



Ebon C. Hill Intermediate

STUDENT HANDBOOK 2007-2008

150 Fossyl Drive
Bethel, Ohio 45106
Phone 734-2271
Fax 734-3013

Office Hours 7:30 a.m. - 4:30 p.m.
School Hours 9:05 a.m. - 3:35 p.m.

This agenda belongs to:

NAME _____

ADDRESS _____


CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

PRINCIPAL’S MESSAGE

This handbook has been prepared for the purpose of giving you an informative guide to our school. The school information included will provide you with knowledge of our school’s policies, rules, procedures, and regulations. Please take some time and review this handbook with your child. It is our hope that with the home and school working together, we will have a successful year.

HILL INTERMEDIATE SCHOOL

VISION STATEMENT

We envision students who are prepared to educate themselves throughout their lives.

MISSION STATEMENT

Hill Intermediate School is dedicated to nurturing independent, responsible, and productive students through leadership, high expectations, a safe and orderly environment, and effective home-school relationships.

GENERAL GUIDELINES

ADMINISTERING ORAL MEDICATION (R.C. 3313.713)

Students are not allowed to possess prescription or non-prescription medication on school property. If it is necessary to administer non-prescription medication during the school day, the student must obtain a release form from the office, have it completed and signed by the parent, and return it to the office along with the medication. Prescription medicine requires a doctor’s signature along with the parent’s. It is the student’s responsibility to see the nurse or secretary at the appropriate time for administration of the medicine. The medication must be in the container in which it was dispensed.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

A federal law titled the “Asbestos Hazard Emergency Response Act (AHERA)” requires that all schools be inspected for asbestos-containing building materials,

subsequently developing management plans. The Management Plan includes information regarding inspection activities, reinspection, response action plans, post response actions, and so forth. This plan is available for public inspection during regular working hours. To make an appointment, call our Asbestos Planning Manager, William Flaughter, at 734-2271 at least one day in advance.

ASSIGNMENT NOTEBOOK

An assignment notebook is issued to every student in grades 3 - 5. The purpose of the notebook is as follows:

1. To provide the student with a place to record homework assignments on a daily basis.
2. To serve as an active means of communication between home and school.
3. To teach organizational skills.

ATTENDANCE POLICY AND PROCEDURES

Student Drop-Off

Students are not permitted to be in the building before 8:30 a.m. Please do not drop your child off early. No one is available to take responsibility for the child until 8:30 a.m. Students should report to homeroom between 8:55 a.m. - 9:05 a.m. After 9:05 a.m. but before 10:35 a.m., any student arriving to school should report to the office and will be counted with an A.M. tardy.

Tardies

- All students are considered tardy if they arrive after the official start of the school day up to 90 minutes into the school day.
- Students who leave 1- 90 minutes early from school will be considered an afternoon tardy.
- All tardies are considered unexcused unless the tardy is due to a late bus or the student has a doctor’s note to excuse the tardy.
- Every three tardies will equate to one day of unexcused absence for court record purposes.
- Each building may implement a punishment system for excessive tardies.

Absences

- Each student absence (regardless of the reason) the parent must call at the start of school to report the absence. If this does not occur, the school will attempt to call home to verify the absence. If the parent cannot be reached by phone, a postcard will be sent by mail informing the parent of the absence.

- Each absence (regardless of the reason) the parent must send in a signed note explaining the reason for the absence. The note should have the student's name, date of the absence, reason for the absence, and be signed by the parent/guardian or doctor. Each absence's note must be received within 3 school days of the student's return to school.
- **A phone call and a note are required in order to have an absence excused.**
- The following reasons are considered excused absences by the State of Ohio.
 - a. Student's personal illness
 - b. Death in family
 - c. Student needed at home for emergency (Must be 14 years or older)
 - d. Quarantine
 - e. Religious holiday
- Each trimester Bethel-Tate students may be absent 3 days for any reason and will be considered excused with only a phone call and a parent note.
- Half day absences will be considered as any student who leaves after the AM tardy time until the PM tardy time.
- High school juniors and seniors will be granted up to three college visits per year as excused absences.

Vacation absence

- A student must present to the building principal a written request from the student's parents for a family vacation approval. This request must be done a minimum of three days prior to the vacation absence starting. The vacation request can be obtained from each building office.
- Consideration for excused family vacation days will be given for not less than three school days and not more than five school days. Extended weekends will not be considered a family vacation. An exception will be made to this policy in the case of a two-day school week due to a recognized holiday.
- Students are responsible to obtain work from their teachers they are going to miss during the approved family vacation. This work is due upon their return to school. Failure to do this work will result in zeros on their grade. Any other missed work the student did not get prior to leaving on the trip the student will be given three days to complete upon return to school.

Absence make-up work

- Any incomplete class work or homework missed due to an absence from school must be made up by the student.
- It is the student's responsibility to seek out the missed work and complete it in a reasonable time.
- Students will be given the same number of days to make up work as they have been absent. The only exception would be pre-announced long term assignments. These are due on the date assigned.

