



BETHEL HIGH SCHOOL

Student/Parent Handbook

PRINCIPAL

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**Bethel High School
Home of "The Bees"
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WELCOME

The handbook has been created to provide information for students and parents in grades 9-12 of Bethel Local School. We urge the parents and students to review this handbook together so everyone is aware of the policies and procedures approved by our Board of Education and currently in effect at our high school.

Bethel High School is steeped in tradition and known for the excellent education we have provided students for over a hundred years. We extend a warm welcome to all students!

If you are new to Bethel we are glad you are here and look forward to getting to know you better. If you are a returning student we are happy you are back and ready to go! Being a member of the "The Bees" student body is a vital and active role you play in the success of our building. We hope you are active most importantly in the classroom but also have the courage and willingness to get active in the variety of activities we offer at Bethel High School. We have an excellent staff ready to serve, support, and challenge you to be best young adult you can be once you leave our Hive. WE wish you all the best in the 2016-2017 school year.

We are Bethel!

A handwritten signature in cursive script that reads "Ann Veil". The signature is written in black ink and is positioned below the text "We are Bethel!".

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HIGH SCHOOL STAFF EMAIL ADDRESSES

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BETHEL HIGH SCHOOL BELL SCHEDULE

<u>Regular Bell Schedule</u>	
1ST	7:30 – 8:17
2ND	8:20 – 9:07
3RD	9:10 – 9:57
H.I.V.E	10:00 – 10:35
4TH	10:38 – 11:25
LUNCH	11:25 – 12:05
5TH	12:08 – 12:55
6TH	12:58 – 1:45
7TH	1:48 – 2:35

<u>2-hr Delay Schedule</u>	
1st	9:30 – 10:10
2nd	10:13 – 10:48
3rd	10:51- 11:25
Lunch	11:25 – 12:05
4th	12:08 – 12:43
5th	12:46 – 1:21
6th	1:24 – 1:59
7th	2:02 – 2:35

<u>2-hr Early Release Schedule</u>	
1st	7:30 – 8:07
2nd	8:10 – 8:42
3rd	8:45 – 9:17
4th	9:20 – 9:52
5th	9:55 – 10:27
6th	10:30 – 11:02
7th	11:05 – 11:50
Lunch	11:50 – 12:35

<u>Pep Rally Schedule</u>	
1st	7:30 – 8:17
2nd	8:20 – 9:07
3rd	9:10 – 9:57
H.I.V.E	10:00 – 10:35
4th	10:38 – 11:25
LUNCH	11:25 – 12:05
5th	12:07 – 12:46
6th	12:49 – 1:28
7th	1:31 – 2:10
Pep Rally	2:10 – 2:35

EMERGENCY CLOSINGS AND DELAYS: If the school must be closed or the opening delayed because of inclement weather or other conditions, the announcement will be on the local television, Parent Broadcast System and radio stations. Students are asked not to call school officials as their phones are needed to inform school personnel.

WEATHER DELAYS AND CLOSINGS

Should the weather prompt a delay or closing, listen to the following stations, Channel 2 TV, Channel 7 TV, and ONE CALL. **PLEASE DO NOT CALL THE SCHOOL**

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.

REPORTING AN ABSENCE

Parents/guardians must call the attendance office (845-9487) between 6:30 AM and 8:30 AM to report his/her child's absence. After 8:30 AM, the attendance secretary will make a call to the parent's / guardian's home or place of employment to verify the absence of the student. Without parent notification the student absence will be considered unexcused. Any work or tests during an unexcused absence will be counted as a zero.

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 11:00 AM and/or from 11:01 AM until 2:35 PM. Missing school from 8:00 AM until the end of the school constitutes one day's absence.

Half-day absences will be combined to make full-day absences. Students incurring an absence (half day or full day) beyond the allowable five (5) 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 attendance 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 attendance 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 **FIVE** Parent-excused absences per semester per year.

*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 **FIVE DAYS PER SEMESTER LIMIT.***

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 FIVE (5) Parent-excused absences within the semester, 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, in a semester, a student has used three parent-excused absences to go on vacation with his family and two 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 semester.

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

a. 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.

b. If a student was in class when a teacher indicated a test, paper or project deadline, the one day make-up time may not apply. Following the deadline for completion, the incomplete work may be given a zero.

c. If the student is on school property but absent from class, homework and other class expectations are due that day unless otherwise indicated by the classroom teacher. The student is responsible for contacting and communicating with the teacher in which the class period that was missed and knowing what is due.

For extra-curricular activity participation, a student must arrive by 8:00 AM and remain in school for the rest of the school day. Any time a student has an early dismissal or arrival after 8:00 AM, he must produce a note from a licensed professional AND have administrative approval in order to participate in extra- curricular activities.

• 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 five (5) "Parent-excused" days per semester. Failing to bring an absence note within TWO 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
- Failure of the parent to contact the school office or provide documentation
- 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

COLLEGE VISITATION

Seniors will be permitted two (2) visits. A junior will be permitted one (1) college visit during second semester of junior year. Excused college days will be granted only to students with attendance and grades in good standing (minimum 2.0 GPA, no suspensions or unexcused absences, or habitual discipline or attendance problem). The school days missed due to college visitation will be an excused day from school, but will count as a day absent for perfect attendance purposes. Most colleges request that visits be pre-arranged at least **ONE (1)** week in advance. Official, guided visits are the only visits approved for college visitation. Self-guided tours are not approved college visits.

The following procedure will be used for all college visitations:

- Communicate with college personnel regarding Bethel college visit policy.

- Determine in consultation with teachers and Guidance Counselor whether the college visitation day will interfere with class obligations.
- Fill out college visit form and have each teacher approve the college day.
- Submit a college visit form to the Bethel Counseling office **one week** in advance of the college visit.
- If the form is not submitted two weeks in advance, the absence is not an official college visit.
- Return verification from the college visited to the attendance office within three days of the visit.
- No college visitations are to be taken in the month of May.

EARLY DISMISSAL OF STUDENTS

Students may be excused from school by bringing a note to the attendance secretary prior to the beginning of school. Students leaving during the school day must be signed out in the attendance office by their parent. Contact with the parent is required prior to the release of any student. The attendance 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.

EMANCIPATED STUDENTS

To be considered an emancipated person at Bethel, the student must provide proof that he/she is self-supporting. A student must meet the guidelines for determining emancipation as established in the Board Policy (B.P. 5780).

PERFECT ATTENDANCE

To qualify for perfect attendance awards, a student cannot be tardy, absent or leave school for any part of the day prior to 2:30 p.m. **PSEO students must attend 5 classes at Bethel to qualify for perfect attendance.**

PREARRANGED ABSENCES

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 five (5) days prior to departure. 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.

TARDY TO SCHOOL

Students who arrive after the first period bell until 8:00 AM are recorded as tardy; students arriving after 8:00 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 the first period bell 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 detention
- 5th and all subsequent tardies in the semester – assigned Saturday School 2 or 4 hour, In-school restriction, Out of School Suspension
- Every three (3) unexcused Tardies to school will be considered one unexcused absence for court truancy purposes.

