

Bethel Elementary School Parent – Student Handbook



**Bethel Local Schools
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District Mission Statement

The mission of Bethel Local Schools is to educate with excellence, inspiring each student to become a responsible, contributing citizen in local and world communities.

Bethel Elementary School's Mission Statement

THE MISSION OF BETHEL ELEMENTARY SCHOOL IS TO DEVELOP STRONG ACADEMIC AND INTERPERSONAL SKILLS WITHIN A QUALITY LEARNING ENVIRONMENT, ENABLING STUDENTS TO BECOME RESPONSIBLE AND RESPECTFUL LIFE-LONG LEARNERS.

- **We believe** all actions shall be based on what is best for the student.
- **We believe** that each student can learn and be successful.
- **We believe** educational excellence requires an active partnership among students, staff, parents, business and community.
- **We believe** a diverse and challenging curriculum is essential to meet the individual needs of each student.
- **We believe** the school shall provide a safe, caring and healthy environment.
- **We believe** the school community shall encourage and support students in developing their goals and creating a positive vision for their future.
- **We believe** learning encompasses intellectual, physical, social, cultural and emotional growth.
- **We believe** individual and cultural diversity must be recognized and respected.
- **We believe** learning is a lifelong process.

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ADMITTANCE POLICY AND GUIDELINES

A child will be admitted to Bethel Local School provided (s)he will be five (5) years old on or before **August 1st** of the year of entrance to kindergarten, or six (6) years old on or before **August 1st** of the year of entrance to the first grade. If a child fails to meet the above age requirement, but will be five years old before January 1 of the school year for which admission is requested to kindergarten, OR will be six years old before January 1 of the school year in which admission is requested to first grade, the child may be tested upon the request of the parents. If the child meets the necessary standards, he/she will be admitted. The successful completion of kindergarten is a mandatory requirement for admission to the first grade.

REGISTRATION (BP 5111)

Students that are new to Bethel are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring

- 1) student's birth certificate,
- 2) proof of residency – *copy of deed, rental agreement, purchase agreement for land, etc.*
- 3) student's social security card
- 4) student's record of immunizations,
- 5) court papers allocating parental rights and responsibilities, or custody (if applicable),
Please note that the court papers must be an official document with a blue/purple date stamp or have the official court seal on the document. The office will then make a copy from that official document.
- 6) Individualized Education Plan (IEP) or Multi-Factored Evaluation (MFE) (if applicable).
- 7) Ohio Test of English Language Acquisition (OTELA) test scores (if applicable).

EMERGENCY INFORMATION (BP 5341)

Student information must be updated yearly because addresses, phone numbers, and work numbers change. At the beginning of the year, important documents will be sent home for you to review and provide updated information. These papers will help in contacting parents and guardians in the event of an accident, illness, or any other emergency situation. It is VITAL that the office be informed IMMEDIATELY whenever a contact number, address, or emergency contact person needs to be updated.

SCHOOL DAY SCHEDULE

The school day for Bethel Elementary students **begins at 8:45 a.m. and ends at 3:15 p.m.** Students may enter classrooms at 8:35. **No student is to be on school grounds before 8:25 a.m.** and students will not be admitted to their classrooms before this time. If students arrive before 8:35, they are to report to the connecting hallway to be supervised until buses arrive and students are dismissed to go to classes.

If your child arrives to the building after 8:45, they must come to the elementary office for a tardy pass in order to be admitted into their classroom. **We strongly encourage parents to walk their child into the office if running late to school.**

Please note: Students who are in the hallways or at their lockers and are not in class by 8:45 when the morning announcements come on will be considered tardy and sent to the office for a tardy pass.

DISMISSAL PROCEDURES

Bus: Students will exit classrooms with their teacher and proceed to dismiss to the parked buses.

Car: Parents picking up students must park in the north gravel parking lot and wait until signaled by the dismissal staff to begin forming a line in the pick up line. If the child usually rides the bus but needs to be picked up on a particular day, a note must be sent to the child's teacher in the morning or the parent may call the office before 2:45 p.m. and the teacher will be notified prior to dismissal. The child will proceed to the designated car rider pick up line at the regular dismissal time.

Early Pick-up by Parent: It is considered early dismissal prior to (3:15) p.m. After (3:15) p.m., students will be dismissed at the regular time and the child will be notified to proceed to the car pick up line for parent pick-up.

VISITORS IN THE BUILDING OR ON SCHOOL GROUNDS (BP 9150)

For the protection of students and the security in the school, it is required that all visitors (any person not employed by Bethel Local Schools) entering the building (*before, during, or after the school day*) must go directly to the office, sign the register, and pick up a visitor's pass before going to any other part of the building. Student and parent volunteers will receive a volunteer's pass. This includes students/parents coming back to school after hours to pick up forgotten items. If a secretary or principal is not available in the office to provide you a pass, you are not permitted to go to the classrooms. Classrooms are locked after school hours. **NO** unauthorized person is allowed in the school building to see or converse with students during school hours. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Unnecessary interruptions to the classroom consume time and hinder the education process. All outside doors, including the main entrance, will be locked. ALL visitors should enter through the main entrance and report to the office. There are no exceptions.

SCHOOL CLOSINGS / DELAYS

The use of the One Call Now system will also be utilized by the district whenever possible. It is imperative that you have your information updated in order to receive these notifications by phone.

If bad weather, heat problems or other emergencies make it necessary to close or delay school, check the following radio and television stations in the event you are not signed up with the ONE CALL NOW system:

Radio: WHIO (1290 AM)

TV: WDTN (Channel 2) **OR** WHIO (Channel 7)

When referring to our school, it will always be BETHEL LOCAL SCHOOLS – MIAMI COUNTY

In the event that the district would have a delay in starting school, students should NOT be dropped off at the normal time. Due to the delay, teachers are not in the building. Therefore, the students will not be supervised.

SCHOOL DELAYS/EARLY RELEASE TIME FOR ELEMENTARY CLASSES

1 hour Delay Schedule
9:45 – 3:15

2 hour Delay Schedule
10:45 – 3:15

1 hour Early Release Schedule
8:45 – 2:15

2 Hour Early Release Schedule
8:45 – 1:15

ABSENCES AND ATTENDANCE REGULATIONS

STATE ATTENDANCE REQUIREMENTS (BP 5200)

Bethel Local Schools provides an educational program that requires continuity of instruction and classroom participation for all its students. Students are required to attend school during the days and hours that school is in session. To be considered a full-time equivalent student, he/she must be enrolled in at least five units of instruction per school year. Repeated infractions of the Board of Education attendance policy may result in disciplinary action, including, but not limited to suspension or expulsion and/or loss of credit.

Parents should call the elementary office (845-9439) between 7:30 and 8:30 a.m. to report his/her child absence. If the answering machine picks up, please leave message. If a parent has not called by 9:30 a.m., the elementary office will initiate a call to the parent’s home, cell number and/or place of employment to verify the absence of the student.