Absence and participation in extra curricular events

- Students must be present half a day the day of, or the day before weekend events to be eligible to participate in extra curricular events.
- The only exception would be an absence excused by the administration (i.e. attending a funeral, visiting a college, scheduled doctor's appointment).

Excessive absences

- Excessive unexcused absences (including tardies) will be cause to notify the Clermont County Juvenile Court authorities.
- Five unexcused absences will warrant a first notice to be sent to the court authorities and to the parent / guardian. This will serve as a written warning.
- Twelve unexcused absences will cause a second notice to be sent to the court authorities and the parent. This notification will result in an informal hearing with the court referee.
- Fifteen unexcused absences will result in the third notice sent to the court authorities and the parent / guardian. This notice will prompt a formal court appearance by the student and their parent / guardian at the Clermont County Juvenile Court in Batavia Ohio.
- Habitual or chronic truant students may skip some steps and move through the court steps quicker based upon their past absence records.

AWARDS ASSEMBLIES

At the end of each trimester, awards assemblies will be held to recognize students for their accomplishments. Honor roll and perfect attendance will be rewarded with certificates and incentives. Students may also be recognized for participation in art contests, spelling bees, physical education accomplishments, good behavior, etc. Parents are welcome to attend the assemblies. Although all

students may not receive an award, we feel students who have made accomplishments in these fields deserve to be recognized by their teachers and peers.

BEHAVIOR EXPECTATIONS

Children are expected to walk quietly while in the hallways in order to avoid disturbing classes that may be in session. All students are given adequate opportunities to use the restroom. Proper behavior is expected at all times. Children who have medically diagnosed physical restrictions may be given additional restroom privileges. Written notification of these restrictions must be provided by parents to the child's teacher.

The playground can be fun and relaxing when the appropriate rules are followed. Unacceptable activities include: tackle football, karate, fighting and wrestling, and the use of hard balls and bats. Sharing the playground equipment is very important to all students. Failure to use proper behavior may result in the loss of playground privileges. Classroom teachers may also determine the amount of playground time each student will be allowed. Recess time may be denied if students misbehave in class or fail to complete assignments.

BOOKBAGS

To promote safety on the bus, in the hallways, and in the classroom, the size of bookbags must be limited. A bookbag should fit safely on the bus seat and in the student's cubby which measures 15 inches wide, 30 inches high, and 12 inches deep. No oversized bookbags are permitted. The school homework policy limits the amount of work assigned each day so a small to medium sized bag will accommodate the necessary materials.

BUS PASSES

Students are to ride their assigned bus to and from school at all times. The only exception to this rule will be if the building principal has a note from the parent and a bus pass has been issued. Transportation arrangements will not be changed during the school day over the telephone. In the event a parent must change his/her child's transportation arrangements during the school day, the parent must fax a signed and dated note explaining the change in transportation arrangements.

CLASSROOM RULES

- Students will arrive on time to class, with the proper learning materials, books, and supplies.
- Students ask permission to speak by raising their hand.
- Students are to respect their classmates' right to learn and respect the teacher's right to teach by not causing disruptions to the instructional process
- Students are expected to have homework assignments completed on time according to the teacher's deadline.
- Students will follow all rules and guidelines in the student code of conduct and intermediate school handbook.
- No Bullying: Bullying is defined as repeated and systematic harassment and attacks on others. This behavior can involve one student with another or groups of students and can take the form of physical violence and attacks, verbal taunts, name-calling and put-downs, threats and intimidation, extortion or stealing of money and possessions. Any type of name calling, no matter what the circumstances, will result in disciplinary action.
- Due to concerns with allergic reaction among some of our students, spray personal care products (cologne, perfume, deodorant) may not be used here at school. Non spray deodorant (stick or gel) is permitted for those students who are taking physical education or participating in after school athletics.
- Students are expected to follow any rules established by individual teachers specifically for their classrooms
- Cell phones are strictly prohibited during the school day. Using or physically handling a cell phone during the school day will result in a **one day suspension**, and the phone will be confiscated for parent pick up only. Students with cell phones must keep them turned off and stored in lockers. **The school is not responsible for lost or stolen cell phones.**

DISMISSAL PLAN

Parents who wish to pick up students at the end of the day on a regular basis will need to notify the school by indicating this on the Dismissal Plan form. If a parent wishes to pick up a student who normally rides the bus, a note should be sent to school with that student. **Any**

change in transportation must be made in writing and submitted to the office by 12:00 noon. At the end of the day parents must sign out their students using the sheets posted. The student's academic day ends at 3:35 p.m. For safety reasons students are not permitted to walk to or home from school. Students will not be released to anyone other than parents unless written permission is granted by the parents.

DRESS AND APPEARANCE EXPECTATIONS

BETHEL-TATE DISTRICT WIDE

DRESS CODE GRADE K-12

Administrators have the responsibility and the right to determine what clothing, dress item or personal item is disruptive to the school environment or presents a safety/health issue for students/staff of the school. Clothing worn by students is expected to be clean, neat, modest, and appropriate for school. Administrators will enforce this dress code to protect the freedom of all students' right to obtain an education without distraction.