TARDY TO CLASS

Students are expected to be on-time for each of their classes throughout the school day. Classroom teachers handle tardies in the following manner:

1st – 3rd tardies per class per semester - disciplinary consequences determined by teacher

4th tardy per class per semester - detention assigned by teacher with parent notification

5th tardy per class per semester - office referral

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 semester – first warning letter sent home
- 7 days of unexcused absences in one semester – 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

GENERAL INFORMATION

VISITORS ON SCHOOL CAMPUS: All visitors must first report directly to the middle school office to sign in and receive a visitor badge. **NO** unauthorized person is allowed in the school building to see or converse with students during school hours. Any visitor attempting to visit with a student will be denied unless there is prior approval given by the principal at least one-day in advance. If a person wishes to meet with a member of the staff, he/she should call the high school secretary or the staff member directly for an appointment prior to coming to the school.

ENROLLING IN THE SCHOOL: Students who are new to Bethel are required to enroll with their parents or legal guardian. An appointment is requested by common courtesy. Enrollment is determined by the high school principal. Students must be in attendance during the transition process. The guidance counselor will complete the enrollment. When enrolling, the parents will need to bring: (1) a birth certificate, (2) proof of residency, (3) proof of required immunizations, (4) court papers allocating parental rights and responsibilities, or custody (if appropriate), (5) current or most recent grade/progress report (a transcript may be required prior to enrolling tenth, eleventh, or twelfth grade students), (6) Standardized and/or OGT scores (numerical), (7) Individualized Education Plan (IEP), if appropriate, (8) Multi-Factored Evaluation (MFE), if appropriate, and (9) Social Security information. In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Students enrolling from an accredited school must have an official transcript from the sending school in order to receive credit from that school. The guidance counselor will assist in obtaining the transcript, if not presented at the time of enrollment. Students enrolling in Bethel High School from private non-accredited schools or home schools will be given a placement test to properly schedule these students.

ADULT STUDENTS: A person between the ages of eighteen and twenty-two, who is a resident of this school district for school purposes, shall be subject to all rules and regulations including the attendance and discipline policy applicable to students under eighteen years of age.

CTC INFORMATION: Bethel is an affiliate of the Miami Valley Career Technology Center. Students may enroll in a variety of vocational training programs during their junior and senior years. Information about the program offerings at CTC is available in the guidance office.

COMPUTER AND NETWORK USE

Students will be required to read, agree to, and sign a Computer & Network Use agreement form in order to be granted permission to use a school computer, electronic device, or internet network provided by the school. Students who violate the Computer Use and Network Agreement will be in violation of the Student Code of Conduct and receive disciplinary action, which could include the revocation of privileges. Students and parents should be aware that all computers, electronic devices and their contents are property of Bethel Local Schools.

DROPOUT LEGISLATION ORC 3321.13(B) (1): Upon receipt of information that a child of compulsory school age has withdrawn from school for a reason other than because of change of residence and is not enrolled in and attending in accordance with school policy an approved program to obtain a diploma or its equivalent, the principal/designee shall inform the superintendent who **MUST** notify the registrar of motor vehicles and the judge of juvenile court. Such notification shall be

given within two (2) weeks after the superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of state. Upon receiving such information, the registrar of motor vehicles is REQUIRED to suspend the temporary instruction permit or driver's license of the student. Any person whose driving privileges have been denied for the above reasons, can file a petition with the juvenile court in whose jurisdiction he/she resides. Any restoration of such privileges would depend upon the court's action and/or other approved reason as designated by law.

FIRE, TORNADO, SAFETY DRILLS: The school complies with all fire and safety laws and will conduct necessary drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

FEES: Student fees are assessed at the beginning of each year for educational materials and services. The fees vary based on grade level and courses taken. Fees are to be paid in full at the beginning of each school year. If necessary, a payment plan can be arranged to allow the fees to be paid over the course of the school year. Students may be denied participation in various school activities if a payment plan has not been established.

INJURY AND ILLNESS: All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow school emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the clinic. The clinic will determine whether or not the student should remain in school or go home. The student will not be released from school without proper parental permission.

MEDICAL RECORDS: All students entering Bethel Schools are required by the Board of Education Policy to have immunization for polio, diphtheria-whooping cough-tetanus (DPT), and measles (Rubella, 3-day German, and Rubella 1 day old fashioned). Students who do not have proof of these immunizations by September 14 will be removed from school until they are filed in the office.

MEDICINE IN SCHOOL: Students may be permitted to possess and use prescribed medication during school hours when the building administrator has received the following:

1. Written permission from the parent or guardian (PMA Form- Prescribed Medication Authorization).
2. A physician's verification of the necessity for the medication to be taken during school hours and an identification of the medication dosage and time interval it is to be taken. (PMA)
3. A statement releasing and holding the Board of Education and/or school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student signed by the student's parent or guardian. (PMA). An employee shall not dispense or help with the administration of any medication unless conditions exist which, in the judgment of the employee, merit giving assistance to a student (Example: immaturity of the student, nature of the medication).

ONE CALL NOW: The One Call Now system is an online public announcement system that allows the district to contact community members using their phone numbers or email addresses. Parents must sign up for One Call Now through the link on the district webpage and enter their phone number(s) and/or email address (es) they would like to be used when contacted by the One Call Now system. The district, schools, coaches, etc. will use One Call Now to disseminate pertinent information, emergency announcements, weekly reminders, etc. It is highly encouraged that all families of students have at least one number and/or email registered through One Call Now in order to receive these important school-related announcements.

PERSONAL PROPERTY: Students are responsible for the care of their own personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school is not responsible for lost or stolen property.

PROGRESSBOOK: Parents and students are encouraged to access Progressbook regularly to check student grades and teacher web pages. Progressbook grades and web pages will be updated on a weekly basis.

SEARCH POLICY: School lockers, desks, and all other storage space provided for students and owned by Bethel Local School District, including but not limited to desks and lockers, remain the property of the District at all times. Accordingly, students should never assume any expectation of privacy in such property. Pursuant to Board policy, the Principal or designees may search student lockers and their contents (including person), without parental consent/knowledge, based upon a reasonable suspicion that a violation of a criminal statute or school policy has been committed and that the locker contains evidence of such violation. In addition, school administrators without reasonable suspicion may conduct random searches of lockers and their contents. Drug-sniffing dogs may be used to detect the presence of unlawful items on school property, including cars parked on school property, without prior notice or consent of students. If a dog detects the presence of

an unlawful substance, the item may be searched.

STUDENT RECORDS – PROTECTION AND PRIVACY: Bethel Local School District (Board Policy 8830) maintains many student records including both directory information and confidential information. Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within five (5) days after receipt of the Superintendent's annual public notice. Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent. The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

WITHDRAWAL FROM SCHOOL

Withdrawal from school is only permitted for two reasons: (1) Change of residence and/or (2) Enrollment and attendance in an approved program to obtain a diploma or its equivalent.

A student who is withdrawing from school should notify the office at least one week in advance and report to the office on the last day of attendance. Custodial parent or guardian signature will be required on the withdrawal form, and all bills, fines, etc. must be cleared. Transcripts will be forwarded to the new school upon official request from that school.

WORK PERMITS: All students under age 18 must have a work permit to begin employment. A work permit is issued to a specific employer for a specific job. To obtain a work permit:

1. Obtain the following forms from the high school secretary.
 - a. APPLICATION FOR MINOR WORK PERMIT – to be filled out by the student and employer and signed by the parent/guardian.
 - b. PHYSICIAN'S CERTIFICATE – filled out by your doctor unless you have a current physical on file with the Athletic Director.
2. When completed, return the forms to the high school secretary.
3. Students holding a valid work permit need only to secure a new PLEDGE OF EMPLOYER card from the office in the event they change jobs. Upon return of this completed form to the office, a new work permit will be issued for the new job.
4. A \$5 fee is due at the time of pick-up.