ABSENCES

Bethel Local School District recognizes two types of absences: excused and unexcused. One half-day absence is defined as missing class from 8:00 AM until 11:30 AM and/or from 11:31 AM until (3:15) p.m. Missing school from 9:30 AM until the end of the school constitutes one day’s absence. Half-day absences will be combined to make full-day absences. These absences must follow the procedure as listed above for reporting the absence and providing the office with notification of Parent-excused absences. Students incurring an absence (half day or full day) beyond the allowable ten (10) Parent-excused days must submit a medical note or legal documentation within two (2) days upon returning to school in order for the to be considered Excused. If a student does not have a medical note or legal documentation, the absence will be considered UNEXCUSED. Students with unexcused absences will be notified of the risk of truancy.

EXCUSED ABSENCES

In order for a student to receive an excused absence, the parent/guardian of the absent student must notify the elementary secretary by a telephone call, a handwritten note and/or an email from the parent/guardian’s email account; the note must contain information pertaining to the date of the absence and the reason for the absence within TWO DAYS of the absence. Otherwise, the elementary secretary will record the absence as unexcused. Representatives of the Board of Education reserve the right to verify such statements and to investigate the cause of each single or prolonged absence. It is important to realize that an administrator may determine excused absences, when excessive and interfere with a student’s education, as truancy.

Bethel Local School has two different types of excused absences: ***Parent-excused absences and Professionally-excused absences.***

Parent-excused absence: A Parent-excused absence is an excused absence in which parents have the discretion to determine the reason for his/her child's absence without having to obtain documentation from a licensed professional. There are **TEN** Parent-excused absences per school year at the elementary level.

*For example, if a student is home sick with the flu and the parent doesn't feel it is necessary to take him to the doctor, the parent can call into the office or send a note explaining the reason; this would be recorded as a Parent-excused absence in the district's attendance records. If a child misses three days of school for a family vacation, these three days will be recorded as Parent-excused absences as long as the child has not exceeded the **TEN DAYS PER SCHOOL YEAR AT THE ELEMENTARY LEVEL.***

Professionally-excused absence: A Professionally-excused absence is an excused absence caused by hospitalization or by visits to the office of a doctor, dentist, psychologist or any other licensed professional health or legal person. These types of absences require a legitimate note from the office of the licensed professional.

Once a student has used his/her TEN (10) Parent-excused absences within the school year, he/she will be required to submit Professionally-excused excuses from a legitimate licensed professional. Notes from a licensed professional must be received within **TWO (2) days** of the absence to be accepted as excused.

For example, if a student has used three parent-excused absences to go on vacation with his family and seven parent-excused absences for being sick without seeing a doctor, the student will be required to produce a legitimate note from a licensed professional each and every time he is absent during the remainder of the school year.

Excused absences from school may be approved for the following:

- Personal/Family Illness or hospitalization
- Doctor or dental appointments – parents should make every effort to avoid doctor/dental appointments during the school day; a note signed by the treating professional or his designee required
- Death in the family or relation (up to two days with funeral documentation)
- Necessary work at home due to absence or incapacity of parents/guardians (a statement from a health professional explaining why the child's absence was necessary is required when deemed appropriate by administrator)
- Religious holidays
- Family vacations (**up to FIVE days per school year**; must be pre-approved one week in advance)
- College visitations (must be pre-approved TWO weeks in advance)
- Court appearances
- Medically necessary leave for a pregnant student in accordance with Policy 5751
- Other emergencies or circumstances as approved by a building administrator and/or superintendent

It is the student's responsibility to contact teachers the day he/she returns from an absence to arrange to do his/her make-up work. A student will be allowed one day of make-up time per each excused day of absence. If a student was in class when a teacher indicated a test, paper or project deadline, the one day may not apply. Following the deadline for completion, the incomplete work may be given a zero.

UNEXCUSED ABSENCES

An unexcused absence is when a student misses school without a legitimate excuse (such as doctor's note or other licensed professional health or legal person) or exceeds his/her number of TEN (10) "Parent-excused" days per School year. Failing to bring an absence note within TWO (2) DAYS of a student's return to school also constitutes an unexcused absence.

Students with an unexcused absence or tardy MAY NOT receive credit for any work done or due during the time of an unexcused absence or tardy nor can they attend/participate in extracurricular activities the day of their absence. Any unusual or extenuating circumstances will be subject to administrative approval in order to be determined as an excused absence.

The following are considered to be unexcused absences:

- Truancy
- Failure to obtain prior approval of absences requiring pre-approval
- Any absence deemed unexcused by building administrator which may include:
 - Oversleeping
 - Missed bus
 - Car trouble
 - Skip day(s)
 - Shopping
 - Prom Arrangements
 - Appointments without an excuse from licensed professional
 - Babysitting
 - Unapproved Vacation Leave

TARDY TO SCHOOL

Students who arrive after 8:45 AM are recorded as tardy; students arriving after 8:45 AM without an approved excuse are considered ***both tardy and truant***. Tardies are considered unexcused absences unless authorized by the principal. Tardies DO COUNT against a student's perfect attendance.

Students tardy to school or habitually arriving after 8:45 AM without an acceptable excuse will be subject to the following disciplinary action:

- 1st tardy in the semester – warning
- 2nd - 4th tardies in the semester – assigned afterschool detention
- 5th and all subsequent tardies in the semester – assigned Saturday School
- Every three (3) unexcused Tardies to school will be considered one unexcused absence for court truancy purposes.

TRUANCY

Truancy is defined as the accumulation of unexcused absences a student acquires within a school year without a legitimate excuse from a licensed professional. In addition, absences, even with parent approval, if excessive and/or interfere with a student's education may be interpreted as truant.

In accordance with local and state truancy laws, the school districts must notify a student's parent or guardian in writing of chronic and habitual truancy. The district will also file a complaint jointly against a

child and the child's parents/guardians in the juvenile court of the county in which the student resides (ORC 3313.663(B) and ORC 2919.222) if the child is habitually or chronically truant to school. The district will notify a student's parent/guardian of unexcused absences and the possible disciplinary action associated with truancy as follows:

HABITUALLY TRUANT:

- 5 days of unexcused absences in one school year – first warning letter sent home
- 7 days of unexcused absences in one school year– second warning letter with assigned Saturday School
- 12 days of unexcused absences in one school year – third warning letter with two assigned Saturday Schools; attendance officer from juvenile court notified

CHRONICALLY TRUANT:

- 7 consecutive unexcused absences – first warning letter sent home with assigned Saturday School
- 10 unexcused absences in one month – second warning letter sent home with TWO assigned Saturday School; attendance officer from juvenile court notified
- 12 unexcused absences in one month – third warning letter with assigned out-of-school suspension

EARLY DISMISSAL OF STUDENTS

Students may be excused from school by bringing a note to the elementary secretary prior to the beginning of school. Students leaving during the school day must be signed out in the elementary office by their parent. Contact with the parent is required prior to the release of any student. The elementary secretary must speak directly to the parent to obtain permission for the student to sign out once the student has arrived in school. Students returning to school from a medical/dental appointment must have a note from the professional consulted. If the student returns to school without the required note, their absence will be considered unexcused. There will be a **TWO (2) day** grace period to submit the required note. If the note is received within the grace period the absence will be converted to an excused absence.

