Students shall not copy, alter, or delete any files that they, themselves have not created.
5. All non-school software and diskettes must be checked for viruses and approved for use by a network administrator or teaching staff member before being used on any computer and are subject to inspection and approval of school personnel at any time.
6. Use of all telecommunications is restricted to school related projects and must be supervised by school personnel. Internet users have a signed Internet User Policy on file with the Technology Coordinator's office.
7. No student shall attempt to, or establish computer contact into school district restricted computer networks or any unauthorized files for records.

Penalties: The teacher and/or network administrator will determine the penalty to be applied. Building administrators may be involved.

First Offense - Up to a 9 week loss of computer privileges.

Second Offense - Up to 18 week loss of computer privileges.

Third Offense - Loss of computer privileges for remainder of year. At the beginning of next school year, computer privileges will be restored. Any violation in the new school year will count as a third offense.

Students receiving the loss of privileges penalty will have their passwords changed and/or have their user account otherwise disabled during the penalty period.

Teachers may request reinstatement of lost privileges for a student only for the purpose of completion of required assignments. A student reinstated under this provision must be supervised at all times.

Notification to parents may be made at any penalty level.

Grade Cards / Interim Reports / ProgressBook

ProgressBook is an online grade reporting system that allows student and parent access to grades and comments posted by our teachers. Since student and parent have 24/7 access to grades and comments posted by the student's teacher, the high school will no longer provide paper grade cards and/or interim reports unless specifically requested by a parent on a school produced request form. Teachers will still calculate and post nine week grades and interim reports on ProgressBook.

---Equal Education Opportunity

The Van Buren Local School District provides an equal educational opportunity for all students. Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Schools District's Compliance Officer: *Superintendent, 217 S. Main St., Van Buren, Ohio 45889, 419-299-3578.*

Complaints will be investigated in accordance with the procedures described in the board policies and administrative guidelines found on the school website (www.vbschools.net). Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Van Buren High School Problem-Solvers

Assemblies	Building Principal	(419) 299-3384 ext. 401
Athletics	Athletic Director	(419) 299-3384 ext 305
Attendance	Building Secretary	(419) 299-3384

Bussing / Transportation	Transportation Supervisor	(419) 299-3052
Change of Address	Building Secretary	(419) 299-3384
Class Schedule	Guidance Counselor	(419) 299-3384 ext 303
Credit Flex	Guidance Counselor	(419) 299-3384 ext 303
Discipline	Teacher / Building Principal	(419) 299-3384
Early Dismissal / Leaving School / Extended Absence from school	Building Secretary	(419) 299-3384
Free and Reduced Lunch	Building Secretary	(419) 299-3384
Harassment / Threats	Guidance Counselor / Principal	(419) 299-3384
Lockers	Building Secretary	(419) 299-3384
Lost and Found	Building Secretary	(419) 299-3384
Lunch Program / Lunch Payments	Cafeteria Supervisor	(419) 299-3384 ext 501
Medications	Building Secretary	(419) 299-3384
Report Card Grades	Teacher	(419) 299-3384
Standardize Testing	Guidance Counselor	(419) 299-3384 ext 303
Stolen Property	Building Principal	(419) 299-3384 ext 401
Textbooks	Teacher	(419) 299-3384
Use of Building / Facilities	Athletic Director	(419) 299-3384 ext 305
Work Permits	Building Secretary	(419) 299-3384

All current staff email addresses and phone numbers are available on our website.

www.vbschool.net

REGULAR SCHEDULE

Period 1	8:00 – 8:50
Period 2	8:53 – 9:33
Period 3	9:36 – 10:26
Period 4	10:29 – 11:19
Period 5	11:22 – 12:02
Period 6	12:05 – 12:45
Lunch 6	12:02 – 12:32
Period 7	12:35 – 1:15
Lunch 7	12:45 – 1:15
Period 8	1:18 – 2:08
Period 9	2:11 – 3:01