ACADEMICS

ACADEMIC AWARDS

HONOR ROLL AND PRINCIPAL'S LIST: At the end of each nine weeks grading period, the office publishes an honor roll and principal's list. To be eligible for the honor roll, a student must have a 3.2 grade point average with no grade below a C (75%). The principal's list is made up of students with a 3.6 grade point average and no grade below a B (86). Students must be enrolled in a minimum of 5 courses during the grading period to be considered for the honor roll for the quarter. College Credit Plus students are recognized only for the second and fourth quarter grading periods, unless they are enrolled for at least five classes at Bethel High School. CCP students ARE eligible for the end-of-year Principal's List Award. Students must have all A's or the correct combination of A's and B's to qualify for the award, as a summative 3.600 grade point average is required. Grades of "C" eliminate students from consideration of the award.

HONORS DIPLOMA REQUIREMENTS: To obtain an honors diploma, the student must meet the same requirements as the regular diploma plus meet at least eight of the following nine criteria: (1) Earn four units of English; (2) earn four units of mathematics including at least Algebra I and II and Geometry; (3) earn four units of science including at least one unit each of Biology, Chemistry, and Physics; (4) earn four units of social studies; (5) earn three units of one foreign language or two units each of two foreign languages; (6) earn one unit of fine arts; (7) maintain an overall high school GPA of at least 3.5; (8) obtain composite score of 27 on the ACT 1210 on the SAT.

CLASS RANK

Class rank uses a system of weighted grades. A grade of A, B, or C earned in this course will result in .025 points added to the grade point average at the end of each semester. All advanced placement classes receive a weighted grade at Bethel High School.

Valedictorian and Salutatorian are determined at the end of the seventh semester:

Valedictorian – The student(s) with the highest GPA shall be named the valedictorian of the graduating class.

Salutatorian – The student(s) with the second highest GPA shall be named the salutatorian of the graduating class.

Beginning with the Class of 2019, the honor of Valedictorian and Salutatorian are presented to the seniors with the highest scholastic averages per the criteria outlined below. In order to be chosen as Valedictorian or Salutatorian Bethel High School students or CTC students must meet the following criteria:

Bethel High School Students:

1. To be an eligible candidate for either Valedictorian or the Salutatorian, a senior must have attended Bethel High School for FIVE (5) consecutive semesters OR be enrolled in College Credit Plus (CCP+) options for FIVE (5) consecutive semesters AND be classified as a FULL-TIME student (enrolled in a total of five or more credit hour classes at Bethel High School, CCP+ and/or CTC).
2. The student must have earned at least FIFTEEN (15) Carnegie units of credit as a full time student in an accredited institution. (Credits earned through home education, correspondence, on-line schools and summer school do not count.)
3. The candidate must have been enrolled in and completed a minimum average of FOUR (4) core academic subjects in each grade (9 through 11) and be presently enrolled in a minimum of FOUR (4) core academic subjects or the equivalent as a senior (i.e. CCP+ classes).

MVCTC Students:

MVCTC-One Year Program:

1. Must have completed at least twelve (12) academic units with a minimum of four academic credits earned at Bethel High School.
2. Must be enrolled in one CTC academic subject in addition to the normal load of vocational subjects.

MVCTC-Two Year Program

1. Must have completed at least eight academic credits at Bethel High School in addition to the normal load of vocational subjects.
2. Must have completed or be enrolled in a minimum of two CTC academic subjects

Selection Criteria for determining Valedictorian and Salutatorian:

For the purpose of determining the Valedictorian and Salutatorian, TWO CRITERIA will be used to determine these honors: 1. **HIGHEST CUMULATIVE GRADE POINT AVERAGES** for core academic classes taken on campus and instructed by an employee of Bethel Local Schools on a weighted scale system (5, 4, 3, 2, 1) based on all FOUR years of high school (*Tabulated at the end of the third nine weeks grading period of the senior year*) 2. **The AMOUNT OF CREDITS** earned in core academic classes taken during a student's high school career, grades 9-12 Bethel High Schools' FIVE POINT weighted core classes are the following: English: AP Literature; AP Language; Science: Physics, AP Biology; Math: Pre-Calculus; AP Calculus; World Language: Spanish III, Spanish IV; Social Studies: AP US History; AP Government; AP Psychology

The following non-core courses offered at Bethel High School are not part of the Valedictorian/Salutatorian class criteria: Business Classes; Physical Education; Health; Fine Arts Classes; Newspaper and Yearbook

CLASS STANDING AND PROMOTION

1. Completion of the 8th grade is required for freshman standing.
2. Five (5) units of academic credit are required for sophomore standing.
3. Ten (10) units of academic credit are required for junior standing.
4. Fifteen (15) units of academic credit are required for senior standing. In addition, the student must have (6) units of academic credit in progress.

COLLEGE ADMISSION REQUIREMENTS: Admission policies vary among colleges. The Scholastic Aptitude Test (SAT) and the American College Test (ACT) are prerequisites for gaining admission to almost all colleges. Necessary forms for these two tests

are available in the guidance office **or are available on-line at www.collegeboard.org (SAT) or www.act.org (ACT)**. The college code for Bethel High School is **364-990**.

In planning a high school course of study, a student should determine as early as possible the college he/she plans to attend. College catalogs are available in the high school guidance office to help students determine admission requirements. See the high school guidance counselor for further direction on the college admission process.

COLLEGE CREDIT PLUS OPTION: Any student in 9th, 10th, 11th, or 12th grade may enroll in a post-secondary program providing he/she meets the requirements established by law, college/university and by Bethel. Students apply the year prior to participation. Any interested student should contact the guidance counselor to obtain the necessary information. Both student and parent/guardian are required by law to attend an orientation meeting prior to participation. A meeting is held in February. A minimum cumulative G.P.A. is usually required for participation.

COMMENCEMENT EXERCISES: During this year-ending activity, the Board of Education presents diplomas to all students who have completed all **state and local requirements**. The cap and gown of green for boys and white for girls is the official attire designated by the Board. Students must participate in the practice in order to be eligible for the Commencement ceremony. Any student who has NOT completed all STATE and LOCAL requirements will NOT be permitted to participate in the commencement ceremony. All school fees must be paid prior to the commencement ceremony of the student will not be permitted to participate.

CREDIT:

No student shall receive the full credit designated for any class unless the following criteria have been met:

- Semester Classes – The student has earned a passing average for **the semester**.
- Year Classes – The student has earned a passing average for **the year**.
- A student who does not earn the full credit for any given class must repeat the entire class in order to earn the required credit.
- Administrator has given prior approval for courses taken through an online program. Courses taken without prior approval may be denied credit.
- Passing grade denotes a grade of 65% (D-) or better.
- Students will not be given credit until they complete all requirements for the course.
- Students may lose credit as a result of poor attendance.