Please note: Dismissal of an elementary age student to an older middle school or high school sibling or relative is not permitted without written permission from the elementary student's parent/legal guardian in advance. This permission must come in written format, or by calling the office in advance. If an adult wishes to pick up an elementary student and they are not on the child's emergency contact list, special permission must come in written format, or by calling the office in advance for the safety of the child as well.

PERFECT ATTENDANCE

To qualify for perfect attendance, an elementary student cannot be tardy, absent or leave school for any part of the day prior to 3:15 p.m.

PREARRANGED ABSENCES / FAMILY VACATION REQUESTS

Any absence from school is detrimental to the learning process and for this reason extended vacations during the school year are discouraged. If properly notified, the school will excuse a maximum of five (5) school days for family vacations. Vacation days, beyond the five permitted, will be considered unexcused absences and makeup work will not be permitted.

Vacations will be approved only when the parent/legal guardian accompanies the student. Parents must submit a written request one week in advance. The student will be expected to complete all assignments with deadlines established by the teacher(s). No credit will be given for work not completed and submitted in accordance with the deadlines established by the teacher(s).

If a student has missed more than ten (10) days of school a vacation request may be denied.

MAKE UP WORK / REQUEST FOR WORK DURING ILLNESS

Students who have excused absences are required to makeup the work missed. It is the responsibility of the student upon returning to school, to contact the teacher for a list of assignments and tests missed. Students will be given one day per absence to make up work, maximum of 5 days. When illness is beyond 5 days, the make up deadline will be determined by the teacher(s).

Parents may request homework when a student is absent. In order for the teaching staff to have ample time to prepare the work during their instructional duties, a request for homework must be made **before 9:00 a.m. on the day of absence**. Assignments may be **picked up** in elementary office **between 3:15 and 4:00 p.m.** Please call ahead to confirm that the assignments are ready for pick up.

ATTENDANCE GUIDELINES FOR EXTRACURRICULAR EVENTS

For extra-curricular activity participation, a student must arrive by 9:00 AM and remain in school for the rest of the school day. Any time a student has an early dismissal or arrival after 9:00 AM, he/she must produce a note from a licensed professional AND have administrative approval in order to participate in extra-curricular activities.

If a student is to remain after school for an organization meeting such as Girl Scouts, 4H, etc., (s)he *must* bring a note the morning of the meeting signed by their parent/guardian granting permission. If a student does not have a parent signed note, the student will be sent home as normal. **Students will not be permitted to use the school phones to call home about staying for an after school activity if they forgot the parent signed note.** These meetings must take place immediately after school and be conducted by an adult. Parents must assume the responsibility for transportation home.

WITHDRAWAL FROM SCHOOL

A student who is withdrawing from school should notify the office at least one week in advance. The student is responsible for turning in textbooks and for clearing all bills before withdrawing from school. The parent is also advised to sign a form enabling the school to release records to the receiving school.

STUDENT DRESS CODE POLICY

The responsibility of proper school dress is that of the student and his/her parents. All clothing worn at school or school activities should be neat and clean. All clothing must be in good taste and modestly worn. Clothing of extreme styles is not permitted. Student attire and/or appearance that is so radical that it distracts from the educational process will not be tolerated.

1. Obscene or provocative T-shirts with words or objects which are objectionable and/or are disrespectful, pertinent to racial or ethnic background, are not proper attire for school and will not be permitted. Clothing with suggestive pictures, suggestive phrases, promotion or advertisement of any alcohol, tobacco or drug related products or businesses are also prohibited.
2. **Sleeveless shirts**, halter tops, tank tops, tops with spaghetti straps, jerseys/blouses with large openings at the arms, or any shirts that expose the midriff, chest, stomach, or back are prohibited. **A sleeveless shirt or anything with large openings requires a t-shirt to be worn underneath.**
3. All undergarments are to be covered.
4. All shorts and skirts must be of such length as to hang no higher than 3 inches above the knee unless leggings are worn underneath.
5. Shoes must be worn at all times. Flip flops, skate shoes, cleats, and any shoe without a back or back strap (including sports sandals and dress sandals) should not be worn as they have proven to be very dangerous in the school building, on stairs and on the playground. Any shoe that has more than a one inch heel is not appropriate for the school day and should not be worn.
6. Hats, head coverings, visors, sunglasses, bandanas, and sweatbands should not be worn in the building.
7. Oversized pants and low rise pants must be worn with a secure belt to prevent any undergarments or skin to be exposed during the school day.
8. Bedroom slippers, pajamas, and/or other clothing normally worn to bed are not to be worn to school.

Special events and school supported activities may allow for exceptions to these dress code rules as deemed appropriate by the school administration. Permission will be granted in advance to the student body, groups of students, or individual students when necessary.

If the teacher feels a garment is unacceptable based on the standard of the dress code, or causes a disruption in class, the student will be asked to turn apparel inside out or cover up the unacceptable garment. If the problem persists the teacher may refer the student to the office for further discipline. Students whose appearance or dress is unacceptable will be required to make adjustments in apparel, asked to call home, or may be removed from the school setting.

RECESS AND WEATHER GUIDELINES

It is very important that students are dressed appropriately for the weather since all students will have a recess or break. Parents are requested to provide adequate attire for students as they leave the home for school each day. Using their best judgment, teachers may not allow a child to go outside in cold weather conditions if the child does not have adequate protection from the environment (example: no coat, or a

sweatshirt/sweater instead of a coat. Students will not go outside when the temperature/wind chill factor is judged to be too cold for safety. In addition to the temperature, playground conditions will also be considered before going outside. The guidelines used for consideration of outdoor play are listed below:

15 - 20 degrees or below	> Students may be taken out for a period of no longer than 10 minutes.
21 –25 degrees	> Lunch recess may be shortened.
26 degrees and warmer	> All recess will be outdoors.

STUDENT BEHAVIOR

In order for Bethel Elementary School to provide a positive learning atmosphere for students, certain rules and procedures must be established. Discipline at Bethel Elementary uses a two faceted approach in classrooms: 1) correction and 2) behavior modification to assist students to change inappropriate behavior. At the beginning of the school year, each teacher will identify classroom rules and review the school code of conduct, rewards, and consequences that will be in effect. Children who display good citizenship will enjoy positive rewards and benefits for their appropriate participation (see Student of the Month). Children who do not comply will be addressed with progressive steps of discipline appropriate to the severity and frequency of the rule infraction. When necessary and appropriate, the administration will assist with discipline.

EXPECTED STUDENT BEHAVIOR

The focus of our discipline approach is to help students learn self-discipline by making good choices and considering the consequences of their actions. All students attending Bethel Elementary are expected to conduct themselves in a manner which observes the **Bethel “High Five” values**:

- 1) **Be respectful** – treat others the way you want to be treated,
- 2) **Be responsible** – do what is right even when no one is watching, be honest and trustworthy
- 3) **Be helpful** – show kindness and help others
- 4) **Be safe** – refrain from behavior which creates a threat to the life, safety, or health of anyone,
- 5) **Be ready to learn** – contribute to, rather than disrupt the educational process, be prepared

DISCIPLINE / CONSEQUENCES

Violation of any of the rules of conduct may result in the following: 1) verbal warning 2) loss of privileges/recess time,... 3) student problem solving, 4) parent notification, 5) student behavior contracts, 6) time out periods in the classroom, 7) referral to the principal's office, 8) after school detention, 9) Saturday school, 10) Alternative School placement, 11) suspension from school (in school/out of school), from 1 – 10 school days, 12) expulsion from school for up to eighty school days, and 13) permanent expulsion.

