

# 2023 - 2024



## VERSAILLES HIGH SCHOOL

### STUDENT / PARENT HANDBOOK

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Principal

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### Core Values

**Students First** - All Students are valued and can learn

**Staff** - Positive Role Models who support all students in a safe environment

**Family** – Engaged, supportive, collaborative

**Community** – A positive partnership

**All** – Members of the school community demonstrate integrity, responsibility, and respect

### Vision

The Versailles EVSD will prepare and challenge students to succeed to their full potential by providing the best practices in education that will enable students to demonstrate integrity, responsibility, and respect while adapting to an ever-changing society.

### Mission Statement

The mission for the students, staff, family and community of the Versailles Exempted Village School District is to prepare, educate and challenge each student to demonstrate integrity, responsibility and respect in society.

Welcome to Versailles High School! We are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. With hard work, a strong commitment, simple courtesy, and proper behavior, the school year will be an enjoyable and successful one. We hope that Versailles' fine tradition, spirit, and pride will continue to be built upon. You, the student, are the most important ingredient to fulfill this hope. We expect you to conduct yourself in an appropriate manner at all times, and accept responsibility for your behavior and actions. This handbook provides you with the policies, rules, guidelines, consequences, and other information needed for expected behavior and academic success. Please take the time to become familiar with the important information in this Handbook.

All students/parents are responsible for the contents of this handbook. Please refer to all sections, as this booklet will state policies and procedures that are the responsibility of students in the high school. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not create a contract between the school and the student and/or parent, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. While every effort is made to ensure the accuracy of the information provided, the School reserves the right to make changes at any time without prior notice. Copies of current Board policies and administrative guidelines are available on the District's website.

## INDEX

Artificial Intelligence	19	Commencement	35-36
Absence, Excused/Unexcused	5-8	Correspondence Course Credits	9
Academic Misconduct	19	Course Offerings	8
Academic Requirements	8-13	Course Work Prior to 9th Grade	11
Academic Team	34	Credit Flexibility	10
Accidents and Insurance	26	Credit Recovery	10
Admin of Student Discpl Code	14	Daily Time Schedule	4
Alcohol and Drugs	15-16	Damage or Misuse of Property	18
Alma Mater	5	Dances	36-37
Animals	21	Detention	24
Appearance	21	Disrespect of Staff	20
Arriving and Departing School	22	Disruption of School	16
Art Club	34	Due Process	14
Assemblies	39	Duties of Pedestrians and Drivers	22
Athletics	32	Drama Club Productions	36
Band	34	Driving to School	27
Behavior Expectations	14	Dropping Classes	12
Bullying	14-15	Early Graduation	11
Care of School Property	29	Electronic Devices	21
Cafeteria Behavior	20	Eligibility	9
Cafeteria Lunch Policies	30	Emergency Medical Forms	28
Cheating	19	Epipens	27
Cheerleaders	32	Equal Opportunity	4
Class Organizations (officers)	34	Exchange Students	13
Classification for HS Students	9	Excused from Classes	29
Classroom and S. Hall Behavior	23	Expulsion	25
Clearing House Certification	11	Extra-Curricular Participation	31-32
Clubs and Other Student Org	31-35	Extremely Serious Offense	14-19
College Credit Plus	11-12	False Alarms	17
College Entrance Rec Courses	11	FFA	34

Field Trips	29-30	Retaking Courses	10
Fight Song	5	Riding inside or Outside Vehicle	28
Final Grade Calculations	9	Robotics	34
Fighting & Inappropriate Touching	14	Safety	26
Fire Drill	26	Salutatorian	36
Flowers/Balloons	39	Saturday School	24
Food & Drink	21	School Communication	5
Forgery	20	School Delays	4,32
French Club	34	School Fees	13
Future Teachers of America	34	Searches	28
Gambling	20	Skipping School	20
Grading	12	Smoking	17
Graduation Requirements	9-10	Spanish Club	34
General Information	4-5	Sports Awards Program	36
Guidance Service	12	Squirt Guns, Skates, Skateboards	20
Hall Etiquette	20	Student Activities	31
Harassment	14-15	Student Code of Conduct	14-25
Hazing	14-15	Student Council	35
Head Lice	27	Student Expression	29
Health Clinic	26	Student Grievances & Complaints	26
Homecoming	36-38	Student Load	9
Homework Request	6	Student Organization Funds	38
Honor & Merit Roll	13	Student Records	13
Hope Squad	34	Suspensions	24-25
Horseplay	20	Tardies	6
Inhalers	27	Throwing Items	21
Improper Gestures & Language	20	Tobacco	17-18
Indecent Exposure	17	Tornado Drill	26
Insubordination	20	Transportation	22-23
Leaving School – Permission	8,20	Truancy – HB410	7
Lock Down	26	Tutoring	8
Lockers	28	Unauthorized Use or Possession	
Media Center	30-31	of Property of Another	17
Medicine	26-27	Use of Computer Technology	18
Music Banquet	36	Valedictorian	35
Name Calling & Derogatory Notes	20	Vape	17-18
National Honor Society	34	Varsity V	35
Non-School Spons. Publicat.	28-29	Visitors	24
PALS Club	34	Weapons	18
Passes	23	Weight Room	33
Printer Usage	31	Withdrawal from School	13
Profanity	20	Work Permits	39
Public Display of Affection	20		
Public Relations Directory	5		
Representing the School	5		

## DAILY TIME SCHEDULE

– 7:55 Warning Bell  
8:00 – 8:47 Period 1  
8:51 – 9:36 Period 2  
9:40 – 10:25 Period 3  
10:29 – 11:14 Period 4  
11:18 – 12:07 Period 5

### 12:05 – 12:37 Lunch

12<sup>th</sup> & 11<sup>th</sup> dismissed at 12:05 / 10<sup>th</sup> & 9<sup>th</sup> dismissed at 12:07

12:42 – 1:27 Period 6  
1:31 – 2:16 Period 7  
2:20 – 3:05 Period 8

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## TWO HOUR DELAY SCHEDULE

– 9:55 Warning Bell  
10:00 – 10:32 Period 1  
10:36 – 11:06 Period 2  
11:10 – 11:40 Period 3  
11:44 – 12:16 Period 4

### 12:16 – 12:46 Lunch

12<sup>th</sup> & 11<sup>th</sup> dismissed at 12:14 / 10<sup>th</sup> & 9<sup>th</sup> dismissed at 12:16

12:50 – 1:20 Period 5  
1:24 – 1:54 Period 6  
1:58 – 2:28 Period 7  
2:32 – 3:05 Period 8

## ONE HOUR DELAY SCHEDULE

– 8:55 Warning Bell  
9:00 – 9:38 Period 1  
9:42 – 10:20 Period 2  
10:24 – 11:02 Period 3  
11:06 – 11:44 Period 4  
11:48 – 12:26 Period 5

### 12:26 – 12:56 Lunch

12<sup>th</sup> & 11<sup>th</sup> dismissed at 12:26 / 10<sup>th</sup> & 9<sup>th</sup> dismissed at 12:28

1:00 – 1:38 Period 6  
1:42 – 2:20 Period 7  
2:24 – 3:05 Period 8

**NOTE:** Versailles Schools weather delays or cancellations will also apply to the MVCTC, UVCC, or other off-campus students.

This Handbook applies to all VHS students

- On school grounds before, during, and after school hours;
- At any other time when the school is being used by a school group;
- Off school grounds at a school activity, function or event;
- On a school bus, a school-sponsored vehicle, or at a school bus stop and as it relates to all District property and vehicles;
- Whenever a student represents his or her school; and
- At all times whenever a student's conduct is related to school or school activities.

## Section I: General Information

**EQUAL OPPORTUNITY:** In maintaining the student's right to equal educational opportunity, it is reasonable and necessary to maintain order in our schools. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it disrupts the educational process, deprives others of their basic rights, or violates rules as stated in the Student Code of Conduct. Students are expected to abide by the rules as stated in the Student Code of Conduct and/or Rules and Regulations adopted by the Board of Education.

**SCHOOL COMMUNICATION:** The administration and faculty shall establish the manner, time, and place for using the communication facilities of the school. Based only upon these established policies shall access be made for announcements and statements to the student body through the public address system, bulletin boards, internal TV circuits, or personal contact.

**PUBLIC RELATIONS & DIRECTORY INFORMATION:** The Versailles High School follows the guidelines of the Family Rights to Privacy Act (FERPA) regarding the release of directory information. The district will make directory information available upon receiving a legitimate request from colleges, universities, and military recruiters. Parents, guardians, and emancipated students who do not want directory information released should notify the Versailles JR/SR High School guidance department. Under Ohio law, directory information includes the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

Due to the nature of distance learning classes and the need for Versailles High School to promote its programs to the public, students' images and voices may appear from time to time on school-produced videos, printed materials, and distance learning classes and conferences.

Parents who do not want their child's image and voice used should contact the Versailles High School guidance department.

**REPRESENTING THE SCHOOL:** When students represent Versailles High School, they are acting as ambassadors; and as such, it is important that they refrain from any language or conduct that will bring discredit or dishonor to the school. All students representing the school at any event, either local or outside the city, are bound by the regulations of the school.

**VERSAILLES ALMA MATER:**

O Come, let's sing our school's praise  
And song to Alma Mater raise  
While our hearts rebounding thrill  
With joy that death alone can still.  
Time and change can surely show  
We're true to friends and frank to foe.  
Summer's heat and winter gales.  
The seasons pass, but not Versailles.

**VERSAILLES FIGHT SONG:**

We're gonna fight the team across the field  
Show them Versailles is here  
We're gonna send the air reverberating with a mighty  
cheer  
Rah Rah Rah hit them hard and see how they fall  
Never let that team get the ball  
Hail Hail the gang's all here  
So let's beat the \_\_\_\_\_ now.

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**SECTION II: ATTENDANCE - Policy JED**

**General Information:** The laws of Ohio require the daily attendance of all students. Frequent absences and tardies disrupt the educational process and deter the student from acquiring the maximum educational benefits. Daily attendance and punctuality are essential for success in school and are necessary habits for success in the workplace. Student-athletes absent during any portion of the school day due to a doctor's appointment, funeral, college visitation, job shadow, a school-related function, or other excused absence as determined by the principal will be permitted to participate on the day of the absence. A student-athlete must be in school by 12:30 pm to be deemed eligible to participate in that evening's extra-curricular events.

1. Students coming to school after 8:00 am will have time missed applied to their school hours of attendance.

2. Students out prior to 3:05 will have time missed applied to their school hours of attendance.
3. 30-minute lunchtime does not count against school hours of attendance. (12:07 to 12:37)
4. Perfect attendance is perfect attendance. Students must have no time missed. All early dismissals, appointments, and tardies will count against perfect attendance. Attendance will be taken and recorded every period by the teachers. A list of absentees will be produced by the office 1<sup>st</sup> period and updated throughout the day.

Students need to sign in or out if they enter after 8:00 a.m. or leave before 3:05 p.m. The sign-in/out sheet will be in the office.