GRADE REPORTING SYSTEM:

A+	=	4 points	Superior (99-100)
A	=	4 points	Superior (95-98)
A-	=	4 points	Superior (93-94)
B+	=	3 points	Above Average(91-92)
B	=	3 points	Above Average(86-90)
B-	=	3 points	Above Average(84-85)
C+	=	2 points	Average (82-83)
C	=	2 points	Average (75-81)
C-	=	2 points	Average (73-74)
D+	=	1 point	Below Average(71-72)
D	=	1 point	Below Average(67-70) Below
D-	=	1 point	Average(65-66)

*Plus signs and minus signs will not be used in calculating GPA.

Minimum "F" Policy: To insure that a single grading period does not overly bias the semester grade and/or have severe consequences for failing students who showed growth and improvement in a nine week grading period, a minimum F standard will be used for the each nine weeks grading period. **For the high school and the middle school** the lowest grade for failing a class that can be recorded on the student's report card will be a "50". The "minimum F" standard is to be used only for each of the nine week grading periods recorded on the report card. The minimum "F" policy does not apply to semester exam grades or daily homework/test grades throughout a nine week grading period.

GRADUATION REQUIREMENTS

<u>Class of 2017-2018</u>		<u>Class of 2019 and beyond</u>	
<u>Subject Area</u>	Credit	<u>Subject Area</u>	Credit
English	4	English	4
Mathematics (including 1 credit of Algebra 2)	4	Mathematics (including 1 credit of Algebra 2)	4
Social Studies (including)	3	Social Studies (including)	3
US History	1	World Studies	1
American Govt.	0.5	US History	1
Economics	0.5	American Govt.	1
Science	3	Science	3
Physical Science	1	Physical Science	1
Life Science	1	Life Science	1
Health	0.5	Health	0.5
Physical Education	0.5	Physical Education	0.5
Or Physical Education Waiver via sport participation		Or Physical Education Waiver via sport participation	
Computer Technology	0.5	Foreign Language, Computer Science, or Business	1
Fine Art (visual or performing)	1	Fine Art (visual or performing)	1
Electives to complete required 21 credits	4.5	Electives to complete required 22 credits with the inclusion of a Senior Project	5
Credit Minimum	21	Credit Minimum	22
**MVCTC student may be exempted from the Fine Art requirement		**MVCTC student may be exempted from the Fine Art requirement	

1. Any student planning to attend the Miami Valley Career Technology Center (CTC) must take one (1) social studies credit in the ninth or tenth grade and take U.S. History as a 10th grader, one fine art credit; and one-half credit computer technology, prior to the junior year.
2. All students are **required** to carry a minimum of six (6) academic credits during the academic school year.
3. Bethel Students will be enrolled in academic coursework at Bethel High School, or through the College Credit Plus (CCP). Any exception to this policy must be approved by the high school principal.
 4. The last day to officially drop a class is the 1st Friday of school.
 5. Summer school credits are intended for remedial make-up only.
 6. Information on Flex Credit options and P.E. waiver can be found on the high school website.

Requirements are slightly different for CTC students. These students should check their Bethel Course Curriculum Guide or see the guidance counselor for specific details.

INCOMPLETE GRADES: Students are responsible for making up all required work—including tests, essays, projects and term papers—before the end of the grading period. A general policy is that you have as many days to make up the work as the number of days absent. In cases of excessive absences (especially near the end of the grading period) or other extenuating circumstances that cause incomplete work at the end of the grading period, students are responsible for making arrangements with each teacher to complete all work as soon as possible. This should be completed within two weeks of the next grading period. Failure to do so will result in a “0” being given to the student for any incomplete work.

**** Students in extra-curricular activities will have one week at the end of the grading period to make up work for eligibility.**

**** No incomplete grades, "I", will be given for the final grading period of the school year.**

LIBRARY MEDIA CENTER (LMC): The LMC will be open from 7:30 a.m. - 3:10 p.m., except during HS lunch period. Students may use the LMC during intervention and study halls with permission of their respective teachers. Students should enter the LMC quietly and sign the logbook and give the pass to a LMC staff member. Students coming from an academic class must have a pass from the respective classroom teacher.

MAKE-UP WORK: Students who have excused absences are allowed to make up the work missed in each class. It is the responsibility of the **student** to ask for missed work. Students have one day per day of absence to make-up work. Parents may request homework when a student is absent for a period of time longer than one-day. This allows for teachers to have 24 hours to get the necessary work together for the student to complete.

NATIONAL HONOR SOCIETY: Bethel students in their junior or senior years are eligible for selection in the L. F. Slagle Chapter of the National Honor Society. High School students must have at least 3.4 accumulative grade point average and must complete a student activity form in order to be considered for membership. Students may be dismissed from the NHS should they demonstrate a failure to maintain the required criteria of scholarship, leadership, service, and character

POSTERS/ANNOUNCEMENTS/FLYERS: Posters must be approved through an administrator before they may be put up in the building. Posters may be placed only on bulletin boards or other designated areas approved by the office.

SCHEDULING: Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. It is important to note that some courses may be denied because of available space, lack of students enrolled, or the need to take prerequisites. Students are scheduled through the guidance office. Last day to make a schedule change will be Friday of the first week of the semester. **Students permitted only one study hall per semester.**

Below are the only reasons schedule changes may be made. Changes require a counselor and principal/parent contact in person except for those preceded by an *.

1. Correction of administrative error.
2. Failure to complete a prerequisite course.
3. Excused for medical reason
4. Course difficulty inappropriate to student's ability.
5. Schedule too light.

During the first week of the course, a student may drop a class and add a new class with no grade being assigned for the original class. After one week and up until the interim/progress report date, a student may drop a class with WDF (failing) pending principal approval. After the first interim/progress report date, a student who drops a class will receive an "F" for the class; this failing grade will become a part of his/her GPA and transcript. The grade will also become a part of the student's grade point average. In addition, a written note must be sent from both the parent and the teacher showing that both parties are aware of the schedule change BEFORE the change can occur.

SEMESTER EXAMS: High school students will participate in semester exams near the end of each academic semester. These exams involve a modified time schedule. Additional details will be given to students prior to exam week.

All students enrolled in a CCP dual enrollment course must take semester exams. Exam exemptions **do not** apply for classes awarding college credit.

Exam exemptions:

1. Teachers may excuse students from taking the exam for their class if the student has an A+ average (99-100). The decision to exempt for A+ average is at the discretion of each individual teacher.
2. Students who have 0 absences (excused and unexcused) AND 2 tardies or less provided that they have a C (75-81) average or better in that class. Students must be enrolled full-time (6 classes per semester) on the Bethel campus (**5 for off-campus CCP students**).

TEXTBOOKS and SCHOOL ISSUED LAPTOPS: Textbooks are school property and should be covered and cared for properly. Damage beyond normal wear and tear will be the financial responsibility of the student. Students will also be using laptops that are the property of Bethel Local Schools. Laptops that are damaged while being used by the student will be the financial responsibility of the student.

TRANSCRIPTS: A processing fee for transcripts is included in all senior fees. Students should prepare college applications or other documents fully, including addressed envelope and postage, then submit it to the Bethel Counseling Office for processing. Three weeks is requested prior to document deadlines. Transcripts and letters of recommendation are an official document sent directly from Bethel High School to the requesting institution.

EXTRACURRICULAR ACTIVITIES

ACTIVITY ACCOUNTS: Student funds for the various clubs, classes, etc. are handled through a formal accounting system. All income and expenditures must be done through the class advisor and must be approved by the office and the treasurer's office. No expenditures are to be made without prior approval.