Teachers may assign additional consequences not listed, which are appropriate to the specific behavior.

The penalty imposed is within the discretion of the principal through and including suspension from school; expulsion is within the discretion of the superintendent; permanent exclusion is subject to the approval by the Superintendent.

In determining the appropriate penalty for a violation, the Principal or Superintendent shall consider the seriousness of the offense, the effect upon other students, teachers and school employees, the frequency of the offense, the student's discipline record, the actual harm or risk of actual harm to other students, persons, and property, the disruptive nature of the student's conduct upon the educational environment, and the rights of other students to learn free of distractions caused by the misconduct.

SEVERE CLAUSE: Any student who is habitually disruptive, causes harm or risk of actual harm to another, or who creates a major disruption of the normal classroom procedure will be subject to a level of consequences, depending on the nature and severity of the offense, at the discretion of the administrator. In these cases, the listing of various disciplinary options does not mean that preliminary progressive steps will necessarily be utilized. The surrounding circumstances and severity of student conduct may warrant bypassing some or all preliminary steps.

DEBATE CLAUSE: Any student who refuses any consequence administered by the teacher or administrator in accordance to the classroom discipline plan or Code of Conduct, or who argues with the teacher during the regular class period, will be subject to next level of discipline at the discretion of the teacher and administrator.

CODE OF CONDUCT **(BP 3217, 5500, 5516, 5600, 5610)**

The following types of conduct by students are hereby determined to be inconsistent with the educational goals of Bethel Elementary School and will result in discipline. Disciplinary action may include the following as deemed appropriate for the age level of the student: After school detention, Saturday School detention, and/or suspension

ASSAULT / FIGHTING: a student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any other student, a school employee, or other person not employed by the school on the school grounds during and immediately before or immediately after school hours, or at any other time when the school is being used by a school group, or off the school grounds at any school activity function or event.

NOTE: Students who decide to take matters into their own hands and fight may serve in school suspension or be suspended from school anywhere from one to five days on their first offense. Building administrators recognize there are different degrees of fighting, but caution students on the severity of this offense.

During the school year, some students choose to resolve their differences by fighting. We cannot and will not tolerate fighting of any kind. Students should consider these options before resorting to physical violence.

1. Bring the concern/problem to the building administrator/teacher/counselor. They will investigate and bring all parties together to discuss possible solutions.
2. Name calling often leads to fighting. Inform a nearby teacher or seek out an administrator before the situation gets out of control.
3. If provoked, walk away and seek out a teacher or administrator.

4. Do not get involved in someone else's business or problems. If you feel you must be involved or already are involved and the situation is out of control, seek out a building administrator and report your concern and involvement.

CHEATING / PLAGIARIZING: A student shall not cheat. Cheating shall include but NOT be limited to plagiarism, copying homework, copying computer disks, using cheat sheets, obtaining answers from another student on a test or quiz, and allowing other students to use their materials with the intent to cheat. Any student caught cheating may be given an automatic zero on the test, quiz, or assignment and parents will be notified. Plagiarism is an act or instance of stealing and/or claiming as one's own the ideas or words of another. The writer who copies from any publication without documenting the source is a plagiarist. The student who copies from a writing done by another student is a plagiarist. The student who willingly allows another student to copy his own work is equally as guilty as the student who has copied. The student will be required to complete the assignment under the supervision of the principal or teacher to ensure that it is an accurate portrayal of the student's knowledge. Further disciplinary consequences will be determined by the principal, which may include Saturday School detention.

DAMAGE / DESTRUCTION OF PROPERTY: A student shall not intentionally cause or attempt to cause substantial damage to school property or equipment or to the private property of others, either on school grounds or during a school activity, function, or event off school grounds. This includes the deletion of computer files and knowingly introducing viruses to computer systems. Destruction of property will be considered an act of vandalism. Parent/guardians will be held financially responsible for any property damaged by their child under Ohio Revised Code 3109.09 and 2307.70.

DANGEROUS INSTRUMENTS / WEAPONS: A student shall not at any time while in attendance at school or at approved school-related activities, possess or have control over firearms, air-powered weapons, fireworks, knives or other instruments or objects designed or adapted for use as a weapon or designed to appear to be a weapon (look-alikes, toy weapons) which, in the judgment of the teacher, principal or other school personnel in charge, can be used or threatened to be used in such a manner as to constitute a potential danger to the physical welfare of others.

DISRESPECT / INSUBORDINATION: a student shall not show disrespect to teachers and other staff members. A student shall follow directions in a courteous and orderly manner.

DEVICES: radios, tape/disc players or other electronically or battery operated items must be approved by the administrator *for school use only*. **Cellular phones and other electronic communication devices are not permitted to be used during school hours. As long as cell phones are not seen or heard, they will not be an issue for the school.** Violators will be subject to disciplinary action and devices will be confiscated and returned only when the parent picks up such device. A second offense may lead to disciplinary consequences for the student.

DISRUPTION OF THE EDUCATIONAL PROCESS: a student will not through threats of violence, coercion, force or obstruction of school procedures disrupt or attempt to disrupt the educational process or functions of the school.

EXTORTION: A student shall not obtain or attempt to obtain money or property through force or the threat of force expressed or implied.

FALSE ALARMS: A student shall not initiate an alarm for fire, an impending bomb explosion, or other catastrophe without just cause and without notifying the principal of his/her action. The school will refer this to the proper legal authorities.

FORGERY / FALSE STATEMENTS The oral or written use of misleading or false information including but not limited to names, dates, grades or other data and school work not done by the student taking credit for it. Forgery also includes signing parent, guardian, or teacher signature.

HARASSMENT/BULLYING (BP 5517.01): The harassment of other students or other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating or offensive environment. Conduct constituting harassment may take different forms, including but not limited to the following:

- Sexual Harassment: Written or oral sexual innuendoes, suggestive comments, jokes of a sexual proposition to fellow students, staff members or other persons associated with the school district.
- Gender/Ethnic/Religious/ Disability Harassment: written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, disability or other protected class, etc. toward students, staff members, or others associated with the school district.

Any student or staff member who believes that he/she is the victim of any of the above actions or has observed such action should immediately notify a school administrator.

HAZING: Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all time. No employee of the school district or any student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student that causes or creates a substantial risk of causing mental or physical harm to any person. Failure to abide by this policy will necessitate disciplinary action, and individuals may be liable to Ohio Law as a 4th degree misdemeanor (OR2902.21). Permission, consent, or assumption of risk by an individual subjected to hazing does NOT lessen the prohibition contained in this policy.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION: No student, regardless of age, shall leave school property without parental permission and the authorization of an administrator.

LOITERING: Loitering is defined as the willful presence in a school building, restricted area of a school building, or school grounds at an unauthorized time and without adult supervision. Students are not to loiter in the parking lot, playground, gymnasiums, in the hallways, on the front lawn, or other unauthorized areas before 8:35 a.m. or after the busses depart in the afternoon. Students are not to reenter the building after school unsupervised. The elementary gymnasium should not be occupied at any time by students without adult supervision and without the reservation of the space through the athletic director in advance.