**Pre-Approved Absence Forms:** If an absence is expected, parents are asked to notify the school before a student is absent. This should be done by signing a Pre-approved Absence form. Pre-Approved absence forms should be filled out for any planned student absence. Forms can be found in the Student Information Center outside the office or on our website [www.versailles.k12.oh.us](http://www.versailles.k12.oh.us). **Note: This form is to be used in place of writing notes on paper from home and sending it to school.** After the parent fills out their portion of the absence form and signs the form, the student must bring the form to the High School office for an administrator's signature. Once the absence has been approved by an administrator, the student is required to get a signature from the teacher of the classes that he/she will miss. Once all signatures are complete, and before signing out, the form must be turned into the office.

If the absence is unexpected, the parents should call the school any time before noon. If parents do not notify the school on the day of the absence, school officials will attempt to call the home to contact a parent, babysitter, relative, or another person responsible for the absent child. If parent contact has not been made, each student who has been absent is required to submit a written excuse to the office on the day of return. The excuse should give the nature of the illness or other exact reasons for the absence. If the school is not notified within two (2) days of an absence (including the day absent) the absence will then be unexcused.

**Homework Request:** Requests for homework of absent students must be made by 9:30 a.m. Please make arrangements for the homework to be picked up in a timely manner. Homework requests can be made through the Chromebook or it can be picked up between 3:15 and 4:00.

**Tardy to School:** If a student is late for school, he/she must report to the office to receive a class admittance slip. To avoid being tardy, students must be in their classes by 8:00 a.m. Students will be given 3 tardies without penalty. After 3 tardies, all tardies are considered unexcused (unless there is a doctor's note turned in to the office when signing in) and are subject to disciplinary action at the principal's discretion - usually ½-hour detention. Excessive tardiness may result in more serious disciplinary action. ALL tardies will count against perfect attendance.

**Tardy to Class:** Teachers are to admit all students tardy to class periods 2 through 8 without slips from the administration. Teachers will notify the principal of those students who are tardy to their classes or study hall. Students are allowed 6 times tardy to class. Any tardy to class over the 6 tardy limits will result in administrative detention. Excessive tardiness may result in more serious disciplinary action. Teachers may list different procedures and penalties for being tardy. These procedures must be stated in their classroom procedures.

**Absence Limits:** The truancy laws in Ohio have been amended and now require that all schools keep track of the number of hours each student is in and out of school where previously it was set to days. (HB410). To support academic success for all students, the district will partner with students and families to reduce school attendance barriers. The district will use the following strategies including but not limited to:

- Notification of student absence to parent or guardian; after thresholds are met to excessive or habitual truancy.
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;

- Referral for truancy if applicable. (Students who meet habitual truancy thresholds will be reported to Juvenile Court.)

**Definition of Truancy and Excessive Absences:**

1. Chronic truant is removed from the law;
2. Definition of ‘habitual truant’ changed from days to hours. The new definition is
  - a) Absent 30 or more consecutive hours without a legitimate excuse;
  - b) Absent 42 or more hours in one month without a legitimate excuse;
  - c) Absent 72 or more hours in one year without a legitimate excuse.
3. Includes ‘excessive absences’
  - a) Absent 38 or more hours in one school month with or without a legitimate excuse;
  - b) Absent 65 or more hours in one school year with or without a legitimate excuse.

It is important to understand that tardies, early dismissals, parent-excused absences, and medically excused absences also count toward absence hours. If a student's absence exceeds the above thresholds for excessive absences, the school may require a medical note for absences beyond the threshold or it may be considered an unexcused absence. The district must notify parents of students who have excessive absences’ with or without a legitimate excuse (both excused and unexcused absences). Letters must be sent home if students miss 38 hours in a month or 65 hours in a year *with* or *without* a legitimate excuse.

It is the intent of the district administration to work with parents and students to avoid truancy and excessive absence issues. Questions regarding the attendance changes of HB 410, can be found on the Ohio Department of Education website at [education.ohio.gov](http://education.ohio.gov). Enter HB410 in search. Students who meet habitual truancy thresholds will be reported to Juvenile Court.

**Excused Absences vs Unexcused Absences:**

**The following will be accepted as (but not limited to) excused absences:**

1. Personal Illness
2. Religious Holidays or Ceremonies
3. Funerals
4. Court Appearances and Driver’s test appointments (but only for the portion of the day required for the appointment) with the expectation of a prompt student return to school.
5. Working for parents
6. Driver’s Exam
7. Doctor Appointments
8. Wedding of a Relative
9. Athletic contest involving Versailles High School or a sibling is participating
10. Other absences that are pre-arranged with the principal:
  - a. College Visits/placement testing days
  - b. Job Interviews/Shadowing
  - c. Scholarship Interviews
  - d. Family Vacations
  - e. Seasonal Hunting

Students absent for excused reasons will be permitted to make up all work missed. However, the student has the responsibility to ascertain what was missed, including homework assigned, homework that was due, all announcements made in class, and all material covered. It is important to realize that an excused absence does not excuse the student from the work but only allows the work to be turned in later. On the day the student returns to school, the student must turn in the work due the first day he was absent. The maximum number of days students have to make up work is equal to the

number of days they were absent (if excused). The actual number of days allowed is at the teacher's discretion depending upon homework sent home, tutoring, etc.

**The following reasons may be considered unexcused absences**

1. Missed Bus/Car Trouble
2. Absent without parental consent
3. Oversleeping
4. Skipping or "taking the day off"

Family Emergency and Family Days - Details must be provided.

**Unexcused Absences** may result in the following:

1. Students receive zero for participation points, homework, quizzes, and any other criterion based on attendance.
2. Students will be allowed to make up tests and any major assignments missed during the period of their unexcused absences on their first day back. It is the student's responsibility to contact the teachers about the tests they have missed.
3. An unexcused absence may result in the student being assigned detention, assigned a Saturday School, or Suspended. The Administration may file a complaint in the Juvenile court against the child and parent if the child is considered chronic.

**Tutoring:**

1. Students may be eligible for a school-paid tutor when they have been absent from school for a minimum of 20 consecutive days for an illness or a physical handicap. A physician's report must be completed and on file in the office.
2. Students may require tutoring if they have missed more than the school district limits in a class or grade, and they wish to receive credit for the class or grade.
3. All tutors must be approved by the Principal.
4. Under most circumstances, tutors are permitted to work a maximum of 5 hours per week per student. Exceptions must have approval of the Principal.

**Leaving School Permission:** After arriving on school grounds, students wishing to leave school must have the pre-approved absence form signed by their parents stating the time they are to be excused and the reasons. Parents may also call the school. No student can leave school without the approval of the parents and school officials. In the case of illness, school officials will also contact grandparents, uncles, aunts, older brothers, and sisters, or neighbors if we have written permission to do so (from parents) on file. After obtaining permission from the office, the student is to sign out on the sheet provided in the office. After stepping off the bus or arriving on school grounds, students must sign in or out anytime they leave or enter school before 3:05 p.m.

**Delays:** In the event of a delay, students are responsible for coming to school based on the delay schedule. Classes at Versailles High School take priority. Capstone and work release students must attend all classes at Versailles; work schedules may need to be adjusted. For CCP+ students, only scheduled college classes will take priority over Versailles classes. Students attending MVCTC and UVJVS are also on the adjusted delay schedule for weather delays only. MVCTC bus will transport students accounting to the delay schedule

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**SECTION III: ACADEMICS**

**Course Offerings:** For high school, please consult the course registration manuals for the current school year. These are available on the [school website](#).

**Academic Requirements and Curriculum:** The graduation requirements for the seniors shall be the completion of 21.0 units of credit above the 8<sup>th</sup> grade. A maximum of three (3) units of credit toward graduation can be earned in approved summer school. Summer school credit will not be accepted toward graduation unless approval by the administration has been given prior to registration for the course. A maximum of two (2) units of credit toward graduation can be earned through tutoring if approved by the Principal.

**Correspondence Course:** Credits toward graduation will not be accepted except in harsh cases, as determined by counselors and principal.

**Student Load:** The high school student must attempt a minimum of 2.75 units each semester other than independent study. Students who wish to attempt more than 3.66 units of credit per semester must have 3.00 average or above and approval of their parents.

**Eligibility:** To participate in extra-curricular, co-curricular activities, and for athletes to be eligible, a high school student-athlete must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period (Note: Students taking College Credit Plus options must comply with these standards along with those participating via state law that permits home educated, non-public, community and STEM school students to participate at public schools in the district of residence of the parents).

\* attain a 1.8000 or higher GPA for the previous nine-week grading period.

\* must have not failed more than 1 course in the previous nine weeks.

#### **FINAL GRADE CALCULATIONS:**

##### **Semester Grade Without Exam**

$$\left( \underset{50\%}{(9 \text{ week grade})} + \underset{50\%}{(9 \text{ week grade})} \right) \div 2 = \text{Semester Grade}$$

##### **Semester Grade With Exam**

$$\underset{45\%}{0.45} * (9 \text{ week grade}) + \underset{45\%}{0.45} * (9 \text{ week grade}) + \underset{10\%}{0.10} * (\text{Semester exam}) = \text{Semester Grade}$$

##### **Final Grade for a Year-Long Course**

$$(1^{\text{st}} \text{ Semester grade}) + (2^{\text{nd}} \text{ Semester grade}) \div 2 = \text{Final Grade for a Year-Long}$$

#### **Classification for High School Students:**

Freshmen 0.00 to 4.49 credits

Sophomores 4.50 to 9.99 credits

Juniors 10.00 to 15.49 credits

Seniors 15.50 credits and more

#### **Graduation Requirements – Policy IKF (Class of 2023 and beyond)**

1) Must earn a minimum total of 21 credits in specified subjects and take your required tests.

2) Earn a passing score on Ohio's high school Algebra I and English II tests. If a student does not earn a passing score on the Algebra I and English II tests they can show competency through the following options:

Option 1. Demonstrate Two Career-Focused Activities\*: Foundational Proficient scores on WebXams A 12-point industry

credential A pre-apprenticeship or acceptance into an approved apprenticeship program Supporting Work-based learning  
Earn the required score on WorkKeys Earn the OhioMeansJobs Readiness Seal

Option 2. Enlist in the Military Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

Option 3. Complete College Coursework Earn credit for one college-level math and/ or college-level English course through Ohio’s free College Credit Plus program.

3) Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical, and professional skills and knowledge that align to your passions, interests, and planned next steps after high school.

At least one of the two must be Ohio-designed: OhioMeansJobs Readiness Seal (Ohio) Industry-Recognized Credential Seal (Ohio) College-Ready Seal (Ohio) Military Enlistment Seal (Ohio) Citizenship Seal (Ohio) Science Seal (Ohio) Honors Diploma Seal (Ohio) Seal of Biliteracy (Ohio) Technology Seal (Ohio) Community Service Seal (Local) Fine and Performing Arts Seal (Local) Student Engagement Seal (Local)

English (.5 units of Speech) . . . . .	4
American History . . . . .	1
Modern History: . . . . .	1
Government. . . . .	1
Economics/Financial Literacy. . . . .	0.5
Mathematics . . . . .	4 - Algebra 2 or equivalent
Science . . . . .	3
Health . . . . .	0.5
Physical Education or PE Waiver . . . . .	0.5
Fine Arts. . . . .	1
Electives . . . . .	<u>4.5</u>
Total	Units 21

A student may be excused from the physical education requirements because of incapacitation as certified by a licensed physician or for any other lawful reason. In addition, PE. credit may be gained by participating in Versailles-sponsored athletics, band, show choir, or cheerleading. Please see the guidance office for details.