CLASS OFFICER ELECTIONS: Elections will take place each spring for **senior and junior class officers.**

DANCES: All students who attend Bethel High School Dances and Proms must comply with the rules/regulations of the Bethel Local School District. Only Bethel students are permitted to attend school sponsored dances and must be in grades 9-12. High school students may bring an "outside" guest to the Prom and Homecoming Dance as long as their guest is presently enrolled in another high school and has a permission form from the guest's high school principal as well as pre-approval from Bethel's principal. Students may ask an "outside" guest to the Junior/Senior Prom who is not presently attending high school as long as the guest is under the age of 21.

EXTRACURRICULAR ACTIVITIES: To be eligible to participate in or to attend any athletic event, performance, practice, school dance or any other school activity or school sponsored event, a student must be in attendance at school the "full day" of the activity (if school was in session). Students must be in class by 8:00 AM. Early dismissals and/or late arrivals for a scheduled doctor's appointment only are permissible, with prior administrative approval.

FIELD TRIPS: Field trips are academic activities that are held off school grounds. Each student must have written permission from his/her parents before making such a trip. Students may be withheld from field trips in order to fulfill academic obligations in other classes or may be withheld from field trips if the student has been suspended or has been a discipline problem, or is in academic difficulty in other classes. Students must have their field trip permission slip in to the office or to the teacher by the designated day. No calls home the day of the trip will be permitted. Students are responsible for obtaining, completing, and turning in class assignments, including work due the day of the field trip. Attendance and behavior may affect a student's opportunity to attend a field trip.

INTERSCHOLASTIC ATHLETES

Bethel Schools Athletic program functions as an integral part of the total curriculum. Our athletic program provides a variety of experience to aid in the development of favorable habits and attitudes in our students that will prepare them for their adult life. Athletics challenge the body, mind and spirit. They bring out the best in our young men and women because competition engenders loyalty, character, desire, discipline, dedication, determination, sacrifice, self-confidence, and sensitivity to self and others. Success and failure are affected directly by these key personality traits.

Students should consider their participation in athletics a privilege and not a right. Involvement in the athletic program is earned and not given. All rules and regulations pertaining to athletics and conduct must be strictly adhered to throughout the academic year.

All student participants in extra-curricular activities (events which take place after the school day, have a school-approved advisor, and have events of greater than one week duration) must maintain a 2.0 grade point average (GPA) and have no more than 1 (one) F in the nine weeks preceding participation. Also, participants must pass five (5) full units, in *addition to PE*, in the nine-week grading period preceding participation (as per OHSAA). PSEO students must meet eligibility requirements. Athletes participating in PSEO are required to meet with the Guidance Counselor at the beginning of the academic year and at semester to review eligibility. Junior high athletes will be eligible if they pass 75% of classes taken each nine weeks, as is OHSAA policy. A student passing five (5) units of course work but failing a subject and/or has less than 2.0 GPA, will enter a nine-week probation phase in which MANDATORY INTERVENTION sessions will take place from 2:35 p.m. – 3:00 p.m. The athletic director or coach will notify students placed on probations. The following procedure will be reviewed at that time:

1. The student will pick up a weekly intervention card each Monday from the athletic office.
2. The intervention card will be given to the intervention resource person each day of attendance. Students may also meet the

requirement with alternatives approved by the athletic director. Example: Setting up a 30-minute help session with the teacher of the course they are failing or establishing and meeting with a tutor set-up through the guidance counselor, principal or assistant principal.

3. Intervention cards will need to be given to each of the student's teachers who will place a "P" (Pass) or "F" (Fail) on the card based on the student's present, cumulative grade for the nine weeks.

GRADING PERIOD INELIGIBILITY

- Must meet OHSAA requirements
- Two or more "F's" during previous nine week grading period

EXPECTATIONS OF ATHLETES

Athletes representing Bethel Schools must realize their conduct reflects on themselves, their school, and their community.

Therefore, all Bethel Athletes shall:

- Have a high standard of social behavior
- Display proper sportsmanship in defeat, as well as in victory
- Respect authority-parents, officials, teachers, coaches, and others
- Have a proper spirit of cooperation
- Be dedicated to hard work and training
- Display proper behavior in school
- Be dedicated to high standards in the classroom

STUDENT DAILY INFORMATION

EXPECTATIONS OF STUDENTS ON ARRIVAL TO SCHOOL

1. Bus students will remain on the bus until 7:20 a.m. then they may go to lockers.
2. Students dropped off before 7:00 a.m. must remain outside or in the entry way. At 7:00 a.m. they may report to the cafeteria
3. Students arriving between 7:00 a.m. – 7:20 a.m. are to enter the main doors and report to the cafeteria until 7:20 a.m. or may remain in the entry way.
4. Students driving to school may remain in their vehicles until 7:20 a.m.
5. Students are not permitted at their lockers until 7:20 a.m.

AGENDA BOOKS: Students must have their agenda books with signed permission from a faculty member to be in the hallways during classes. The agenda books should be used as an organizational tool and if a student loses the book they will be charged an additional fee to purchase another.

BEVERAGES IN SCHOOL: Students are permitted to carry only clear plastic bottles throughout the building. Water is the only beverage allowed to be consumed in the classrooms and hallways. All other beverages are to be consumed in the cafeteria at lunch time.

BOOK BAGS: Students are permitted to bring book bags to and from school. All book bags are to remain in student lockers throughout the school day.

H.I.V.E. TIME

All students will have access to H.I.V.E. time (**H**elping **I**ndividuals **V**alue **E**ducation). Teachers will evaluate student performance and progress in meeting learning objectives, missing assignments, assessment performance and other areas of learning on a weekly basis. Based on this evaluation, teachers will submit their request for student attendance in their H.I.V.E. time each week. H.I.V.E. time assignments will be posted by Friday the week prior. Lists will be posted in teachers' classrooms and the High School Office. Students who are not requested for H.I.V.E. time on a particular day will have the freedom to attend one of the CHOICES for H.I.V.E. time. CHOICES may vary each week depending on staffing and room availability. CHOICES will be posted along with the H.I.V.E. assignments. Occasionally, meetings, assemblies, and other activities as determined by staff and administration may take place during H.I.V.E. time. **Attendance is mandatory** and will be taken at the beginning of H.I.V.E. time in each classroom as well as in the CHOICES in order to determine that every student is accounted for and in attendance.

LOCKERS: Lockers are provided for the safekeeping of student materials and will be assigned by the office. Lockers are not to be defaced in any way. Lockers should be kept locked at all times. An additional fee of \$6 will be charged to a student for lock

replacement. The school assumes no responsibility for the loss of articles kept in student lockers. Lockers remain the property of Bethel Schools and are subject to search at any time. Gym lockers may be used on a day-to-day basis and students may bring a lock from home to use during their physical education class. These locks are to be removed after class each day. Students should check all their valuables with the physical education teacher each class period. Items not checked by the teachers and stolen from the physical education lockers will be the responsibility of the student.

LUNCHROOM: Bethel School has a closed lunch program. This means that all students will remain on the school property from the time school begins in the morning until afternoon dismissal. Food, snack items and beverages are to remain in the cafeteria during the lunch periods unless student is with a classroom teacher.