THREE HOUR DELAY

Period 1	11:00 – 11:31
Period 2	11:34 – 12:05
Period 3	12:08 – 12:39
Period 4	12:42 – 1:13
Lunch 6	1:16 – 1:46
Period 6	1:16 – 1:46
Period 7	1:49 – 2:19
Lunch 7	1:49 – 2:19
Period 5	2:22 – 2:53
Period 8	2:56 – 3:27
Period 9	3:30 – 4:01

**ACTIVITY MEETING
TWO HOUR DELAY**

Per 1	8:00 – 8:44
Per 2	8:47 – 9:26
(Activity)	9:26 – 9:56
Per 3	9:59 – 10:38
Per 4	10:41 – 11:20
Per 5	11:23 – 12:01
Per 6	12:05 – 12:45
Lunch	12:02 – 12:32
Per 7	12:35 – 1:15

Per 1	10:00 – 10:31
Per 2	10:34 – 11:05
Per 3	11:08 – 11:39
Per 4	11:42 – 12:13
Lunch	12:16 – 12:46
6	
Per 6	12:16 – 12:46
Per 7	12:49 – 1:19
Lunch	12:49 – 1:19
7	
Per 5	1:22 – 1:53

Lunch	12:45 – 1:15	Per 8	1:56 – 2:27
Per 8	1:18 – 2:08	Per 9	2:30 – 3:01
Per 9	2:11 – 3:01		

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**VAN BUREN LOCAL SCHOOL
2011- 2012**

August 24	Wednesday	First Day for Students
August 31-September 2	Wednesday-Friday	No School – Hancock County Fair
September 5	Monday	No School – Labor Day
September 15	Thursday	No School – In-Service Day
September 28	Wednesday	Interim for First Quarter
September 30	Friday	1:00 PM Dismissal (In-Service)
October 28	Friday	End of First Quarter
November 21 & 22	Monday & Tuesday	Parent/Teacher Conferences
<i>* No school for students Tuesday 11/22/11 through Friday 11/25/11</i>		
November 23, 24, 25	Wednesday-Friday	No School – Thanksgiving Vacation
November 30	Wednesday	Interim for Second Quarter
December 2	Friday	1:00 PM Dismissal (In-Service)
December 22-January 2	Thursday-Monday	Christmas Break
January 3	Tuesday	School Resumes
January 13	Friday	End of Second Quarter
January 16	Monday	No School - Martin Luther King, Jr. Day
February 15	Wednesday	Interim for Third Quarter
February 17	Friday	1:00 PM Dismissal – Teacher In-Service
February 20	Monday	No School – President’s Day

March 23	Friday	End of Third Quarter
April 5-9	Thursday-Monday	No School –
Spring Break		
April 25	Wednesday	Interim for Fourth Quarter
May 4	Friday	1:00 PM Dismissal – Teacher In-
Service		
May 27	Sunday	Graduation
May 28	Monday	No School – Memorial
Day		
May 30	Wednesday	Student’s Last Day – End of
Fourth		Quarter

Calamity / Weather Make-Up Days – May 31, June 1, 4,5,6

School Days with students in attendance	178
Parent/Teacher Conferences	2
Teacher Work Days	2
In-Service Days	1
Flex Day	1
	<hr/>
	184

9-Weeks Grading Period	Interim
Reports	
Aug. 24 – Oct. 28 = 43 Days	Wednesday,
September 28	
Oct. 31 – Jan. 13 = 43 Days	Wednesday,
November 30	
Jan. 17 – March 23 = 48 Days	Wednesday,
February 15	
March 26 – May 30 = 44 Days	Wednesday,
April 25	

Board Approved on 01-13-11

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SCHOOL ALERT

School Alert is to report any incidents that might negatively impact our school, students, or staff. It is not intended for emergencies.

(419) 421-8888

Van Buren Local School Code: 7240

**Hancock County
Toll-Free
Crisis Hotline**

1-888-936-7116

**Do you or someone you know need help, need to talk or feel stressed?
Please call 1-888-936-7116, available 24 hours a day, 7 days a week. This is a
toll-free crisis hotline number that will listen and help.**