The district will accept credits earned toward graduation from another school district only from those schools accredited or approved by the State Department of Education. The Board assumes that at the time of graduation, each student will have fulfilled all academic and financial obligations.

**Credit Flexibility – Policy IGBM**

The Board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs, and the use of multiple measures of learning.

Credit flexibility shifts the focus from “seat time” to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology, and demographics, and to meet the demand for 21st-century skills.

**Credit Recovery:** students can only “make up” a credit if they have failed the course previously. Make-up credits must be approved by the administration before attempting. The make-up grade and credit will be included in the student’s cumulative GPA and the student’s total credits.

**Re-taking Courses:** A student who takes a class and passes it with a D or higher, who wants to retake the course for better understanding, may do so with administration approval. However, the course grade will not count for a credit nor factored into their GPA, but the final grade will show on the transcript.

**Early Graduation:** Students who wish to conclude graduation requirements in mid-year must make an application to the Principal and have approval by January 15 of the preceding year. The principal may waive the Jan. date due to special circumstances.

**Course Work Prior to Ninth Grade:** Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements. Math courses of Geometry equivalent and above will be included in GPA calculations.

**College Entrance Recommended Courses:** Most Ohio colleges and many out-of-state schools recommend the following high school credits:

English	4 Units	Mathematics	4 Units
Social Studies	3 Units	Science	3 Units
Foreign Language	3 Units	Fine Arts	1 Unit

**Certification by the NCAA Clearinghouse:** NCAA INTERCOLLEGIATE ATHLETIC PARTICIPATION ELIGIBILITY REQUIREMENTS. It is the student(s) and Parent(s) responsibility to see that eligibility is met.)

The National Collegiate Athletic Association (NCAA), an organization that has established rules on eligibility, recruiting and financial aid, regulates most college athletic programs. The NCAA has three membership divisions - Division I, Division II, Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial Eligibility Clearinghouse. The Clearinghouse was established as a separate organization by the NCAA member institutions to ensure consistent interpretation of NCAA initial-eligibility requirements for all prospective student-athletes at all member institutions.

If you want to participate in Division I or Division II sports in college, you should start the certification process when you are a junior in high school. Check with our guidance counselor to make sure you are taking a core curriculum that meets NCAA requirements. Also, register to take the ACT or SAT as a junior. Submit your Student Release Form to the Clearinghouse by the beginning of your senior year.

Currently, in order to be eligible for practice, participation in regular-season competition, and athletically related financial aid during the freshman year of college, a student must meet NCAA core-course requirements. These requirements include curriculum, GPA, and standardized ACT/SAT testing.

To register, prospective student-athletes should access the registration materials by visiting the clearinghouse website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). Phone Number: 877-262-1492.

**College Credit Plus:** College Credit Plus has been established to permit high school students to earn college and high school graduation credit through the successful completion of college courses. The program is intended to provide expanded opportunities for appropriately qualified high school students to experience course work at the college or university level. Any high school student admitted to a course by an institution of higher education will be expected and required to perform at the same level as the institution's regular students. Students who are interested in the College Credit Plus Program should contact the school counselor to receive specific information about it. The intent form must be returned to the school counselor by April 1st. See your counselor for more information if you are interested in this program.

Once a student has been accepted into College Credit Plus she/he may drop the course only by conforming to the VHS policies for student load and course dropping and adding timelines. Otherwise, she/he must complete the college courses for which she/he enrolled or receive a grade of "F" for the equivalent amount of high school credit for that course. College grades will be figured into the student's GPA and athletic eligibility the same as all other high school grades.

**Guidance Service:** Guidance services are made available for grades 9 through 12. Guidance emphasis is on individual planning for realistic goals. Students who wish to talk to a counselor may do so during a study hall or lunch period. Parents are encouraged to make an appointment with the school counselor to discuss their child's school progress.

Registering and orienting new students involves the selection of courses. The testing program is organized through the Guidance Office and test results are discussed with students. Parents of 8th-grade students are given an opportunity to discuss previous test results with counselors before high school course selections are made.

Current occupational and vocational materials are available in the Guidance Office and in the high school library. College catalogs are in the Guidance Office. College or University representatives visit the school during the year.

**Dropping or Adding of Classes:** Students who wish to change their schedule, add a class, or drop a class, should take care of this during the summer months. In August, students will be given their schedules for the coming year. Schedule changes can be made during the first five days of each semester. Students must confer with their School Counselor regarding dropping a class. The School Counselor will confer with the teachers involved where there may be some concern by the teachers regarding the schedule change.

If the Counselors approve the schedule change after approving the reason and reviewing the requirements and the student's program, a student schedule change form must be approved by the Principal and signed by each teacher involved. The completed form must be returned to the office secretary. The teachers update their class lists if the change has been approved by the principal.

Students may only drop a class during the first 20 days of any course or receive an "F". Students withdrawing from a course after 20 days because they are withdrawing from school will receive a "W" in the course. Extenuating circumstances may exist, but any schedule changes after this point must be approved by the building principal.

**Grading:** The system of marking used by Versailles High School is as follows:

Description	Letter Grade	Numerical Value	Percentage System
Excellent	A	4	95-100
Above Average	B	3	85-94
Average	C	2	75-84
Below Average	D	1	65-74
Failure	F	0	64 or below

A further breakdown of marks:  
3.55 to 4.0 equals A

2.55 to 3.5 equals B  
1.55 to 2.5 equals C  
.55 to 1.5 equals D  
.00 to 0.5 equals F

NOTE: Each student must obtain a numerical average for the semester for a semester course and the year course, in order, to pass the course.

Grade point averages will be computed from all subject grades with equal weight/unit of credit.

Grade point averages for high school transfer students with grades other than A,B,C,D, or F, will have these credits or grades excluded from their GPA. Each teacher's grading procedure will be explained in the classroom procedures distributed during the first class period.

**Honor Roll and Merit Roll:** The honor roll and merit roll is a system whereby the administration and staff can encourage and recognize high academic achievement. The honor roll will consist of all students who have an "A" in all regular subjects studied and excludes special or remedial work as determined by the faculty council. This will be based on grades reported every nine weeks. The merit roll is the same as the honor roll except it includes those students with all A's and B's in the subjects attempted.

**Exchange Students (Limit of 5):** All exchange students must be pre-approved by the high school principal or superintendent. The sponsoring exchange program **must** be on the advisory list of International Educational Travel and Exchange Programs (CSIET). This list has the approval of the OASSA and the National Secondary School Principals Association. The school reserves the right to release a student who is not fluent in the English language and/or creates a negative impact on V.H.S. An exchange student who wants to graduate from Versailles High School must meet all graduation standards of the Versailles Board of Education and the Ohio State Department of Education. Exchange students who are interested in possible graduation from Versailles High School must be in attendance for the complete academic year (August through June).

**Withdrawal from School:** If a student is withdrawing from Versailles High School, he is to report to the Principal's office and secure a clearance form. He will then return all textbooks and/or equipment to the faculty member who issued them and acquire the faculty member's signature on the clearance form. When the clearance is signed by all faculty members involved, the student will then return the form to the office for final clearance. The student must acquire the clearance form at least one day prior to departure to obtain the signature of the parent or guardian. The student and parent must, also, sign a transcript release form.

**School Fees:** Lab and workbook fees are approved by the Board of Education for classes that require more supplies or more expensive equipment than most classes. Students with fees due, will not graduate, participate in Commencement, or receive a grade transcript.

**Student Records:** Each student has on file a record of all his school work from kindergarten through graduation or withdrawal from Versailles. The information kept in the permanent record is open to the student or his/her legal guardian. Each senior, along with the School Counselor, reviews his/her record before graduation. After leaving school, the record is kept permanently by the school.

Transcripts are sent to other Ohio public elementary or secondary schools at the request of the officials of that school. Transcripts are sent to other elementary or secondary schools, schools of higher learning, or employers at the request of the student or his legal guardian. All students need to complete a "transcript release form" before leaving the school system. After September 1st following graduation, a **fee of \$5.00 per transcript will be charged.**

In general, the education record of a student will not be released to the general public without the written consent of the student's parents or legal guardian. An exception to this is "directory information", such as name, address, date, and place of birth, participation in officially recognized activities and sports, and awards received. Any student or their parent or legal guardian that requests in writing that their student record information, "directory-type" or otherwise, not be released to the public will have such request honored.

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## SECTION IV: STUDENT CODE OF CONDUCT

**Student Discipline and Behavior Expectations:** The Student Code of Conduct, *adopted by the Board of Education as required by Ohio Law*, sets forth a student discipline code that outlines the conduct for which a student may be removed from a curricular or extracurricular activity, be suspended, or expelled from school. This code and its provisions shall be applicable during regularly scheduled hours, as well as other times and places, including, but not necessarily limited to: school-sponsored events, field trips, and athletic functions where appropriate school personnel have jurisdiction over students. Students are expected to abide by the rules as stated in the Student Code of Conduct and/or Rules and Regulations adopted by the Board of Education.

**Due Process:** Procedural requirements of Section 3313.66 of Ohio Law will be implemented in conjunction with an emergency removal, suspension, or expulsion. The administrator shall: 1. Give the student written notice of the intention to suspend and the reason(s) for the intended suspension. 2. Provide the student an opportunity to appear at an informal hearing before the principal, superintendent, or superintendent's designee, and challenge the reasons for the intended suspension or otherwise explain his/her actions. Numbers one and two may occur at the same time. 3. Notify the parent, in writing, within a reasonable amount of time after the suspension (immediate parent notification by phone, when possible). 4. The student, parent, or guardian has the right to appeal to the Board of Education's designee and be represented.

**Administration of Student Disciplinary Code:** The building principal shall administer the student disciplinary code and shall use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case. In determining the appropriate disciplinary action, it is necessary to classify the behavior according to the severity of the violation as well as the past behavioral patterns of the student.

While under the jurisdiction of the school, or on school property, or in a school vehicle, or off school grounds immediately before or after school and during lunch, or on the way to or from school, or at any school-sponsored activity on or off school grounds, a violation on the part of a student of any one or more of the following rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an extracurricular activity, counseling, parent conference, detention, Saturday School, emergency removal, removal from a school vehicle, suspension from school and expulsion from school.

### Discipline – Policy JG

**I. Extremely Serious Offenses:** The following items are considered extremely serious offenses. These may result in an immediate suspension of up to ten days and could result in expulsion for the first offense. Suspensions are the most severe penalties the high school administration can impose on a student. Suspensions are unexcused absences, that become part of a student's permanent record and prohibit the student from being on school grounds and attending school activities during the period of suspension. Suspensions that exceed in length the number of school days left in the school year may be carried over to the next year.

- A. **Fighting/Inappropriate Touching:** A student shall not cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school. A student may not use intimidation or threat of force. This includes using gang or group affiliation. Physical abuse of a staff member may result in a recommendation to expel and report to authorities.
- B. **Hazing and Bullying (Harassment, Intimidation, And Dating Violence) (JFCF)** Hazing means 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. Throughout this policy, the term bullying is used in place of harassment, intimidation, and bullying.

Bullying, harassment, and intimidation is an intentional written, verbal, electronic, or physical acts that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus, or at a school-sponsored activity. Students found responsible for harassment, intimidation, or bullying by an electronic act may be suspended.