OBSCENE LANGUAGE / GESTURES/ MATERIALS: A student shall not use, possess, distribute or display profane, vulgar, indecent, or obscene language, pictures, illustrations, or gestures, verbally, in writing, graphically, pictorially, photographically, electronically, or otherwise, while on school property or at school related events. A student shall not possess or distribute commercial or other duplicated materials of a libelous nature, materials involving defamation of character, or materials advocating racial or religious prejudice.

POLICY ON ALCOHOLIC BEVERAGES / MIND OR MOOD ALTERING SUBSTANCES / SMOKING AND TOBACCO USE / AND ALL RELATED PARAPHERNALIA FOR THEIR USE:

ALCOHOL / DRUG ABUSE: In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school provided transportation, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substances as defined by state statute, or substance that could be considered a “look-a-like” controlled substance. Non-compliance with this policy will be subject to disciplinary action, in accordance with due process and as specified in the district board policy and student handbook, up to and including expulsion from school. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available. Students and their parents should contact a school administrator or counselor whenever such help is needed.

MIND OR MOOD ALTERING SUBSTANCES: Medications and drug-like substances must be prescribed by the student’s personal physician and be authorized by the school principal’s office before such a substance is permitted for personal use or possession by a student at school. Medication must remain in the principal’s office.

No person shall use, have on his/her person or possession, have within his/her assigned school locker, be within easy access of, be under the influence of, sell, intend to sell, transport, give away or conceal any unauthorized mood-altering chemical, substance, or article used for the intake, concealment or distribution of any such mind or mood altering substance. Also included in this category are look-alike, counterfeit substances that are represented as mood-altering, chemicals when in fact they are not, or which are mood-altering chemicals falsely represented to be a different substance. Any article or paraphernalia that is commonly associated with or reasonably construed to be used for the use of any mood-altering chemical is also prohibited. Ohio Law (Section 2925.01) (P) of the Ohio Revised Code) and House Bill 435 mandate that every school district notify students that involvement with look-alike, counterfeit substances is punishable by criminal prosecution. The penalty may be reduced if the student completes an assessment process. Legal authorities will be notified. The second occurrence or violation will automatically include a recommendation for expulsion.

SMOKING / SMOKELESS TOBACCO / TOBACCO PRODUCTS: School regulations do not permit the use or possession of tobacco or items used for smoking (pipes, lighters, etc.) in any form by students on school property or at school functions. This regulation specifically forbids the use and possession of any form of tobacco upon school buses, in restrooms, in the buildings, and on all school grounds, and property. All forms of tobacco include but are not limited to cigarettes, chew, and snuff.

SKIPPING DETENTIONS: Students unexcused from assigned consequences will receive additional days assigned, or will be given the next step in the discipline progression.

THEFT: A student shall not engage in theft of school property or the private property of another student or school employee.

THREAT OF VIOLENCE: Any threat of serious harm, injury, life, etc, on any student, employee, or volunteer of Bethel schools will be dealt with to the fullest extent of the Code of Conduct and the law. Threats of a serious nature will be turned over to the authorities and/or juvenile court. An assessment may be required to enable the student to return to school if suspension or expulsion is given. Any serious situation will not be taken as a “joke” in the current atmosphere of violence in our society.

TRESPASSING: Students are not to be present in an unauthorized area of the school and refusal to leave when requested to do so will be considered grounds for disciplinary action and/or prosecution.

REMOVAL FROM SCHOOL

An administrator of Bethel School may remove a pupil from curricular or extra curricular activities or from the school premises if a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises. A teacher may remove a pupil from curricular or extra curricular activities under his/her supervision if a pupil's presence poses a continuing danger/disruption to the academic process taking place either within a classroom or elsewhere on the school premises.

SATURDAY SCHOOL

Saturday school is scheduled either for 2 hours (8:00 AM- 10:00 AM) or 4 hours (8:00 AM – noon) and is held in the elementary cafeteria. Students are expected to bring some work to do or to complete an assignment provided by the administration. Students who are absent from Saturday School without a valid excuse or who are sent home from Saturday School for failing to follow instructions will be re-assigned for the next session. Refusal/inability to serve the re-assigned date will require a one day in-school suspension.

CONDUCT SPECIFIC TO LOCATION

ASSEMBLIES: Students will move to and from the assembly in a quiet, orderly manner. Once students have been seated they are to remain quiet. Teachers will cooperatively maintain good student conduct and behavior problems will be removed and proper discipline taken. Students who are disruptive or display rude behaviors will be removed from the assembly by the teacher or administrator.

BUS: Bus conduct is the same as that observed in the classroom. The driver has full responsibility and is in charge of the bus. The administrator will provide follow up consequences when disciplinary issues are passed on to the office.

CAFETERIA: The cafeteria is a place for all students to eat their lunches. It is not a social hall. Table manners such as those appropriate for the typical home should be observed. If children cannot talk quietly in table conversation, then a "no talking" rule will be applied to the table(s). The level of noise in the cafeteria should also be at the point when an adult needs to speak, he/she can be heard. Students are responsible for cleaning up their own space and properly disposing of trash.

HALL: Students should walk quietly through the halls. There should be no loud talking or running in the halls.

LIBRARY: The Elementary Library belongs to all. Great care has been taken to buy books that are interesting to read. Whether you come to the library with your class, a small group, or alone, you should use a low voice and not disturb others. All materials are checked out for a two week period. Fines are not charged for overdue books, but it is expected that you will return them when they are due. In this way others can enjoy them. You are responsible for any item you sign out. If a book or material is lost, you must pay for them. If you find them after paying, your money will be returned. If a book was damaged while in your care, please tell the Media Specialist. There are special library repair materials and books can be mended before someone else checks it out. **Do not try to repair it at home.**

Library Procedure for Overdue Materials

- 1st Notice: Friendly Reminder
- 2nd Notice: Possible loss of Library privileges
- 3rd Notice: Bill sent to parents for payment of items

PLAYGROUND: Recess time is a fun time. Organized games and individual recreational activities make it an enjoyable time. Safety, however, is our main concern and rules must be obeyed. Students will obey any teacher or recess aide on duty. Playground equipment is to be used appropriately. Only appropriate playground equipment will be thrown. Contact sports such as tackle football, wrestling, boxing, “play” fighting, and overt aggressiveness in other team sports will not be permitted and may result in the student’s loss of recess or further disciplinary measures. Students will be supervised at all times.

STUDENT PROGRESS

REPORT CARDS / INTERIM REPORTS

The “primary education experience” (K-2) is considered by most educators as the most important years in school. It represents your child’s first encounter with public education and his or her degree of success is vital to future progress. As a staff we try to educate your child to the best of our ability. If education difficulty arises, every effort will be made to seek appropriate education services to remedy that difficulty.

The intermediate level (grades 3-5) requires the ability to deal with more concentrated subject matter and a departmentalized structure generally requiring adjustment to more teachers than previously experienced.

Report cards for kindergarten and first grades will use a variety of symbols to record the child’s progress depending upon the grade level.