1. All students who eat lunch at school are required to eat in the cafeteria whether they bring their own lunches or purchase them in the cafeteria. Delivery of fast food to the school by local restaurants, parents, or friends is prohibited.
2. Students should observe good table manners and behave themselves at all times while in the cafeteria.
3. Students will NOT break into lines ahead of others, and a friend may NOT save you a place in line.
4. All students are required to clean the tables in the immediate area in which they were eating.

If you carry your lunch, please dispose of your trash in the trash containers at the rear of the cafeteria. Cans are to be placed in the recycle container. Since instruction will be conducted during each lunch session, the classroom areas are closed to students during each lunch session. Areas open to students are the gym and the cafeteria. Students should transition to the gym quietly and responsibly, mindful of classes in session and visitors in the building NO students should be in or use 'C' hallway during lunch.

STUDENT DRIVING: Bethel High School has a student parking lot located on the north side of the building. **Driving is a privilege; attendance, tardiness and/or discipline problems may result in losing driving privileges.**

Those requesting consideration for driving privileges must:

- (1) Fill out a driving form signed by themselves and a parent/guardian; get approval from the high school office; and have the form placed on file in the principal's office.
- (2) Pay a \$10 fee.
- (3) Park only in the parking spaces designated by the principal. Student drivers are to exercise great caution in driving on school grounds and upon entering and leaving the parking lot. Student vehicles must carry property damage and liability insurance. Proof of such insurance coverage shall be made available at the request of school officials.
- (4) No student driver will be permitted to move or park their vehicle behind the school until after elementary busses have departed the lot. Violations of driving rules will result in the following: (A) Warning, (B) Saturday School, (C) removal of driving privileges for the remainder of the year.

TELEPHONE: The office phone is available for students who need to contact parents. Students are not permitted to contact their parents by use of their cell phone unless authorization is given by the principal. A violation of the school's cell phone policy will result in disciplinary action.

STUDENT DISCIPLINE

The following rules, regulations, and due process procedures are designed to protect all members of the educational community in the exercise of their rights and duties. This code sets forth the educational responsibilities of students enrolled in grades 9 through 12 at Bethel School. This code cannot reasonably be written in such detail as to anticipate every type of misconduct that could possibly occur. However, the Board of Education has the responsibility to set forth policies, rules and regulations to help students conduct themselves in a proper manner as good citizens of the school community.

This code attempts to protect individual rights by insuring each student has the right to an education and the commensurate responsibility not to interfere with or threaten the education of others by personal actions. Each student has the responsibility to attend school regularly and to abide by the policies and regulations of the school. Any student who feels his or her rights have been violated by a fellow student, staff member, or any other individual, should report the incident to the guidance counselor or an administrator.

STUDENT BEHAVIOR

The following types of conduct by students are hereby determined to be inconsistent with the educational goals of this school district and will result in discipline. The penalties that may be imposed for violation of any provision of this Code of Conduct include detention, Saturday School, immediate removal from school, suspension from school for up to ten school days, Alternative Assignment Room placement, expulsion from school for up to eighty school days and permanent exclusion. 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.

The Code of Conduct applies on all school district property including school buses, at school bus stops, at all school-sponsored or sanctioned events regardless of where the event occurs, and at any other time or location when the student is under the jurisdiction of the school, or if the conduct directly affects the school day or school personnel.

SEVERE CLAUSE

Any student who is habitually disruptive 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.

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.

PROGRESSIVE DISCIPLINE PROCEDURES: A student who habitually violates our code of conduct may be subject to the following discipline:

3rd detention in one semester = 1 Saturday School (4 hour)

3rd Saturday School in 1 semester = 3 day Suspension (1 Saturday School = 4 hours)

The principal may choose an alternate route for disciplinary action or another disciplinary action in conjunction with the progressive discipline procedures in consideration of the seriousness of the offense; the affect 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 distraction caused by misconduct.

DISCIPLINARY MEASURES

DETENTION: Students may be assigned detention for minor violations of school or individual classroom rules, as well as for failing to turn in materials borrowed from the Library Media Centers.

- Students must be given at least one (1) day notice so that they may make arrangements for transportation.
- Detention period will be for a date and time period established by the teacher either during the 2:30-3:15 period or during lunch.
- The teacher shall decide the structure of the detention period. Study hall, intervention, lunch detention, or work in the classroom may be possible assignments.
- All students must serve the day of detention they are assigned unless the administrator or assigning teacher excuses them. A signed note or a call from the parent stating the reason must be presented prior to the start of the assigned discipline.
- Students will not be excused from detention to participate in extra-curricular activities.
- Failure to serve detention on the date assigned will result in a Saturday School (4-hour). Working at a job away from home is not a valid excuse.

SATURDAY SCHOOL: Saturday School is a 2 or 4-hour study hall, which meets on Saturday morning from 8:00 a.m. – 12:00 noon. It is intended to serve as a replacement for suspension from school for disciplinary reasons. Any student, who disrupts operation of Saturday School in any way, will be suspended for five (5) days (1st offense) and ten (10) with a recommendation of expulsion for the remainder of the semester (2nd offense). 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 assigned additional Saturday Schools or possible suspension. Those offenses, which warrant Saturday Schools but no Saturday Schools remain during the balance of the school year, may have the assignment carried over to the following year or possibly be suspended.

IN SCHOOL SUSPENSION: In School Suspension is a discipline option available for use by the administration as an alternative to out of school suspension. Students who receive an In School Suspension assignment are given all the same assignments/school work that they would have in their regular classes and they are given full credit for the work they perform. The student is removed from the regular school setting and confined for the entire day. Loss of extra-curricular privileges may occur.

OUT OF SCHOOL SUSPENSION – Students may be suspended for up to ten (10) days for repeated behavior, severe cases, or for certain offenses as deemed appropriate by the administration. The student and/or parent will have opportunity for an appeal. During the time of suspension, the student is not allowed to participate in any school related activity or be on school property.

ALTERNATIVE SCHOOL: Student may be assigned to an alternative school setting.

EXPULSION— Students that have been in violation of the student code of conduct repeatedly, have engaged in a severe breach of behavior, or for certain circumstances, may be recommended for expulsion. The principal will make this recommendation to the superintendent. Only the superintendent is permitted to expel a student. The expulsion may be for any amount of time over ten (10) days, up to eighty (80) days. For extreme cases, the expulsion may last up to one (1) year. There will be a hearing that includes the student and their parents. There will be an opportunity for an appeal. In some instance, the expulsion may be reduced through certain procedures and/or processes defined in the expulsion.

CODE OF STUDENT CONDUCT

1. AIDING AND ABETTING: Students aiding and abetting another student in violating any provision of this Code of Conduct are equally guilty of the principle offense.

2. ALCOHOLIC BEVERAGES, DRUGS, ANY MIND OR MOOD-ALTERING SUBSTANCES AND/OR THE PARAPHERNALIA FOR THEIR USE (BP 5530)

Students shall not knowingly possess, have evidence of consumption, sell, transmit, or have the distinct odor or any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, mood-altering substance of any kind, anabolic steroid, or HGH in any form.

Prescription drugs and over the counter drugs: Medications and drug-like substances must be prescribed by the student's personal physician and be authorized by the school principal's office before any 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 possessions, 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 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. No student shall use, have on his/her person or possessions, have within his/her assigned school locker, be within easy access of, sell, intend to sell, transport, give away, or conceal any article or paraphernalia that is commonly associated with or reasonably construed to be used for the use of any mood-altering chemical. 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.