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

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher, or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. Administrators, teachers, and all other District employees are particularly alert to possible conditions, circumstances, or events that might include hazing, bullying, and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying, and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law. The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annual reports to the Ohio Department of Education on compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

District employees, students, and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees, and students who fail to abide by this policy may

be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding, or hearing regarding the charge of hazing and/or bullying of an individual.

**C. Narcotics, Marijuana, Drugs, Alcoholic Beverages, Mood Altering Substances, And Drug Paraphernalia (JFCH):**

The Board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants, vapes, e-cigarettes, or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board wishes to emphasize the following requirements.

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment, or inpatient treatment.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, or show evidence of having consumed or used any vapes, e-cigarettes alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs, or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products, and drug paraphernalia.

The Superintendent establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount.

Under no circumstances are students to consume any alcohol or drugs before coming to school or any school activity. Possession (including in your vehicle or locker), use, consumption, sale, offer, or transfer of alcoholic beverages, drugs, vapes, e-cigarettes look-alike drugs or paraphernalia on school property (this includes parking lot and school buses) during the school day, (including lunch) AT SCHOOL ACTIVITIES, or during non-school hours is forbidden. This is regardless of the amount involved.

A student found to show signs of consumption of alcohol or drugs during school may be suspended for 10 days and recommended for expulsion. This will also be true for students involved in distributing/selling drugs.

Showing signs of consumption is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, memory loss, abusive language, or any other behavior not normal for the particular pupil.

Counterfeit (look-alike) drugs, steroids, and possession (including having in your locker) of drug paraphernalia (i.e., roaches, pipes, rolling papers, lighters, vapes, e-cigarettes etc.) are subject to the same regulations and penalties as stated above.

- D. Disruption of School:** A student shall not by use of violence, fighting, force, coercion, threat, harassment, insubordination, electronic devices, or incorrigibility cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.
- E. Unauthorized Use of Fire, False Alarms, and Bomb Threats:** This includes lighting lighters or matches, burning items, having smoke bombs, having firecrackers, causing false alarms, etc., on school grounds or on school buses. Possession of firecrackers or smoke bombs on school property is also grounds for suspension. False 9-1-1 calls and other false alarms may result in a suspension and charges being filed.
- F. Indecent Exposure:** This includes exposing the female chest, going into the restroom or locker room of the opposite sex, urinating other than in restrooms, exposing buttocks, or "mooning". This applies during school activities, on the school bus, or during the school day. Pulling on clothes resulting in exposing undergarments is inappropriate and can result in a suspension depending on the circumstances (i.e., done to the opposite sex, in presence of the opposite sex).
- G. Unauthorized Use/Possession of Property of Another:** A student shall not steal, attempt to steal, be an accomplice to theft, or be in possession of stolen property or information belonging to the school district or the personal property of another student, teacher, visitor, person(s), or firm while on school premises or a school-sponsored activity. Items that do not belong to you must not be in your possession or in your locker.
- H. Tobacco – Policy JFCG:** The use or possession of tobacco/nicotine or vaping devices, in any form on school property (this includes parking lot and school buses) during the school day, (including lunchtime), AT SCHOOL ACTIVITIES, or during non-school hours is forbidden.

**JFCG Tobacco Use by Students:** Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District, as well as compliance with Federal and State law. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District.

"Tobacco" is defined as any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory. Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies.

**Possession or use of tobacco/nicotine/vaping devices/e-cigarettes:**

1st - 3-day suspension

2nd - 5-day suspension

Note: It is the student's responsibility to remove all smokeless tobacco from their mouth. A defense that it is just residue from before school will not be valid.

- I. Vaping:** Vaping is an illegal, addicting, and dangerous behavior that is easily concealable and accessible to kids. In order to provide students with a safe environment, the Superintendent has authorized the installation of vaping detection devices to be placed in all student bathrooms and locker rooms to assist in the deterrence of this behavior.

Upon the activation of a vaping sensor, the administration will be alerted to the identified area. Video surveillance, provided for in Board Policy ECA, will be viewed by the building administrator. All student(s) in the bathroom at the time of the activation will be interviewed by the administration. Students will have their person and belongings searched. Reasonable suspicion is determined by Board Policy JFG-R. In addition, a metal detector wand may be used as per Board Policy ECA-R. Students who are in possession, have been involved in vaping, or were involved in the incident will be subject to disciplinary action up to and including expulsion:

Discretion to reduce the suspension with successful student participation in Counseling, Educational Learning Modules, Community Service may be considered

All incidents of vaping will impact co and extracurricular activities.

- J. Damage or Misuse of Property:** A student shall not cause or attempt to cause damage to the property of another, public or private, on school premises, or any school activity on or off school grounds. School property may only be used for purposes intended as directed by school personnel. A legal guardian or student (if emancipated) may be charged for damages to school property including equipment, other instructional supplies, facilities, etc.

**K. Use of Computer Technology:**

- (1) A student shall not use or modify any computer technology (hardware, software, peripherals, connections, etc.) provided by the school without authorization from school authorities.
- (2) No student shall install, copy, delete, transmit, upload/download or modify in any way files or violate copyright laws or use any software outside the rights granted to him/her. No student shall have in possession or use destructive/invasive programs e.g. games, pictures, music, and videos.
- (3) No student shall use computer technology in ways that violate the law or violate the rights of others: e.g. 1. Viewing, copying, transmitting, or deleting files. 2. Engaging in harassing, threatening, or degrading behavior. 3. Viewing pornographic, sexist, hateful, or racist material. 4. Using others' login/password.
- (4) No student shall attempt to access any portion of the school's computer networks outside the regular connections, or from any unauthorized external or internal means.
- (5) Versailles High School shall provide appropriate computer technology for student use and to deliver the curriculum of the school. Students are not permitted to use/possess their own personal computer hardware, software or peripherals on school grounds or at school-sponsored events without prior approval from the administration or technology coordinator. No student shall have the expectation of privacy for computer files, hardware, software, peripherals, etc.
- (6) Parents shall sign an electronic signature in the parent portal stating their son/daughter will abide by the rules of the Acceptable Use Policy. The parent portal link can be found on our school website.

- L. Weapons – Policy JFCJ** The definition of a firearm is any weapon (including a starter gun) that is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.

If a student brings a firearm on school property, in a school vehicle, or to any school-sponsored activity, the superintendent may expel this student from school for a period of one calendar year. The superintendent may reduce this requirement on a case-by-case basis in accordance with State Law. Students who possess or use other dangerous weapons, which are defined but not limited to knives, metal knuckles, chains, straight razors, explosives, noxious irritation or poisonous gasses, poisons, and drugs are subject to the same expulsion procedures as stated above for firearms. It is a felony for any person to knowingly convey, attempt to convey, or possess a deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of a school. A student using ANY knife or other weapons to intentionally harm, or threaten to harm, another may be suspended and recommended for expulsion.

## **M. Academic Misconduct**

Test, Quizzes, Reports, Major Projects

Student caught cheating:

First infraction:

- Automatic "0",
- Teacher is to call parents
- Teacher is to inform the administration as soon as possible, no later than the end of the school day. Notice will be mailed to parents from the office.

Second Infraction:

- Automatic "0",
- Teacher is to call parents
- Teacher is to inform the administration as soon as possible, no later than the end of the school day. Notice will be mailed to parents from the office.
- Student may be suspended from school.

A student shall not engage in academic misconduct including but not limited to cheating, any action designed to improve grades and scores, plagiarism (from either print, electronic sources, and/or Artificial Intelligence), forgery, or possession/transmission of unauthorized information.

Cheating will include but is not limited to: "crib" notes, giving other students answers, changing answers on a paper in class, allowing other students to see your paper, having access to old tests and/or answer keys if not authorized by teacher, talking and/or passing notes during test, plagiarism, stealing of test, answer key and Teacher Edition will be included in Student Handbook under Unauthorized Use/Possession of Property of Another and will be dealt with according to policy.

Cheating on a test, quiz, or major project is an "Extremely Serious offense". Teachers have no discretion on reporting acts of cheating. They "must" report all acts of cheating (except homework and minor projects) to the administration.

Artificial Intelligence: Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

**N. Repeated failure to attend Saturday School.**

**O. Excessive and/or repeated violations of school rules.**

**II. The following offenses may result in something less than a suspension.**

Two discipline measures will be detentions or "Saturday School." Detentions or Saturday School not served by the designated time will be (1) doubled and/or (2) changed to suspensions.

**A. Cafeteria/Lunch Behavior**

Return all silverware, trash and trays to the designated area. If there is trash at your place when you sit down, inform the lunch room monitor. If you fail to do this, the trash will be considered yours. Food and drink should be kept in the cafeteria.

**B. Cheating on Homework**

1. Homework will be taken from student and given to teacher who will discipline student at their discretion.
2. It is suggested that teachers identify group homework.

**C. Insubordination**

All directions given by any staff person are to be followed immediately. Students who feel a staff person is wrong or being unfair should address it with that staff person. Unresolved issues should be taken to the Principal.

**D. Disrespect of Staff (willfully)**

All staff (teachers, cooks, bus drivers, custodians, secretaries, etc.) are to be addressed properly and with respect. No back talk is permitted.

**NOTE: If C and D are serious enough, suspension or Saturday School will result.**

**E. Forgery**

**F. Gambling**

**G. Horseplay**

**H. Improper Gestures or Drawings, Pictures, or Materials**

**I. Improper Language** (Materials with profane words will be taken away and can be reclaimed by parents.)

**J. Leaving School without Permission** given by office personnel.

**K. Name Calling, Derogatory Notes, Pushing, Shoving**

**L. Use of Profanities** in class, halls, bus, or school activities.

**M. Halls** – All students and staff should be able to safely and easily walk through the halls. Students are never to run in the hallways. Students are not permitted to lay or sit in the halls.

**N. Riding in a Car at Unauthorized Times.** No students are permitted to be in a car during the school day (including lunchtime) without permission from the school office.

**O. Skipping School** (Where parents and school are unaware of absence ahead of time.)

**P. Possession or use of skateboards**, in-line skates, roller skates, squirting objects, squirt guns, paintballs, balloons or other objects that can or are causing a nuisance is unacceptable

**Q. Students Being Affectionate** with other students (this includes kissing, embracing, any sexual acts or displays not appropriate in the educational environment).

**R. Throwing Items** (including snowballs on school grounds) paper wads, paper airplanes, flipping rubber bands, etc.

**S. No food or drink other than a sports drink or water is permitted outside of the cafeteria.**

**T. Electronic Devices** – Students are not permitted to use electronic devices during school hours on school grounds (with the exception of lunch period). Exceptions may be made by the administration or classroom teacher. Electronic devices include but are not limited to cell phones, laser pointers, iPods, etc.

1<sup>st</sup> offense – electronic devices will be confiscated and turned into the office. Students are to pick up at the end of the school day.

2<sup>nd</sup> offense – electronic devices will be confiscated and turned into the office – ½ hour detention will be assigned. Students are to pick up at the end of the school day.

Multiple offenses will result in more severe consequences. Unauthorized and inappropriate photography or audio and video recordings may be dealt with under rule I.B. in the extremely serious category.