Report cards for second and third grade will use letter grades based on the district percentage scale. Teachers will use both letter grades and percentages on student papers, projects, and tests to assist students in understanding the relationship between letter grades and percentages.

Report cards for grades four through five will record progress in percentages, using the district grading scale.

We encourage you to read your child’s report card very carefully each nine weeks. If, in your opinion, your child is not making academic progress, please contact the school. The staff of Bethel Elementary is ready to interpret your child’s report card and make suggestions for improved progress upon request.

GRADING SCALE (BP 5421)

A+	99 – 100	Superior	<u>GRADING SCALE FOR</u>	
A	95 – 98	Superior	<u>ART, MUSIC, PHYSICAL EDUCATION,</u>	
A-	93 – 94	Superior	<u>CONDUCT AND WORK HABITS</u>	
B+	91 – 92	Above Average		
B	86 – 90	Above Average	E	Excellent
B-	84 – 85	Above Average	S	Satisfactory
C+	82 – 83	Average	I	Improving

C	75 – 81	Average	U	Unsatisfactory
C-	73 – 74	Average	✓	Needs Improvement
D+	71 – 72	Below Average		
D	67 – 70	Below Average		
D-	65 – 66	Below Average		
F	64 and below	Failing		

Interim reports are sent home during each nine-week grading period, normally after the fourth or fifth week. They provide parents with an indication of their child’s progress. Parents are encouraged to make an appointment with the teacher if the interim report indicates areas of concern.

WEIGHTING OF STUDENT GRADES

Grades 2 and 3 ONLY

Assignment Type	Weight
Homework / Class Work	1
Tests / Projects / (Gr. 3 Acc. Reading Goal)	2

Grades 4-6 ONLY

Assignment Type	Weight
Homework	1
Class Work	2
Quizzes / Projects	3
Tests/ Short Cycle Assessments / Acc. Reading Goal	4

HONOR ROLL / PRINCIPAL’S LIST

At the end of each grading period (9 weeks) an Honor Roll and Principal’s List is compiled listing all students in grades 3-5 (grade 3 during 2nd semester only) whose scholastic achievements have been outstanding. Students so honored must have maintained A’s and B’s in all subjects to be on the Honor Roll. The Principal’s List honors those scholars who have only A’s in all areas.

HOMEWORK POLICY

Research indicates that homework, given on a consistent basis, is beneficial for academic growth. Because of this, we make every attempt to follow the guidelines listed below:

<p><u>Kindergarten</u> – may be assigned on a nightly or weekly basis, no to exceed 15 minutes per night</p> <p><u>Grade One</u> – may be assigned on a nightly or weekly basis, not to exceed 15-20 minutes per night</p> <p><u>Grade Two</u> – may be assigned on a nightly or weekly basis, not to exceed 20 -30 minutes per night</p> <p><u>Grade Three</u> – may be assigned on a daily basis, not to exceed 30 – 40 minutes per night</p>

Grade Four – may be assigned on a daily basis, not to exceed 40 – 50 minutes per night **across all classes**
Grade Five – may be assigned on a daily basis, not to exceed 50 – 60 minutes per night **across all classes**

** Please note that extended projects and assignments should be worked on by students on a daily basis so as not to overburden themselves during one given night (example: completing a large project the night before it is due). These types of projects and extended assignments are not calculated into the guidelines previously listed for each grade level.

With this gradual increase in the amount of homework, the children will become accustomed to it without experiencing “culture shock” as they move from one grade to the next. Students are also encouraged to be responsible for completing and returning their own homework to school when it is due. Students will not be permitted to call parents from the school phones to bring forgotten homework to school. If you have a concern regarding the quantity of work assigned, please contact your child’s teacher. If you are not satisfied with the results, you may arrange a meeting with the building principal.

PARENT TEACHER CONFERENCES

Parent conferences are scheduled at least twice each year. A strong effort is made to coordinate the conference times for parents with children in two or more grades. Parents are asked to indicate a preferred conference time. After the teacher’s conference schedule is completed, parents are notified of their assigned conference time. At the conclusion of the conference, evaluation forms may be filled out by the parent. If you are unable to make a scheduled conference time, we request that you notify the teacher as soon as possible. You can call the office at 845-9439.

Parents may also request a conference at any other time they feel it is necessary. Arrangements for time will be mutually agreed upon. Some grade levels prefer all the teachers participate. Upon request, the principal will be available to attend a conference.

RETENTION / PROMOTION POLICY (BP 5410)

A student receiving passing grades in Math, Reading, Language Arts, Social Studies, and Science will be promoted. However, if a child meets requirements for promotion but because of other factors or information, the Learning Assistance Team (LAT) feels it is in the best interest of the child to remain in the grade, the child may be recommended for retention. If requirements for promotion are not met, based on data and the recommendation of the LAT, the child will be recommended for retention. In addition, the parent will be notified in writing of any decision made to retain their child. A student should not be retained more than once in the elementary grades.

At the conclusion of each school year, students shall receive one of the following assignments for the next year:

Promotion – Student has met grade level requirements.

Retained - Student has failed to meet grade level requirements.

Placed – Requirements have not been met, but it is in the best interest of the student to be advanced. At grades 3-6, two or more grades of a D level or lower may cause placement to occur.

THIRD GRADE READING GUARANTEE AND STUDENT PLACEMENT

The newly adopted Third Grade Guarantee requires third grade students to meet an acceptable “cut score” in order for the district to have the option to send them on to fourth grade. With that option, the district may impose their own set of requirements to consider in order for students to move on to the fourth grade. This option will provide students additional intervention and attempts to achieve the “proficient score”. The cut score and the proficient score can be obtained through the Ohio Achievement Assessment in Reading, or on an alternate testing approved by the Ohio Department of Education. A Summer School Intervention program and student attendance in that program may be required over the summer months. Please note that the requirements for the Third Grade Guarantee are subject to change each year.

STUDENT HEALTH

ILLNESS/INJURY

In case of injuries requiring more than first aid, the school will administer first aid and then call the parent as soon as possible. This format will be followed:

The duty teacher will contact office or the nurse/clinic upon illness or accident. *Please keep emergency notification phone number CURRENT during the school year. Notify the office of any changes in these numbers.*

The office or the nurse/clinic will contact parent. In severe cases, the office will contact emergency medical personnel if needed.

MEDICATION (BP 6330)

Parents who wish to have medication (including over the counter medication) administered to their child must submit written authorization signed by the parent and the physician. These permission slips, “Physician’s Request for the Administration of Medication by School Personnel,” are available from the school office.

With the wide spread concern of abuse of drugs, and the need to insure that all medications are administered correctly, we must ask your cooperation in complying with this state law.

Any student who is required to take a medication during the regular school hours must comply with the following school regulations:

- 1) A written permission form, “**Physician’s Request for the Administration of Medications by School Personnel,**” must be in the office.
- 2) A parent is to bring all medication to the school office in the **appropriate container with affixed prescription label**. The label should contain the child’s name, name of medication, dosage, physician’s name, and directions for administration.
- 3) The medication must be brought to school **by the parent/guardian**. The amount of the medication brought to school should be limited to no more than a one-week supply. Aspirin or medication containing aspirin will not be administered by school personnel.