3. BULLYING / HARASSMENT (BP 5517.01) Bullying or harassment of any kind will not be tolerated. "Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also means cyberbullying through electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student/school personnel; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Sexual harassment (verbal): The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to fellow student, staff member, or other person associated with the school district; (Nonverbal): Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the school district.

Gender/Ethnic/Religious/Disability Harassment (Verbal): 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 a fellow student, staff member, or other person associated with the school district. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the school district by refusing to have any form of social interaction with the person. (Nonverbal): Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school district. (Physical): Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, other person associated with the school district.

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

4. CELL PHONES AND OTHER ELECTRONIC DEVICES : No cameras, disc devices, electronic games, cell phones, etc. are permitted to be used during the academic school day. School electronic systems are for school-related educational purposes only. All student electronic devices (i.e. cell phones, iPad, iPods, music devices, etc.) **MUST REMAIN IN THE STUDENT'S LOCKER FROM 7:30 AM – 2:35 PM.**

Beginning with the 1st offense electronic devices confiscated during the school day will be turned into the office and only returned to the parent/guardian of the student who brought the device to school. In addition, the student will also be assigned disciplinary action for failure to follow school rules. Students who fail to turn over their electronic device to the staff member will also be considered **#8 DISRESPECT AND/OR NON-COMPLIANT WITH DIRECTIONS OF ADMINISTRATORS, TEACHER, AND OTHER SCHOOL PERSONNEL** and additional discipline will be considered.

Students are not permitted to use their cell phone to call/text their parents during the school day. Students are required to get permission from their classroom teacher to come to the office to use the office phone. Likewise, if a parent needs to get in contact with their child during the school day they should call the high school office and the office secretary will assist in relaying the message to the student.

5. CHEATING: Students 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 a zero on the test, quiz, or assignment and parents will be notified.

6. COMPUTER USE AGREEMENT (BP 7540): All students must comply with the rules/regulations of the computer use form that they sign at the beginning of each school year. Students who violate the computer policy will lose their computer privileges as well as receive disciplinary action

7. CRIMINAL LAW

Any infraction during school hours, on school property, or during any school event is treated as a violation of the student code. The proper authorities will be notified. Bethel may press charges and/prosecute for such actions.

8. DISRESPECT AND/OR NON-COMPLIANCE WITH DIRECTIONS OF ADMINISTRATORS, TEACHER, AND OTHER SCHOOL PERSONNEL: Students shall be respectful to, and obey all directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers, and all other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel.

9. DISRUPTION OF THE EDUCATIONAL PROCESS OR ACTION ATTEMPTING TO DISRUPT THE EDUCATION PROCESS

Any actions or manner of dress that materially and substantially disrupts, induces panic, or interferes with school activities or the educational process or which threatens to do so are unacceptable. This includes, but is not limited to, organizing or leading a walkout or other disruption of the scheduled educational program. Also a student will not through threats of violence, coercion, force or obstruction of school procedures disrupt the educational progress.

10. DRESS AND GROOMING: The spirit of the dress code is to encourage an appropriate atmosphere for school. The appearance of Bethel High School students is expected to be a reasonable and respectful reflection of our school and community. Students and their parents are responsible for students' proper dress and personal appearance at school and school events. All staff members are responsible for adhering to and enforcing the school dress. The Principal's decision about dress code issues is final. The administration reserves the right to adjust or alter the dress code to address issues or concerns that may arise.

Any clothing or appearance that causes, or could possibly cause, a disruption in the orderly function of the school is not permitted.

Students should follow these guidelines when considering dress for school:

1. Any insignia or clothing depicting alcohol, drugs, weapons, explicit or implied sexual messages, foul language, or other offensive symbols or language is prohibited.
2. Pictures, photographs, or words on clothing that are demeaning to another person or group, or incite disruption are not be allowed.
3. The American Flag may not be worn inappropriately.
4. Low-cut tops, see-through blouses or dresses, backless tops or dresses, midriff tops exposing the waist, tank tops, tube tops, halter tops, or any top that reveals cleavage are examples of styles which are considered inappropriate for students. Clothing must be of sufficient coverage so as not to show bare skin around the waist, cleavage or reveal undergarments while sitting, standing, or reaching.
5. Shoulders/straps of sleeveless shirts must be a minimum of 3" wide.
6. Students may not wear caps, hats, gloves, or sunglasses inside the building or classrooms. These items must be removed upon entering the building or classroom.
7. The minimum length of shorts and skirts is five inches (5") from the top of the knee. Shorts or skirts that do not reach to five inches (5") above the knee must be worn with leggings underneath.
8. Leggings with seams on both sides of the leg are permitted to be worn as pants. Leggings/tights with only one or no seams must have a shirt, shorts, or skirt worn over the leggings/tights.
9. Pants must be worn at the waist so as to not reveal undergarments while sitting, standing, or reaching.
10. Suitable footwear must be worn at all times.
11. All clothing should be clean, in good repair, with no holes or fraying above the knee.

Note: Under special circumstances, such as spirit days, certain aspects of the dress code may be permitted with prior permission granted explicitly by the Principal.

11. EXTORTION: Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law and is prohibited by the Student Discipline Code.

12. FALSE ALARMS: No student shall initiate a false alarm or make a false emergency report. A false emergency alarm or report endangers the safety forces that are responding to the alarm, the citizens of the community, the persons in the building and/or may induce panic. What may seem like a prank is a dangerous stunt that is against the law and may subject the student to not only disciplinary action but also criminal.

13. FIGHTING/ PHYSICAL ALTERCATION/ ASSAULT: No student will intentionally assault, cause or attempt to cause physical injury or to behave in a manner that creates an environment of intimidation for students or school personnel. All students involved in fighting will be disciplined; however if self-defense can be clearly established by an administrator during the investigation the punishment for the student acting in self-defense shall be taken into account.

14. FORGERY/ FALSE STATEMENTS/ PLAGIARISM: The oral or written use of misleading or false information including but not limited to names, dates, grades or other data and school work. Students shall not falsify any school forms, school records, correspondence, or any school data not herein listed. This includes "hacking" into unauthorized computers, sites or information databases, and transmitting unauthorized academic information. Forgery also includes signing parent, guardian, or teacher signature. 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. *A grade of "O" will be given.*

15. GAMBLING: Students are not permitted to gamble for money or valuables on school premises or at school events. Students who bet on any school activity in which they are involved may also be permanently banned from that activity.

16. 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 or other organization 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 (ORC 2902.21)

17. LEAVING SCHOOL GROUNDS WITHOUT PERMISSION: Any student who leaves the school property before the dismissal hours without permission of the principal or administrator is subject to disciplinary action. Parents will be contacted if, at any time

during the school day, there is uncertainty as to a student's whereabouts or the reason for the absence. Permission to leave school before the end of the day must be granted by the administrator. No student will be released without proper parental permission. CCP and Senior Privilege students are required to sign in and out through the attendance office.

18. MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE OR THE PROPERTY OF SUCH A PERSON, REGARDLESS OF WHERE IT OCCURS: The Board prohibits misconduct committed by a student against a school official or employee including but not limited to harassment (of any type), vandalism, unauthorized touch, destruction of property (school or personal), on any school bus in transit to/from school or during any school sponsored activity.

19. OBSCENITY: Possession, distribution, use or display of profane, indecent, or obscene language, pictures, illustrations, or gestures, verbally, in writing, graphically, pictorially, photographically, electronically, or otherwise.