**U. Skipping Class:** Students are not permitted to skip classes or leave any class (including band, physical education, industrial technology, or study hall before the dismissal bell rings).

### III. Student Conduct

**A. Animals:** Permission is to be obtained from the principal before animals are brought onto the school grounds by anyone. If students wish to bring them for educational purposes, they are to consult with their teacher who, in turn, will request permission from the principal. Animals are not to be transported on the school bus. Animals must be adequately housed and cared for in screened cages or appropriate shelter. Only the teacher or the students designated by the teacher are to handle the animals.

**B. Appearance:** Personal appearance is a matter of individual choice; however, there are certain standards that should be met by Versailles High School students. The dress code is not intended to create hardship but to enhance the learning environment. Therefore, students will dress in a manner that is neat, clean, and safe. Items of personal attire and accessories that present a substantial likelihood of disruption of school are not permitted. The building principal is the final authority in the determination of appropriate attire. A half-hour detention may be assigned.

All students must wear some type of shoes at all times. Tops must be modest and have at least a 2-inch wide strap over each shoulder. Sleeveless garments must have a sewn edge and fit closely under the arms. T-shirts with sleeves that have been cut off are not appropriate and must be covered with another shirt.

Students are not permitted to wear hats, do-rags, or other headwear. However, the wearing of hats or headgear may be allowed on spirit days. Sunglasses are not permitted in the building during school hours. For security purposes, hoods must be pulled down uncovering the head immediately upon entering the building.

Some clothing will be considered unacceptable - we do not allow our students to wear clothing that advertise alcohol products, drugs, or tobacco products. Also, clothing that has profanity written or symbolized will not be acceptable. Clothing

or personal possessions containing messages or statements that are obscene or have a double meaning that could be taken sexually is not acceptable. Clothing that may indicate a reference to gangs or cults will not be acceptable here at school.

Outer garments that are too short are not permitted. To set hard and fast rules on how far above the knee cap constitutes too short is difficult because people have different body builds. The lower outer garment should not be more than 6 inches above the knee cap when standing or be above the fully extended fingertips when the person is standing. PLEASE NOTE: The responsibility of enforcing the dress code belongs to all students, parents, and faculty members, but ultimately belongs to the principal. In questionable situations, the administration will have the right to decide what is an acceptable and unacceptable dress or appearance. This code is subject to immediate review and can change at any time by the Versailles Board of Education.

Any dress or appearance which may constitute a threat to the health or safety of students or disrupts the educational process is prohibited.

No student is permitted to wear excessively torn or ragged clothes.

No undergarments/underwear should be exposed. No bare midriffs (front or back) should be seen.

Chains are not permitted in school. (This does not include "jewelry" chains which usually have links 4mm or less in length).

During the school day, students are not to wear (or display in lockers) clothing, jewelry, or other items of expression which advertise or promote a satanic cult, drug substance, drug paraphernalia, tobacco, or alcohol.

### **C. Arriving and Departing School**

Students should not enter the school before 7:45 a.m. unless they have a scheduled meeting. Upon arrival, students should report directly to their first-period class.

**D. Duties of Pedestrians and Drivers at Crosswalks:** Students walking to and from school should use the crosswalks. The driver of a vehicle shall yield the right of way, slowing down or stopping if need be to yield to a pedestrian crossing the roadway. Students should not suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close as to constitute an immediate hazard.

### **E. Transportation**

#### **STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION (JFCC)**

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver, and other drivers on the road and to ensure the safety and proper maintenance of school vehicles.

Students will:

1. Be careful in approaching bus stops, walk on the left facing oncoming traffic, and be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. Arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. Not exhibit behavior at the bus stop that threatens life, limb, or property of any individual;
4. Sit in assigned seats (drivers have the right to assign a student to a seat and to expect reasonable conduct similar to conduct expected in a classroom);

5. Reach the assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
7. Keep the vehicle clean and sanitary, and refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (except as required for medical reasons);
8. Refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
9. Remain seated keeping aisles and exits clear, and keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from, or into the vehicle;
10. Be courteous to fellow students and to the driver;
11. Treat equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden); 1 of 2 Versailles Exempted Village School District, Versailles, Ohio File: EEACC-R (Also JFCC-R)
12. Not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a student and,
13. Carry on the vehicle only items that can be held in their laps.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves. Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation. Discipline The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is a notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator to consider the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems that cannot be resolved by measures specified above are referred to the Superintendent.

#### **F. Classroom and Study Hall**

Each teacher will establish guidelines for his or her own study halls and classes. Each teacher is responsible for his own discipline. If a problem continues, a teacher-parent conference (or phone call) should be held. If the problem persists, the student may be withdrawn from class by the administration with an "F" as the final grade. In the cases where a parent conference is to be held, a student may be taken out of the class until the conference. Notification of continuing problems with students will be sent to the office. All teachers have their general policies written and available to students in each of their classes and study halls. All students' electronic devices are not to be used in any study hall or class unless approved by the teacher.

#### **G. Passes**

Students must have a pass when they go anywhere during class or study hall time. The student must fill out the pass completely in ink except for teacher signatures. This pass (once signed) will be kept by the “teacher excusing” the student. These passes will then be returned at the end of the day to the teacher “giving permission” to leave. Students do not need a pass to see the counselor during Study Hall.

#### **H. Visitors – Policy KK**

Visitors accompanying students are discouraged as it can interfere with the educational process. Those permitted to visit must secure a permit to visit from the Principal’s office. This permit must be approved by the Principal at least one day in advance of the visit.

**SUPERVISION:** The students shall be under the immediate supervision of the teacher while in the classroom. Otherwise, they must comply with all instructions by any member of the school staff, whether in the study hall, cafeteria, corridors, or any place on the school premises. Everyone is expected to be cooperative, courteous, and respectful.

#### **DISCIPLINARY ACTIONS**

**Detentions:** Students will serve detention at a designated time and day of the week determined by the principal. Students are required to bring homework or have something educational to work on or read. A student not showing up for detention may be assigned another detention or given a Saturday school. Students are expected to remain quiet and follow all instructions given by the detention monitor.

**Saturday School:** A student assigned to Saturday school will be required to report to school on a Saturday for a designated period of time (8:00 a.m. till 10:30 a.m.). Students are required to bring homework or other educational materials to work on or read. Time will be spent on school subjects, or work around the building assigned by the monitor.

#### **Saturday School/Detention Rules**

1. Students must provide their own transportation to and from Saturday School.
2. Saturday School is from 8:00-10:30 AM.
3. Students are responsible for bringing sufficient schoolwork to keep busy and working the entire time. Students will not be allowed to go to their lockers to get work.
4. Students are not permitted to sleep. Talking is permitted only with permission.
5. No movement is permitted from assigned seats without permission from the supervisor.
6. No food, drink, gum chewing, or candy is permitted.
7. Failure to attend Saturday School or any type of disruption during Saturday School may result in suspension from school.
8. Students are expected to comply with all other rules in the Student Code of Conduct.
9. Detentions may be assigned for before school, lunchtime, or after school.

All detentions must be served by the day after school is out for the year. Detentions carried over to the next school year are tripled.

#### **Suspensions (JGD)**

1. Student suspensions may be from 1-10 school days as determined by the Principal. Out-of-school suspension means that students are not to attend school, not be on school grounds, nor attend or take part in any school activities. In-school suspensions mean that students are placed in an alternative setting that removes them from the classroom for a period of time while requiring them to attend school and complete all of their daily assignments.

2. The Principal will give the student a letter of intent to suspend stating: a. the reasons for suspension b. the length of suspension c. whether the suspension is out-of-school or in-school.
3. Immediately upon receiving the letter of intent to suspend, the student may question the reasons for the suspension or otherwise explain his actions to the Principal.
4. Written notice of any suspension will be sent to parents and the Treasurer of the Board of Education within twenty-four hours of the suspension.
5. Only out-of-school suspensions may be appealed to the Superintendent within 10 calendar days (District Policy JGD) of the mailing of the notification to the parents. Upon the reversal of the suspension through an appeal, the student will be allowed to make up all work missed without any penalty of his grades.
6. To appeal the decision of the Superintendent, the student and his parents may appeal to the Board of Education and may request that the hearing be held in executive session, and they have the right to be represented at the hearing. A verbatim record is required of the hearing.
7. To appeal the decision of the Board of Education the student and his parents may file an appeal in Common Pleas Court.
8. Students may be suspended for improper behavior or for infringing upon the educational rights of others. Suspension may be given for misbehaving on school grounds or at school activities which is outlined in the discipline sections of this handbook. Suspensions would result when chosen by the student rather than some other punishment or for refusing to cooperate with other forms of punishment.

Students who have been suspended shall have the opportunity to receive full credit for their work that was missed during that period if it is submitted on the day of return or a date arranged with the teacher prior to returning from suspension. Any tests or quizzes may also be made up if done within the first 3 days of returning to school.

### **Expulsions:**

1. Students may be expelled by the Superintendent. An expulsion is the denial of permission for a student to attend school, to be on school grounds, or to attend or to take part in any school activities either before, during, or after the school day for the period of time as determined by the Superintendent.
2. The Superintendent will mail to the student, his parents, and Treasurer of the Board of Education a letter of intention to expel stating:
  - a) The reason for expulsion
  - b) The student and his parent or representative may have a hearing to question the expulsion or to otherwise explain the student's actions from 3 to 5 days after the mailing of the letter of expulsion. The date and time will be determined by the superintendent.
  - c) That the expulsion may be appealed to the Board of Education; that the student and parents may be represented at the hearing; and that they may request the hearing be held in executive session.
  - d) That the request for a hearing to appeal an expulsion must be made to the Treasurer of the Board of Education within 72 hours of the mailing of the notice to expel.
  - e) That the President of the Board will determine the time and place for the hearing.
3. Students may be expelled from school for: not adhering to state laws or board policy, infringing upon the educational rights of others, exhibiting extremely disrespectful behavior toward staff members or other students, incorrigibility, dishonesty, promoting an unsafe environment at school or school activities, or disrupting the educational process as intended by the staff, administration, or Board of Education, or for the following reasons:
  - a. any reason listed under suspension
  - b. whenever a student has had two previous suspensions during the school year.

4. No credit may be earned from Versailles Schools during an expulsion.
5. Upon the reversal of the decision for expulsion through an appeal, the student will be permitted to make up all work missed without any penalty to his grades or credits due to the expulsion.
6. To appeal the decision of the Board of Education, an appeal must be filed in the Court of Common Pleas.

**Student Grievances and Complaints:** Students not agreeing with the actions or decisions of staff members are expected to express such disagreements directly with that staff member. Unresolved issues are to be taken to the principal.

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## SECTION V: SAFETY

**Accident and Insurance:** The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bills incurred as a result of an accident involving the pupil at school. The parent or guardian is responsible for the payment of such bills.

**Fire Drill:**

During a fire drill, each student should strictly adhere to the following rules:

- A. Leave all books and materials on desks.
- B. Form lines and proceed quietly from the room in a single file.
- C. The teacher leaves the room last after seeing the doors are closed.
- D. Follow the assigned route quietly, with quick steps, but no running.
- E. The teacher remains with the class, takes attendance, and maintains order and reasonable quietness.
- F. When the “all clear” sounds, classes will quietly re-enter the building.