IMMUNIZATION

Upon first entrance into the Bethel Schools, each pupil (grades K-12) is required to furnish acceptable evidence of immunizations. The following requirements for children who attend school in Ohio are:

Students entering Kindergarten:

<u>Vaccine</u>	<u>Doses</u>
DPT or DT (Pediatric)	{5 doses if 4 th dose given before 4 th birthday}
Polio	3 {4 doses if 3 rd dose given before 4 th birthday} a <u>new requirement</u> is that the 4 th dose be administered on or after the 4 th birthday
*MMR	2 doses (1 st dose must be administered on or <u>after</u> the child's first birthday)
Hepatitis B	Series of 3
Varicella (Chicken Pox)	2 doses of Varicella(a progressive starting with kindergarten for the 2010 school year)

Each dosage of vaccine must be denoted by complete month/day/year in your child's school immunization records. Failure to comply with this regulation within 14 days from initial school entry shall result in immediate exclusion from school until such time as this regulation has been met.

In accordance with Senate Bill 140, section 3313.673, students enrolling in kindergarten must have a physical examination before entering kindergarten. A medical form is provided in the kindergarten packet.

FEES (BP 6152.01)

Fees are based upon the supplies (paper, printed materials, etc.) and workbooks used during the school year at each grade level. Each child is notified of the appropriate fee by the homeroom teacher during the first week of school. The workbook and materials fees are consolidated into a uniform charge, payable at the beginning of the school year. If you are unable to make a full payment at the beginning of the year, please contact the elementary office to make arrangements. Report cards will be held at the end of each quarter unless a partial or full payment has been made. Your prompt payment is appreciated.

The following choices/guidelines may be helpful when you are making payments to the school:

- 1) Use the PayForIt online system by using your credit card at <https://www.payforit.net/>
- 2) Pay for your child's fee using cash or check made payable to BETHEL LOCAL SCHOOLS
If you are sending cash or a check into school with your child, we ask that you place it in an envelope with your child's name on it.
Please write one check for each child as it is collected by homeroom teacher

FIELD TRIPS

Field trips are planned and scheduled by the classroom teacher in accordance with the academic program. **Written** parental permission and payment must be secured in order for your child to participate by the set deadline for submission (two school days before the fieldtrip). **Verbal permission by phone will NOT be accepted at any time.** If your child does not have both money and the written parental permission slip in by the deadline, they will remain at the building for the fieldtrip.

All students must display good conduct and adhere to the school regulations before and during the trip. Loss of attending further fieldtrips may be a consequence of misbehavior as your child is a representation of our district. If your child is having difficulty in providing payment, please contact the elementary principal at least two days in advance of the scheduled trip. We will then secure funding to help cover the cost for your child during your financial hardships, as we don't want any child to miss out on educational opportunities.

FOOD SERVICE/LUNCHESES

A complete lunch, which meets the nutritional standards specified by the National School Lunch guidelines, is served daily.

This lunch consists of a protein item, bread item, vegetable, fruit and milk. We have an "offer" versus serve meal plan in that a plate lunch consists of three (3) of the (5) food items. A student may take all five of the food items, but must take at least 3 items to count as a plate lunch. This reduces plate waste. **Students may purchase ala carte items with their lunch; however, the student must have either a purchased lunch or one brought from home in order to buy extra items.**

No bottles or cans of soft drinks are to be brought to school. Beverages and snacks are available for purchase through the lunch line in addition to the regular price of lunch. A nutritious packed lunch from home is recommended should your child choose not to buy the school lunch.

All students who eat lunch at school are required to eat in the cafeteria whether they bring their lunch or purchase it. Class activities may include another location for lunch. **Delivery of restaurant food to students at school by parents, relatives, or friends is not permitted.**

STUDENT LUNCHESES - PAY FOR IT SYSTEM

Parents are strongly encouraged to use the **PAY FOR IT** system to place money on your child's account. The **PAY FOR IT** system allows parents to set up an account using a credit card for convenience. The system also has a way to set up reminders to parents when their child's lunch account gets below a specific amount (this amount is set by the parent).

The **PAY FOR IT** system can be accessed at the following website: <https://www.payforit.net/>

It is the responsibility of the parents to ensure that ample money is kept in your child's lunch account. As a courtesy/help to parents, the elementary office will ONLY loan money to students a total of three times throughout the entire school year when a child's lunch account has insufficient funds to purchase a lunch. This money is expected to be paid back to the office the next day. After three times of loaning money, your child will be given the minimal lunch in this situation (typically a peanut butter sandwich and a drink) from the lunch line.

Money can also be placed on your child's lunch account on a weekly basis by sending in cash or a check made out to Bethel Local Schools.

Please note that NO money (change) will be returned to your child when you send in money to put onto their account. The leftover balance in the **PAY FOR IT** will carry over from one school year to the next.

LOCKER AND BOOKBAG POLICIES/SEARCH & SEIZURE (BP5771)

Book bags with wheels are not permitted due to size restrictions of lockers. Storage space and handling the bags on steps is also a problem at all grade levels.

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk or other storage space whose possession constitutes a crime or rule violation.

Search of an area assigned to a student should be for a specifically identified item.

General housekeeping inspection of school property may be conducted with reasonable notice.

Illegal items (drugs, weapons, etc) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

LOST AND FOUND

Lost and Found items are always placed in a designated area of the school to allow children and parents to retrieve items. Parents are encouraged to check for children's lost items during parent teacher conference days or upon visiting the building. At various times during the school year, the school nurse will remove all lost and found items for cleaning and donating to a charity. It is **imperative that the student's name** be placed somewhere in their articles of clothing for easy identification. This allows for articles to be easily returned to the rightful owner.

Please note: Any items in the lost and found at the end of each quarter that are unclaimed will be donated to a local charity, an organization to help the needy, or to an area Goodwill store.

PARTIES AND CELEBRATIONS IN THE CLASSROOMS

The elementary principal and/or teachers will determine party dates. Any students who will not be attending the party may be excused at the start of the event. Parties are classroom activities to be enjoyed. The teacher and students, with the help of the parent volunteers, will work to plan refreshments and activities for Fall Harvest, Christmas, and Valentine's Day parties. The quantity of food should be limited to a moderate amount and provide a healthy choice for students whenever possible. Foods with large amounts of sugar are not preferred. To become a parent volunteer for these events, please contact your child's teacher.

PETS

For the safety and health of all of our students, **pets are not permitted in the building.**

PERMANENT RECORDS

A cumulative record is initiated upon first entry into Bethel Local Schools and follows the student throughout the educational career in the district. Cumulative records contain data such as academic work completed, grades, standard achievement scores, standardized intelligence and aptitude scores, attendance records, health data, etc. Parents are permitted to examine the record in the principal's presence. An appointment is necessary.

STUDENT SAFETY

PROHIBITED MODES OF TRANSPORTATION

Students are not permitted to ride bicycles, skateboards, scooters, or mopeds to school, nor are students permitted to walk to school as the building does not have sidewalks along the roadways.