20. SEXUAL MISCONDUCT: No student shall intimidate or be a party to the intimidation of another student over the purpose of sexual interests, engage in any form of exhibitionism, or engage in any act of sexual misconduct during school or school-sponsored activities, on school grounds or bus, or in transit to or from school.

21. SKIPPING CLASS: A student shall not cut any class, study hall, library, homeroom, field trip, etc. in which she/he has been scheduled. This includes not attending a class after it has been added following a schedule change. Missing H.I.V.E time is considered a class skip.

22. SKIPPING DETENTIONS OR SATURDAY SCHOOL: Students unexcused from assigned consequences will receive additional days assigned, or will be given the next step in the discipline progression. If a student must reschedule a detention or Saturday school they must speak with the principal prior to the date of consequence.

23. SMOKING (SMOKELESS TOBACCO AND TOBACCO PRODUCTS)/NICOTINE/VAPOR/E- CIGARETTE: 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 or tobacco like substances including smokeless, vapors, e-cigarette, or any form not listed herein.

24. THEFT, DAMAGE/ VANDALISM OF SCHOOL AND PRIVATE PROPERTY: Students shall not steal, damage, or vandalize school property or private property belonging to the school. Students are encouraged not to bring anything of value to school. The School is not responsible for personal property.

25. 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.

26. UNAUTHORIZED USE OF/ MISUSE OF SCHOOL OR PRIVATE PROPERTY/LOITERING: Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property shall be subject to disciplinary action. Loitering is defined as the willful presence in a school building, restricted area of a school building, or school grounds at an unauthorized time. Students are not to loiter in the parking lot or other unauthorized areas before 7:20 a.m. or after the buses leave in the afternoon. Students are not to reenter the building after school unsupervised.

27. VIOLATION OF BUS RULES: Misconduct on school buses may result in the loss of privileges of riding the school bus to and from school for a period to be determined by the school principal. The transportation of the student to and from school after such a removal then becomes the sole responsibility of the parent/guardian. Additional consequences may also be assigned.

28. VIOLENT CONDUCT: Students may face expulsion for up to one school year for committing an act at school, or on school property, at an interscholastic competition, or co-curricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or directing a violent act toward their property if such an offense results in serious physical harm to the person/property

29. WEAPONS AND DANGEROUS INSTRUMENTS: A student shall not possess or have control over firearms, air-powered weapons, dangerous ordnance, fireworks, knives or other instruments or objects designed or adaptable for use as weapons or designed to appear to be a weapon. See Board of Education policy on Dangerous Weapons in school.

BUS TRANSPORTATION

The Bethel Board of Education provides transportation both to and from school. It is the student's responsibility to be at the authorized bus stop at the scheduled time. Drivers are to slow down as they approach a regular designated bus stop; however, if students are not visible to the driver, the driver shall continue on to the next authorized stop, as drivers are not to stop and wait or use the horn for students. Bethel Schools make every effort to provide the safest possible transportation for our students. We ask parent cooperation in stressing with their children the importance of obeying the rules as set by the district and the driver. Misconduct, inappropriate behavior, or violations of the following guidelines or of the student code of conduct while at the bus stop or on the bus will be reported to the principal and may result in demerits and/or disciplinary actions.

- School bus transportation is a privilege to the student, not a right.
- Students are to ride only assigned buses.
- Parents are responsible for the safety of students while going to and from pick-up points and for their meeting the bus on schedule.
- The school will not enter into disputes involving parents and students prior to pick up or upon return to drop-off points.
- Parents will be responsible for any damage done to a bus by their children.
- Students should wait on the proper side of the road until their bus stops.
- Upon boarding the bus, students should go to their assigned seat (if so designated by the driver) and remain seated. Talking is permitted in moderation.
- Students are to cooperate with the bus driver. Drivers are expected to maintain reasonable order on their bus and have the authority to take those measures to ensure proper conduct.
- Students are to keep their hands, arms and head inside the bus at all times.
- No glass containers, live animals, or large projects will be transported on the bus. It will be the responsibility of the parents to transport such items.
- Students missing their bus at the morning pickup are to report to the office upon arrival at school. If the student is late to school, missing the bus will not be considered an excused tardy.
- Any students missing their bus at the end of the school day should report immediately to the office.

TRANSPORTATION DISCIPLINE

The bus driver is in complete charge of the bus at all times. Pupils failing to comply with the drivers or breaking the rules will be dealt with accordingly. For Minor misconduct – verbal warning, then office referral. For Major misconduct – office referral. Further discipline will be handled by the building principal, who will handle punishment and contact parents.

MINOR MISCONDUCT CONSISTS OF THE FOLLOWING:

- Moving about on the bus while in motion.
- Eating, chewing gum or littering.
- Excessively loud noise of any form.
- Throwing paper or any other missiles.
- Refusal to follow requests of bus driver.
- Riding or attempting to ride bus to which student is not assigned, or attempting to board or disembark at unscheduled stop.
- Use of squirt guns, bean guns, etc. and the driver shall confiscate such apparatus.
- Other misbehavior that is judged by the bus driver to be disruptive.
- Detention, Saturday School assignment, or removal from the bus

MAJOR MISBEHAVIOR CONSISTS OF THE FOLLOWING:

- Alcohol or drugs on bus.
- Smoking, chewing tobacco or lighting a flame on a school bus.
- Fighting
- Knives, firearms, dangerous weapons
- Throwing objects that could be dangerous to persons riding on the bus.
- Defacing property – vandalism
- Foul or vulgar language and/or gestures
- Other misbehavior that is judged by the bus driver to be disruptive.

NEW FOR 2016-2017 SCHOOL YEAR

Due to increased enrollment, Bethel Local Schools' Transportation Department will institute the **ONE STOP policy** for K-12 students who ride the bus to and from school. The ONE STOP policy is as follows:

- Parents will have a choice of ONE STOP for their child's morning pick-up. This STOP will be the same bus stop five (5) days a week.

- Parents will have a choice of ONE STOP for their child's evening drop-off. This STOP will be the same bus stop five (5) days a week.

When changes occur in a parent's schedule, the parent is responsible to make arrangements with relatives and friends to have their child picked up at the PERMANENT pick-up or drop-off bus stop. **Bus passes will no longer be issued for playdates, change in schedules, babysitting responsibilities, drop off for a visit at a grandparent's, relative's, OR friend's house.**

These pick-up and drop-off stops will be PERMANENT for the 2016-2017 school year. If a parent has a change of address or is in need of a bus stop change due to extenuating circumstances (i.e. medical emergency or crisis) the parent must submit a "BUS CHANGE REQUEST" to the transportation office at least a week before the PERMANENT change occurs. The transportation department will only allow ONE PERMANENT bus change to occur per school year.

At the end of each school year, students' transportation needs are relocated to their home address as the PERMANENT bus stop. Parents wanting a different pick-up or drop-off location for their child must submit a BUS REQUEST form for the location to be changed at least one week before school starts or the bus will pick-up and drop-off the child at his/her home location.

To have their child picked up or dropped off at a DAYCARE, a parent/guardian must submit to the building principal a written request with the following information:

- Date
- Student name
- Reason for request
- Name & address of the care provider/baby sitter
- Whether the request is for AM, PM or both
- Phone number
- Parent/guardian signature