**Tornado Drill:**

- A. All students are to report to their tornado shelter area.
- B. Teachers should take attendance during and after the drill with absentees reported to the office.
- C. Room doors are to be kept closed.

While in the tornado drill designated areas students should exhibit proper behavior.

**Lock Down:** For Lockdown Drills, once notification is given for “Lockdown” students will remain in their classroom with doors locked until the “all clear” announcement is given. Students and/or teacher barricade the door.

- A. **Level 1 – External Lockdown** - A threat exists outside of the school building. No one is to enter or exit the building without administrative approval. Classroom activities and movement within the building are maintained.
- B. **Level 2 – Lockdown** - All students and staff are to be inside classrooms/designated areas quiet and without movement to any other area. Crisis kit jams should be utilized and as much stuff (tables, desks, chairs) should be between the door and students. All exits are to be secured

**Health Clinic:** Students must receive permission to report to the clinic from the nurse, office secretaries, teachers or Principal. After one class period, the student may have a choice of returning to class or going home. The regular sign-out procedure will be followed if the student goes home.

If school officials are unable to contact a responsible adult, the student will either be sent to the doctor (as checked on the emergency medical form) or be allowed to stay in the clinic. This decision will be made by the school nurse or administrators.

### **Prescription Medication (Administering Medication to Students) – Policy JHCD**

1. The school nurse or an appropriate person appointed by the Superintendent/designee supervises the secure and proper storage and dispensing of medications. Non-prescription or prescription drugs must be received in the container in which it was dispensed;
2. An “Administering Medication to Students” form must be received from the parent(s) of the student requiring medication with all of the following information: The name and address of the student, the name of the drug, and the dosage of the drug is to be administered, times or intervals at which each dosage of the drug is to be administered, the date on which the administration of the drug is to begin and end;
3. Parent signature is required on all non-prescription and prescription request forms;
4. Physician’s instructions and signature is mandatory for all prescription medication to be administered; and,
5. Parents must pick up medication when it is no longer needed.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute “gross negligence or wanton or reckless misconduct.”
7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

**Inhalers and EpiPens:** Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. They also have the right to possess and use an EpiPen for severe allergic reactions. The right applies at school or at any activity, event or program sponsored by or in which the student’s school is a participant.

In order for a student to possess or use an inhaler or EpiPen, he/she must have written approval from the student’s physician and a parent or legal guardian. The principal and/or school nurse must have received copies of these required written approvals.

All prescription medication must be stored in the office. The form “Administering Prescription Medicines to Students”, must be completed and on file in the office. These forms are available in the office on our school website.

**Head Lice:** Students who have been diagnosed with head lice and are sent home are subject to the following attendance policy:

THE DAY THE STUDENT IS SENT HOME AND THE DAY IMMEDIATELY FOLLOWING (TREATMENT DAY) ARE CONSIDERED EXCUSED ABSENCES UNLESS THE STUDENT IS SENT HOME ON A DAY PRIOR TO A DAY SCHOOL IS NOT IN SESSION. UPON RETURNING THE STUDENT MUST BE ACCOMPANIED BY A PARENT OR APPOINTED GUARDIAN, AND SEEN BY THE SCHOOL NURSE (OR PRINCIPAL) FOR READMITTANCE.

Students are permitted a total of 8 days or 4 separate incidents during the school year. Any days beyond the 8 day limitation will be considered unexcused.

**Driving to School:** All students wishing to drive and park on campus must fill out the appropriate driver registration form. Only motorized passenger vehicles are permitted on school grounds unless prior approval is given by the administration. When students drive to school the following regulations apply (for cars, motorcycles, and any motorized passenger vehicle):

- A. Students need to have a driving permit completed, and signed.
- B. Students are to drive in a very **SAFE** and very **SLOW** manner (never more than 20 MPH). Spinning tires cannot be explained as a “clutch,” “accelerator,” or “engine” problem. If your car has this kind of problem, do not drive it to school before getting it repaired.
- C. Students are not to drive during the school day.
- D. Students are to park in assigned parking spaces while on campus.
- E. Students are **NOT** to park on campus (detention may be given for first offense):
  - 1. without filling out a parking permit.
  - 2. on an unassigned space.
- F. Students are not to be in their cars during the school day without permission.
- G. Violations of these driving regulations may result in detentions, a suspension of driving-to-school privileges, or a penalty for disobedience.
- H. School officials have the authority and responsibility to supervise student parking. **School officials may randomly search cars on campus.**
- I. Any damage or injury involving any vehicle on school grounds is to be reported immediately to school officials or to the police department.
- J. All school regulations pertaining to cars parked on school grounds apply to cars parked off school grounds if the driver is attending school or at a school activity.

**Riding On Outside Of Vehicle Or In Cargo Storage Area:** No person shall hang onto, or ride on the outside of, any motor vehicle while it is moving. No operator shall knowingly permit any person to hang onto, or ride on the outside of, any motor vehicle while it is moving. No driver of a truck or trailer shall knowingly permit any person to ride in the unenclosed or unroofed cargo storage area of his or her vehicle.

**Emergency Medical Forms:** By state law, all students must have on file in the school office an “Emergency Medical Authorization” form. These must be filed annually and no student may participate in any extra school activities or field trips without this authorization.

### **Lockers– Policy JFG**

Student lockers are the property of the Board of Education and are assigned to students for their convenience. School lockers are not for private personal **use and may be randomly searched (including contents) at any time by school officials.**

Any items which the school officials determine might possibly be disruptive to the learning environment or affect the safety of others may be removed and retained by the administrators or other authorities at any time. The administration will attempt to store these items (if the value exceeds five dollars) for two days for parents or, in some cases students, to have an opportunity to reclaim the collected items. Each student is responsible for maintaining his or her assigned locker in an orderly fashion and using trash cans for disposing of waste paper.

Students are not to exchange lockers without approval from the office. Students are not permitted to go into any other person’s locker. If you must get a book or other items, check with an administrator before going into another student’s locker.

**Search and Seizure:** The school officials may from time to time have canine units involved in searching for drugs and explosives. These searches may or may not be announced and may include school grounds, lockers, parking lots, cars,

student bags (locker and gym bags), etc. **The District may use video cameras on school grounds and throughout the building complex.**

**Non-School Pupil Sponsored Publications and Materials:** Anyone who wishes to post or distribute petitions, handouts, leaflets, posters, and/or other literature on school property must have authorization from the Principal.

- A. The source of such material must be indicated on any printed matter.
- B. Two copies of the material to be distributed must accompany the request two days prior to the time of distribution.
- C. Upon receiving the copy, the Principal may approve, disapprove, or refer the request to a student-faculty-administrative committee for recommendation.
  1. If approval is granted, the time and place of distribution shall be designated by the school Principal in such a manner that there shall be no disruption of the educational process of the school.
  2. If the request is referred to the committee, said the committee should be convened as soon as possible. Student requests will be answered within 2 days.
  3. If the request is denied, the Principal will state the reasons for denial in writing if desired.

**No commercial materials will be distributed in the schools unless authorized by the Superintendent or his representative. Policy KJ**

**Student Expression:** Within the school program students should be provided the opportunity for free expression of ideas. Responsible criticism and reasonable dissent are basic to the education process. No idea should be suppressed simply because it is unpopular. False statements, disruptive or potentially disruptive activities, the use of obscenities, advocating the violation of the law or official school regulations, or statements meant to demean or belittle others are unacceptable means of expression. Students may wear political buttons, armbands, and badges of symbolic expression, as long as these conform to the limits set forth herein under "Dress Code" and "Student Expression."

**Care of School Property:** The character of the student body and the atmosphere of the school, in general, are reflected by the cleanliness and neatness of the floors, walls, desks, lockers, and textbooks. Each student can help, so all can continue to enjoy a good environment and reputation. Any student who damages school property, including books, will be liable for the repair of such damage and shall pay for it in full. School credits will be withheld subject to the payment of damages.

**Excused from Classes:** Students are not to go to other classes and ask for students who are in class. No student may be absent himself/herself from a class because of work in another class unless an unusual situation exists, in which case, all parties must agree.

**FIELD TRIPS:**

A. Normally only students who are members of a club, class, or organization may accompany the club, or organization's field trip, excursion, activity, etc.

Exceptions can be made by the teacher or advisor with the approval of the Principal and the teachers of the student in question if individuals are needed to help or participate in the activity. For example, lab assistants and FTA helpers, even though not enrolled in a class, may accompany a class activity. Students, because of certain skills (lifeguards, first aid training, etc.) may participate in an activity.

However, for all exceptions the following procedure must be followed:

1. A list must be turned into and approved by the Principal.
  2. Parental permission slips must be on file.
- B. Only students with up-to-date "Emergency Medical Forms" will be permitted to go on field trips.
- C. Students may not be excused nor allowed to go on field trips during the school day for the following reasons:
1. Students having been absent at or beyond the maximum limit in any class.

- D. A list of those students eligible for the trip must be given to the office two days before the trip.
- E. Field trips must be requested by staff members on the "Field Trip Request Form" These must be turned in to the Principal seven days in advance unless circumstances prohibit such action.
- F. Field trips beyond the school day need administration approval.
- G. There are to be no field trips during the last two weeks of school unless it cannot be scheduled at any other time, nor are field trips to be during final exams.
- H. Overnight field trips must be approved by the Board of Education.
- I. Club-sponsored field trips will be limited to one per year normally. Club-sponsored field trips which relate directly to classroom objectives may number more than one with the approval of the administration.
- J. All school rules are to be followed on all field trips or when classes meet off school grounds. Smoking is not permitted at lunch or any other time during field trips.
- K. Field trips that require the use of school buses must implement the following rules:
  - 1. The emergency door of the bus must not be used except in case of emergencies.
  - 2. Chaperones must sit in the back half of the school bus and be attentive to the behavior of the students and supervise accordingly.
  - 3. The chaperones must see that all waste material is deposited in a proper waste receptacle by the students prior to their dismissal from the bus at the conclusion of the trip.
  - 4. Attendance will be taken on the bus prior to the departure from school and again prior to the departure of the bus for the return trip to school.

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## SECTION VI: CAFETERIA and MEDIA CENTER

### CAFETERIA LUNCH POLICIES:

#### Collection of Money:

- 1. All students will be assigned a PIN # which must be memorized by the student.
- 2. Parents must deposit money to their child's account
  - a) Money will be collected prior to the start of the new school year at the August "Fee and Information" night.
  - b) Fill out slips provided to you with the following information: Student Name, PIN #, Grade/Teacher, Parent/Guardian, Cash Amount, Check Amount, and Check #. Make checks payable to Versailles Board of Education (Checks are suggested rather than cash)
  - c) If you are paying for more than one student with one payment, please note how much money is to be designated to each student's account. If you do not specify, the deposit amount will be divided equally between siblings' accounts.
  - d) Money can be brought to the office and/or the cafeteria daily.
  - e) Money is not to be used in the lunch line. If money is given to the cashier, she will deposit all of it to the student's account, no change will be given back.
- 3. Charge Limits
  - a) Students will only be able to charge menu lunches.
  - b) Ala carte items may NOT be charged at any time.
  - c) Students will be offered a tiger paw stamp on their hand for a reminder that they need money when their account goes below \$5.00.
- 4. Money left in student's account at end of the school year:
  - a) Balance rolls over to next year
  - b) Seniors, if you have a sibling, roll over to their account
  - c) Seniors, no siblings - we will refund if the balance is over \$ 5.00
  - d) Students leaving the district - all money will be refunded if all other fees are paid.