FIRE/TORNADO / SCHOOL SAFETY DRILLS

Good safety practices and caution are exercised at the school. Included in our safety and prevention program are:

- Regular fire drills, tornado, and school safety/lock-down drills
- Frequent building inspections
- Fire extinguishers in locations as specified by the Fire Marshall's Office.

Bethel Local Schools has formulated emergency procedures. During an emergency, our concern is providing safe facilities for the children. Emergencies are defined as fires, tornadoes, bomb threats, winter storms, and earthquakes or other threats to the safety and well-being of our students.

In the event of a warning of an impending emergency situation the central office shall be notified immediately by the person receiving such notification.

STUDENT SERVICES

Learning Assistance Team (LAT): Students experiencing difficulties in the classroom may be referred to the Learning Assistance Team (LAT). This is a group of teachers and support staff who provide a network of support to classroom teachers, parents and students, using collaborative problem solving to determine the most effective ways to meet the needs of individual students.

Special Education: Intervention classes in a small group setting are provided for students who qualify for an individualized education plan (IEP). The instruction is formulated to meet students' specific learning and/or behavioral needs. The classes are structured to keep distractions at a minimum and academic and social success at a maximum.

Speech: All students are screened. If there is believed to be a speech difficulty, further formalized assessments can be used to determine if a child qualifies for a Speech and Language IEP. Once an IEP is established, therapy can be provided by the speech and language pathologist.

QUEST Program: Students meeting the state and district criteria for giftedness (as mandated by the Ohio Department of Education) are eligible to participate in the QUEST program. The QUEST program is designed to include activities that will develop creativity, problem solving, high level thinking skills, extended curriculum content, inquiry based learning, and expanded use of technology in addition to enrichment activities in the regular program. This program is currently made available to students in

grades 3-5 who qualify as gifted as superior cognitive. A screener test is administered in the spring to all students in grade 2. Teachers and parents can also recommend that a student be tested further to see if the child can meet the criteria that would qualify him/her for the gifted program.

Title I: This program is provided for students who have reading deficiencies. After screening, selected students work with prescribed materials, equipment, and a teacher specifically trained in reading.

ESL (English as a Second Language): This program offers K-12 ESL Services to students whose home/native language is not English (as mandated by the Ohio Department of Education). This will be determined by the Home Language Survey (HLS) which is included in all enrollment packets at the onset of registration/enrollment. If assessment is warranted, students will be further tested by the ESL Coordinator/Teacher with Pre-LAS and LAS Links Placement (Language Acquisition Scales) tests. These tests determine the initial level of a student's language proficiency and if placement in the ESL program is necessary. If warranted, the student will then be offered ESL Services at the level of language acquisition needed.

TEXTBOOKS

All hardback textbooks are furnished by the Board of Education. There is no charge provided the books are returned at the end of the year in an acceptable condition. Each student will be held responsible for any damage or undue wear and for books lost or stolen. We prefer for the textbooks to be covered whenever possible, especially in grades 3-5.

Several of our elementary textbooks are now available on-line. The website and needed student password can be obtained from your child's teacher upon request.

VOLUNTEERS

Bethel Elementary School has a volunteer program of both student and adult volunteers. Please note that adult volunteers may be required to obtain a background check before serving in the building. Our teachers and PTO officers will request your help. Volunteers will report to elementary office each time, to sign in and to receive their volunteer visitor's sticker or ID badge before going to the classrooms or throughout the building.

SCHOOL TRANSPORTATION

DRIVER PROCEDURES (BP8600)

1. Infraction of any school bus transportation rule by a bus student may result in a verbal warning to the student by the bus driver or if of a serious nature may result in a written bus conduct report of the student. The white copy of the written warning is to be sent to parents. The yellow copy is retained in Principal's office. The pink copy is to be sent to the Director of Transportation. The gold copy is to be returned to the driver after the Principal makes notations.

A warning to a student should be given for such acts as hanging out of the windows, spitting, bothering others, use of profanity, throwing objects in or out of bus, failure to retain seated while bus is in motion refusing to obey the bus driver.

2. On subsequent violations by a student, the bus driver shall report the violation along with the name of the student to the principal. The problem will be discussed with the student and possibly the student's parents by the principal.
3. If further violations occur, CONSEQUENCES for Violation of student bus rules will be enforced.
4. No denial of transportation shall be made unless the parent of guardian has been notified by the principal.
5. Should a student's behavior justify more immediate action (i.e. smoking on bus, lighting matches, fighting on bus, vandalism on bus, etc.) the bus driver may omit the first two steps and the principal may omit any step based upon their professional judgment and impose a more severe level of punishment.

BUS DISCIPLINE

The bus driver is responsible for discipline and has the authority to maintain discipline on his/her bus in a fair and just manner as per Section 3319.41 O.R.C. Students shall conduct themselves as they would in the classroom except that reasonable levels of conversation are permissible in accordance with safety.

All drivers enforce the following:

Please note: All students must be visible and waiting at their bus stop location as the bus is approaching the pick up in order for the bus to stop traffic for proper boarding. If your child is not visible and waiting at the pick up location, the bus has every right to continue on their route without coming to a stop.

1. Pupils shall be seated while the bus is in motion.
2. **Pupils shall be assigned a specific seat.**
3. Unscheduled students may not ride a bus without written permission of parents and principal/designee.
4. Pupils must ride their assigned bus both to and from school. Parents must request *in writing*, prior to the change, to permit deviation from this rule. The written request is presented to the bus driver, signed by the parents and approved by the Director of Transportation/Principal. Parents will assume the responsibility of the child when such a request is made and granted.
5. If disorder occurs on the bus, the driver shall safely stop the bus, and shall not proceed until the situation is remedied. Pupils shall conduct themselves on the school bus as they would in the classroom except that reasonable visiting and conversation are permissible. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil. The pupil must be put off the bus at **THEIR DESIGNATED STOP ONLY.**

6. Pupils shall not protrude arms, head, etc from any window.
7. Firearms, gun powder, knives and any other dangerous items are not permitted on the bus at anytime.
8. The driver shall be in full charge of the bus at all times and shall be responsible for order on the bus. If unable to manage any pupil, the driver shall report the unmanageable pupil to the principal of the school attended. The principal should notify the parents immediately.
9. Whenever it becomes necessary to refuse a pupil transportation due to his/her misconduct, the principal shall notify the parents of such refusal with full explanation for this action. Until such time as the principal has received assurance from the parents of future good conduct on the part of the pupil and the bus driver has been so advised, the driver shall not permit the pupil to board the bus.

CONSEQUENCES FOR VIOLATION OF STUDENT BUS RULES

1st Offense – A verbal warning will be given to the student.

2nd Offense – The student will be assigned a seat at the front of the bus with a verbal warning.

3rd Offense and further offenses – A written Bus Conduct report will be prepared by the bus driver and given to the appropriate building principal within 24 hours of the offense. The problem will be discussed with the student by the principal (and involve the bus driver when deemed necessary). Possible consequences include probation, suspension from riding on bus, or school discipline such as detention, Saturday School, suspension, expulsion.

<p><u>Severe Clause</u> – Should a student’s behavior justify more immediate action, the bus driver may omit the first two steps and the principal may omit any step in this plan and impose a more severe level of punishment.</p>
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