**VHS MEDIA CENTER RULES & PROCEDURES:**

**Expectations:** The library exists to provide students with training and access to a variety of educational resources within a serious academic setting. As such, students who use the media center are expected to behave in a way that respects the media center’s resources and the learning of others.

**Student Access:** Students must have a pass from their classroom when arriving at the Library. A small white teacher’s pass is used when signing in the library.

**Student Behavior:** Students will follow all school and study hall rules.

**Use of Materials:** Students are responsible for the return in good condition or replacement cost of any items they check out or sign out from the media center. Students are not to alter computer settings, download programs, use chat, e-mail, or other social media services, play music or games, or attempt to access inappropriate sites, or sites not relating to educational purposes. Students with class assignments are given top priority. Students misusing media center technology will lose access as shown below.

**Books & Magazines:** There are no overdue charges on items from the media center, however, if the checked-out item is not returned within 45 days of being checked out, the student will be charged for the item.

Students with overdue books or unpaid fines are not granted new loans. Overdue notices are run once a week and posted to teachers' email and attached to Library doors. You may check with the Librarians to ask if you have a book overdue or when your book is due.

Items that are “long overdue” will be declared lost and the student will be charged the replacement cost of the item. If a book is damaged, a fee will also be charged to the student.

**Newspapers:** The Versailles Policy is available for students to look at in the library. When available, the Daily Advocate will also be in the library.

**Computer & Printer Usage:** To print documents, students must share their documents with one of the librarians. Students must pick up their documents within 24 hours of requesting the printing. Whenever possible, instead of printing, students are asked to electronically send assignments to the teacher. Printing will only be done for class work and/or assignments.

**Consequences for Misuse:** Students, not following rules will lose access and be directed to the principal.

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**SECTION VII: EXTRA-CURRICULAR ACTIVITIES, CLUBS, AND SPECIAL EVENTS**

**STUDENT ACTIVITIES:** Student activities are a privilege to be used as a means of developing wholesome attitudes and good human relations, as well as, knowledge and skills. Only those student organizations and activities which include in their constitution rules and practices and provisions for equal and democratic participation of all students regardless of their religion, sex, race, creed, color, or economic status will be permitted. Consistent with democratic principles, provision shall be made in all curricular and co-curricular activities to encourage the inclusion and active participation of minority students and free and open expression of all points of view.

**EXTRA-CURRICULAR PARTICIPATION:** No student will be allowed to participate or attend any school activity if they are absent the last half of the school day unless arrangements have been made between the parents, coach and/or advisors, and the office prior to this absence. Athletes must be in attendance by 12:30 p.m. to participate that day. Students are responsible for having the Office and their teachers sign a note prior to the absence. If a student attends a school event without approval, the absence will be unexcused.

**SCHOOL DELAY:** When school is delayed due to inclement weather, there will be no athletic practices, open gym, activity meetings, etc. before the start of the school day.

**ATHLETIC CODE OF CONDUCT:** Please see the [Athletic Handbook](#) obtainable online or from the Athletic Director.

### **The Minimum Requirements to be Eligible**

#### **An Athlete Must:**

A. Have turned into the Athletic Director an “Emergency Medical Form,” “Student Participation Form,” “Ohio Department of Health Concussion Information Sheet”, “Parental Approval Form,” and a passed “Physical Examination Form” (Physical card). This must be signed by the student, a parent or guardian, and a licensed physician.

B. To be eligible, a student-athlete must have received passing grades in a minimum of **five** one-credit courses, or the equivalent, in the immediately preceding grading period (**Note:** Students taking College Credit Plus Options must comply with these standards along with those participating via state law that permits home educated, non-public, community and STEM school students to participate at public schools in the district of residence of the parents).

C. Must attain a minimum G.P.A. of 1.800 on a four-point scale in the grading period (excluding summer), immediately preceding the interscholastic competition for students in grades 9-12. In addition, in order to be eligible to participate in an interscholastic event, the student must not have failed more than one subject, regardless of the level of credit, in the preceding grading period. Participants in interscholastic athletics governed by the Ohio High School Athletic Association will also be required to meet academic and other eligibility Requirements of the OHSAA.

D. Report on the first day of practice and each practice and contest thereafter unless approved by the coach.

E. Athletes coming out late for a sport must meet all state requirements for their individual sports (i.e., four days acclimation in football) and meet the requirements established by the coach for team membership. The coach shall make the final determination of the team’s membership, but the school administration may also be consulted.

**CHEERLEADING:** High school candidates (grades 9-12) are eligible to try out for the football and basketball cheerleading squads. The high school football and basketball squads shall consist of up to eight girls on varsity and six girls on reserve.

- Juniors (11th grade) are eligible to cheer on the reserve squad. Each junior will need to sign and return the Junior Clause form letting us know if they accept or decline to be on the reserve squad if they don’t make the varsity squad.
- Seniors (12th grade) are not eligible to cheer on the reserve squad.
- High school candidates must score at least 50% of the highest total score for each sport in order to make the varsity and reserve squads.

**Tryouts:** Cheerleading tryouts are held in the Spring of each year. There are three cheerleading clinics held before the day of tryouts. Each candidate must attend at least one of the three clinics to be eligible to try out.

There are four stations at tryouts (group cheer, tumbling, individual cheer, and dance) with two judges at each station. The judges’ scores (which will account for 70% of the candidate’s total score) and the coaches’ evaluations (which will account

for 30% of the candidate's total score) are tallied on the judging spreadsheet then sorted from the highest score to the lowest score.

**Awards:** Awards will be given to high school cheerleaders at the fall and/or winter sports banquet. Reserve cheerleaders will reserve a reserve letter and varsity cheerleaders will reserve a varsity letter for their first year on the reserve and/or varsity squad. (A cheerleader can receive no more than one reserve and one varsity letter for each sport cheered.) Cheerleaders will receive a pin for each year of cheering.

**Weight Room:** Students are not to be in the weight room without the direct supervision of a certified staff member.

**CLUBS AND OTHER STUDENT ORGANIZATIONS:** All newly organized clubs must have a constitution and the written approval of the Student Council and Principal. All the clubs must have a copy of their constitution on file in the Principal's office.

Each class is assigned an advisor by the Principal and this advisor must be present at all meetings. All receipts and expenditures must pass through the high school activities fund under the supervision of the school district Treasurer. **A student may only hold two elected offices per year.**

1. School clubs and organizations must be chartered according to provisions established in the constitution of the student government.
2. The Student Council has the authority to revoke the charter of any club that operates in violation of its by-laws.
3. Each organization or club shall have a set of by-laws approved by the student government. These by-laws:
  - a. Shall not be in conflict with the constitution of the Student Council.
  - b. Shall provide for a faculty sponsor.
  - c. Shall provide for a roster of members on file with the Student Council and the Principal.
  - d. Shall set forth membership qualifications that do not exclude students based on race, color, creed, political belief, or sex.
4. On days when it is necessary to cancel school due to inclement weather or hazardous road conditions, participation in extracurricular activities during the day or evening is not required.
5. Teachers/advisors must be present at all meetings.
6. All individuals and clubs must pay for all school supplies used.
7. Students may be prohibited from participation by the advisor based on behavior that would detrimentally reflect on the purposes of the activity.
8. Students will be prohibited from participation if they do not attain at least a 1.8 on a four-point scale or have failed more than one subject during the nine-week grading period prior to the club activity. The rules do not pertain to any activity which receives school credit. i.e. band.
9. Students participating in extracurricular activities/clubs must follow the drug and alcohol policy set forth by Versailles Schools. Failure to abide by the policy will result in removal from extracurricular activities (those that do not receive school credit). With approval from the advisor, principal, and superintendent, the student may remain on the team but be banned from participation in contests/performances for the remainder of the season. The student is also ineligible for any postseason awards. If a student fails to abide by the policy and is in a co-curricular activity, he/she will be suspended from

competing in that activity during the duration of the suspension. Alcohol and drug abuse offenses are defined as the use, sale, possession, or transfer of alcohol, tobacco, drugs, controlled substances, inhalants, electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, look-alikes, and/or other illegal substances, including drug paraphernalia.

**Academic Team:** This team is formed for those students interested in academic subjects on a competitive level. The team is open to any high school student that meets the eligibility requirements set by the high school administration. Students interested in the team will work with faculty advisors and attend practices regularly. The team will compete with other area high schools in quiz rounds that include the following categories: American Literature, Mathematics, World History, Fine Arts, Biological Science, World Geography, American Government, Physical Science, Current Events, and American History.

**Art Club:** The Art Club is primarily a service organization. Members may be called upon to do lettering, posters, illustration, T-shirt design, etc. for the school. Art Club activities include a sale and a raffle which help provide funds for a pizza party and a field trip to an art museum. Art Club is open to high school students who have completed at least one high school art course or high school students currently taking an art course.

**Band:** The band is organized to give the band members an opportunity to learn the fundamentals of music and the satisfaction that comes from belonging to a group. Some of the activities the band participates in are Darke County Fair, football games, Spring Concert, Poultry Days, Memorial Day Services, and various contests. The band, soloists, and ensemble groups participate in Ohio Music Educators Association (OMEA) competitions.

**Class Organizations (Officers):** The various classes are organized into regular class organizations with officers. At the end of the year, each class elects a President, Vice-President, Secretary, and Treasurer.

**FFA:** FFA is an intra-curricular youth organization for students enrolled in agricultural education. The FFA mission of FFA is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success. FFA uses agricultural education to create real-world successes. The FFA Organization represents a large diversity of over 300 careers in food, fiber, and environmental and natural resources. FFA members will be involved in various student, chapter, and community activities at the local level with opportunities for involvement at the District, State, and National levels of the FFA Organization. The FFA Organization is an integral part of a school system.

**French Club:** This club is formed for those students interested in furthering their knowledge of French and French-speaking countries. Students who are currently enrolled in French and/or those who have completed three years of French are eligible to join.

**Spanish Club:** This club is formed for those students interested in furthering their knowledge of Spanish and Spanish-speaking countries. Students who are currently enrolled in Spanish and/or those who have completed three years of Spanish are eligible to join.

**Future Teachers of America (FTA):** Students who desire an exploratory view of teaching may join the FTA. Students are placed in classrooms by the advisor after reviewing both the applications of cooperating teachers and FTA members. Students applying must not be on the ineligible list.

**National Honor Society:** Juniors and seniors who have a 3.25-grade point average or better are eligible to become members of the National Honor Society. Students wishing to become members are required to complete an informational sheet from the advisor. Specific membership criteria are available from the advisor(s) and online.

**Robotics:** This team is an extracurricular team for students interested in robotics, engineering, programming, and other STEM fields on a competitive level. The team is open to any high school student that meets the eligibility requirements set

by the high school administration. Students interested in joining the team will work with faculty advisors and attend practices regularly to design and build a robot to compete in multiple competitions throughout the school year.

**Hope Squad:** This is a peer-to-peer suicide prevention program. Hope Squad members are nominated by their peers and trained by advisors. The program is designed to reduce youth suicide through education, training, and peer intervention.

**PALS Club (Peers Assisting with Life Skills):** This club is for students interested in assisting each other to learn life skills. Students who are not currently enrolled in resource room/special education classes are required to relinquish one study hall period to assist in these classes for an entire semester. Club members are also required to participate in fundraisers. More information is available from the advisor.

### **Student Council:**

1. The Student Council is an elected and representative government with offices open to all students. The Student Council will establish reasonable standards for candidates for office. All students will be allowed to vote in elections designed to promote careful consideration of the issues and candidates.
2. Elected representatives shall work with faculty, administration, and the student body in identifying cooperatively, those areas of appropriate student responsibility in the life of the school.
3. The organization, operation, and scope of the student government are specified in a written constitution which students have helped to formulate.
4. At the end of the school year, each class will elect six members to the Student Council who will assist in the student government of the school the following year.
5. The Student Council shall have a faculty sponsor or sponsors.
6. Student Council and Class officer elections will be conducted as follows:
  - a. Students are to write their names on a roster of students for a ballot. There are never to be more ballots available than there are students.
  - b. No one running for an office is to have anything to do with an election.
  - c. A teacher is to closely supervise the voting.
  - d. Ballots will be counted by teachers or the advisor only.
  - e. A week of campaigning may take place prior to the voting.
  - f. Instructions for how voting will be conducted must be given to all students before the election.
  - g. For nomination, a student must acquire a form from the student council advisor two weeks before the election for obtaining the signatures of ten students and three teachers supporting the nomination. The nomination forms are to be given to the advisor for preparing ballots.

**Varsity 'V':** All athletes earning a varsity letter in interscholastic sports are eligible for membership in this service club.

### **SPECIAL EVENTS:**

**Commencement:** Commencement exercises are held each year. At this time, the seniors who rank highest scholastically address the audience. Other seniors are also recognized. The diplomas are presented by a member of the Board of Education. (Policy IKFB)

Only students who have passed all required coursework, passed all required parts of the Ohio Graduation Tests, who have met the minimum requirements for credits earned, paid all fees and fines, and attended commencement practice are permitted to participate in commencement exercises.

**Valedictorian** is the senior who has maintained the highest scholastic average during the four years of high school. If two or more students tie for valedictorian, there will be no salutatorian. Students entering the high school from non-chartered or home-based schooling shall have no established grade point average (GPA) or class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed minimally one (1) semester. No student shall be eligible for graduation honors, such as Valedictorian, etc. unless they have been enrolled for four (4) consecutive semesters prior to the final semester utilized for purposes of determining such honors.

**Salutatorian** is the senior who has the second highest average for four years.

**Drama Production:** Students from grades 9 through 12 are eligible to participate in this yearly event.

**Homecoming:** During the football season one of the games is proclaimed homecoming of the alumni of Versailles High School. At this time a King, Queen, and court are chosen to reign over the game and dance.

**Music Banquet:** Band members are honored with an annual dinner in the spring. Awards are given at this time, including the John Philip Sousa Award.

**Sports Awards Program:** An annual fall, winter, and spring sports award program will be held. At this time letters and awards will be presented to the athletes of that respective sport.

#### **DANCES:**

1. The Homecoming Dance is restricted to students of grades 9-12 and their dates. Dates are to be high school students or graduates. Junior high dates are not permitted. This is a school dance and not an alumni dance. The Junior-Senior Prom is restricted to juniors and seniors and their dates.

#### **Non-Versailles Students:**

Throughout the year, especially at dances, when Versailles students invite other individuals to activities who are not VHS students, these individuals must follow all school regulations.

The VHS student inviting these outside individuals takes responsibility for their guest knowing and following the school rules. If the visiting individual refuses to follow the rules pointed out by the VHS students, then the VHS students should report this to the faculty in charge. Failure of visitors to follow school regulations could result in loss of privileges for the VHS student inviting them as well as loss of privileges for the visiting individual. Any student who is asked to leave the homecoming dance (because of their behavior or their date) will be prohibited from attending next year's homecoming (seniors will not be able to attend the prom). If asked to leave the prom, the student will not be allowed to attend next year's prom.

Appropriate dress is to be worn to homecoming and prom. No shorts, tennis shoes, inappropriate head-gear, or jeans of any kind including black jeans are permitted. At a semi-formal dance such as Homecoming, boys are expected to wear dress shoes and dress slacks with a dress shirt or sweater. Girls are expected to wear a dress or dress slacks and dress shoes. At a formal dance such as Prom, boys are expected to wear dress shoes and slacks with a jacket and tie. Girls are expected to wear a formal dress and dress shoes. These rules are subject to interpretation by any chaperone or faculty member present at the dance. Homecoming and prom tickets must be purchased in advance and no admittance will be

allowed after a certain time as established by the administration. Many hours of work are put into decorations; therefore, decorations are not to be torn down.

2. Possession, use, consumption, sale, offer, or transfer of alcoholic beverages, drugs, or look-alike drugs at a school dance or on the property on which the dance is being held (including inside cars) is grounds for a ten-day suspension from school and immediate removal from the dance and the property where the dance is being held. Since school dances have been traditionally a problem in this area, the following guidelines will be used to supervise these dances:

- a. Only one entrance and exit is to be used at each dance.
- b. Once a student leaves the dance, he/she will not be allowed to re-enter.
- c. Students will be observed as they enter the dance and anyone who has been drinking alcohol or shows signs of consumption of alcohol or drugs will be excluded from the dance and must leave the vicinity.
- d. Any student that is not excluded at the entrance and is observed later to show signs of consumption or drugs or alcohol will be taken aside and escorted to the presence of an administrator. Any student that has entered the dance and is under the influence of drugs or alcohol will be disciplined according to school policy.

3. Profanity or the use of tobacco will be reason for immediate dismissal from the dance and vicinity, and the student will be disciplined according to school policy. Smoking in restrooms will result in a three-day suspension.

4. Damages or destruction of the facilities or decorations will result in removal from the dance and vicinity, and the student will be charged for the expenses of the damage.

5. All dances will be from 8:00 p.m until 10:30 p.m. Students may enter the dance from 7:30 p.m until 9:00 p.m.

6. All the tickets to the dance are to be sold ahead of time and none at the door on the evening of the dance.

7. A uniformed policeman must be hired by the sponsoring organization and be present for high school dances and be present during the entire dance.

## **HOMECOMING ACTIVITIES:**

**I. Homecoming Dance** (Regulations are listed under Dances for High School.)

### **II. Selection of Homecoming Court**

A. Preliminary voting is to be done four weeks prior to homecoming activities for each class to select one male and one female representative for grades 9, 10, & 11. The seniors will select five female and five male candidates from their class which establishes the Homecoming Court. The sixth place male and female will be designated as senior class representatives. In case of a tie for sixth place, no student will be eliminated and these students will be recognized as senior representatives.

B. One week before homecoming, all students in grades 9 through 12 will be permitted to vote for Homecoming King and Queen. The Homecoming King and Queen are to be selected from the homecoming court consisting of the top five senior males and the top five senior females. The king and queen votes are counted by the homecoming advisor and are not to be announced until the crowning ceremonies of both the Queen and King at the homecoming football game.

C. Voting is limited to students in grades 9 through 12. All voting is to be under the direct supervision of a Versailles High School teacher. Voting will take place in the cafeteria during lunch.

D. The homecoming court is expected to be in attendance for the homecoming festivities at the football game through the end of the game and dance, unless previously excused. If any elected student does not wish to participate, they must inform the student council advisor at least two weeks prior to the Homecoming Game.

### III. Homecoming Parade

The following rules have been developed after many years of experience. These regulations have been discussed and approved by the Faculty Council, the Student Council, the district administrators, and the Board of Education. These regulations were developed essentially to promote safety and to encourage students to build creative floats that will positively support school spirit.

A. The homecoming parade will consist of the Versailles High School Marching Band; automobiles carrying the homecoming court; VFW's, Boy Scouts' or Girl Scouts' Honor Guards; and floats sponsored only by school organizations or clubs with a Versailles police escort. Elementary class projects such as homecoming banners will be permitted in the parade if an elementary teacher is present and supervising; however, this does not entitle any elementary students free admission to the football game.

B. Vehicles in the parade or after the parade, while carrying people that are not fastened with safety belts, are to move no faster than ten (10) miles per hour.

C. Drivers of all vehicles in the homecoming parade must hold a current and valid driver's license.

D. Free admission to the football game will be permitted for all students in the homecoming court.

#### E. Floats

1. Construction plans for building floats must be submitted to their Class Advisor and approved by the Principal or his designee at least three weeks prior to homecoming and before work is started on the float. This plan must contain an outline of the description and design of construction. The actual construction must be inspected by the class or club advisor and declared safe prior to moving the float to the high school area. The Principal and/or the organization advisor may eliminate an unsafe float at any time prior and during the homecoming parade activities.

2. All floats must pass a physical inspection by the advisor prior to movement from the construction area. The inspection must be based on criteria relative to the safety of the following:

a. The hitch must be secure and of visible safe quality.

b. All moving parts or mechanical devices must be in safe working order.

c. The float must be within state laws. For instance, any protrusions extending beyond four feet of the end of the trailer or flatbed must be marked by a red flag during the day or a red light at dusk or night.

d. The towing vehicle must be as heavy or heavier than the float to assure that the vehicle can stop the float within an appropriate distance.

e. Riders on floats are to be limited to four students who must ride in a safe position, that is, no legs are to be dangling over the edge of a float and students are to be in a sitting position more than one foot away from the edge of the float. No more than one person is to be permitted to ride on a tractor.

3. No floats are to be constructed on school grounds.

4. No profane, obscene, or derogatory signs, or signs suggestive of such, are permitted.

5. Only floats designed for and within the home-coming theme, as announced by the Student Council, will be approved to participate in the homecoming parade or activities. The floats must be present and ready to be judged at 6:00 p.m. at Versailles High School prior to the homecoming parade.

**Student Organization Funds:** Financial transactions of all classes and organizations will be supervised by the staff advisor and the Principal. All purchases and funds will be processed through the Treasurer of the Board of Education. The money may be spent only for an activity which is sanctioned or sponsored by the school. Points of clarification:

1. The money may not be given to individual students.
2. The money is spent as the student members of the organization wish if within the above guideline.
3. Any questionable intended expenditure by the advisor or administration is subject to review by the Board of Education.
4. Money not spent or designated for a special purpose by a graduation class can be placed in the general high school activity account upon a resolution by the Board of Education.
5. By state law, all student activity money is under the jurisdiction of the Board of Education. The Board, in turn, has appointed administrators and advisors to see that the money is used properly subject to audit by the state auditor.

**Assemblies:** All assemblies are to be attended by all students. Students are to sit in the section assigned to their grade. They are to be attentive and refrain from talking.

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### SECTION VIII: MISCELLANEOUS

**Student Flowers/Balloons etc.:** Flowers and/or balloons will be given to students at the end of the day by school personnel.

**Work Permits:** Employers are required to obtain work permits to hire any person under the age of 18. These permits may be obtained at the Board of Education office or on the school website under forms.

**School Grounds:** Good conduct is to be expected at all times on school grounds. The grounds should be free from papers and other debris. Students are asked to refrain from walking on the grass and to use crosswalks when crossing streets surrounding the school grounds.