Parents/Guardians are ultimately responsible for appropriate dress and appearance of their child at school and at all school-related activities.

The administration may counsel with a student and/or contact parents/guardian if the student's dress and appearance seems inappropriate for the classroom. Violations of the dress code could result in removal from class until the violations can be resolved and/or disciplinary action taken.

This is a district wide, kindergarten through grade 12, dress code. The purpose of this dress code is to eliminate any confusion students/guardians may have as to what is permissible from building to building. The administration is aware that some statements will not apply to all grades.

Clothing and other personal items that specifically contain, promote, glorify or refer to the following are not permitted:

- Alcohol, drugs or tobacco
- Development of a gang or cult
- Antisocial or harassing behavior
- Suggestive sexual content or profanity, lewd symbols or slogans, or inappropriate pictures
- Hate, violence, death, suicide, gore and/or blood
- Political statements of a degrading nature

Articles of clothing with tears or holes exposing skin or causing a safety issue are not permitted.

Both young men and young women are expected to wear appropriate undergarments.

Shirts, Blouses, Tops

1. Clothing must be appropriately sized and long enough to cover the midriff at all times even when student sits, stands, raises hands or bends over.
 - A. Tank tops, muscle shirts, tube or halter tops, bare midriff tops, clothing with split sleeves, spaghetti straps or strapless/backless tops are not permitted.
 - B. Clothing of see-through fabric, mesh, lycra or spandex fabric is not permitted.
 - C. Exposure of undergarments is not permitted
2. Necklines must be high enough not to show cleavage and/or any inappropriate chest exposure even when bending or leaning over.
3. All shirts/tops must have sleeves. Capped sleeves are permitted.

Slacks, Pants, Trousers, Skorts, Shorts, Skirts, and Dresses

1. Shall be appropriately sized: not tight or loose fitting.
2. Lower garments are to be worn at waist level: sagging or bagging are not permitted. Buttocks and undergarments must be covered at all times when sitting, standing, and bending.
3. Skorts, shorts, skirts, and dresses must be at least mid-thigh length. To determine mid-thigh length, fully extend arms and fingers at your side. Clothing must extend below your fingertips and be able to completely cover any portion of buttocks or undergarments even when student bends, sits and raises arms. The top of any slit in a skirt or dress must be no higher than mid-thigh.
4. Shorts will be permitted on a seasonal basis. Length of shorts will follow mid-thigh dress code. Middle and High School students are not permitted to wear shorts; however the administration reserves the right to allow students to wear shorts in the first thirty days of school and the last thirty days of school.
5. Trousers, slacks, and pants must be properly hemmed or cuffed and not dragging the ground to prevent safety hazards to students and staff. Slicing or ragging above the knee, dangling chains or straps on pants are prohibited.
6. Tight fitting pajama bottoms of silky and/or see-through fabric are not permitted.
7. Tear away pants are permitted with shorts underneath.

Jewelry and Personal Items

1. Any jewelry which could be used as a weapon is not permitted. No chains or wallets with chains are permitted. Jewelry with reference to alcohol, drugs, tobacco, gangs, or suggestive, profane, or lewd symbols, slogans, or inappropriate pictures is not permitted.
2. Visible body piercing, except for the ear, is not allowed. Visible body adornments (i.e. tattoos) of an obscene or degrading nature are prohibited.
3. Students are not permitted to wear apparel nonessential to their basic clothing which would be deemed by the administration as inappropriate and/or potentially dangerous to the safety of the building's population. Examples of this include but are not limited to: bandannas, hats, sunglasses, headbands, sports cleats, and any forms of head coverings, etc. Cell phones, pagers, CD players, and any other electronic devices are not permitted. Recording devices are permitted only with the permission of principals. The school is not responsible for loss or theft

Outer Garments

1. No coats or outerwear are permitted to be worn during the school day. Students are provided appropriate space for the storage of such items.

Hair and Makeup

1. Each student should have no hairstyle, makeup, body paint, article of clothing or accessory that distracts from the education process.
2. Young men are permitted to have mustaches. Young men are to be clean-shaven on a daily basis. This standard means that beards, goatees, and sideburns below the ear are not permitted.

Shoes/Footwear

1. Must be safe and appropriate for the school environment, which includes stairs and emergency drills.
2. It is recommended that shoes with a back strap or closed back be worn for playground safety. Athletic shoes are the best choice.
3. Flip flops, spiked heels, bedroom slippers and shoes with any metal devices, such as wheels or cleats are prohibited.

Physical Education

1. All students must dress out for physical education. The recommended dress is sportswear that is consistent with the dress code and gym shoes. Middle and High

School students are to keep PE clothing in a locker and carry it back and forth from PE in a plastic bag.

EMERGENCY FORMS

All students are required by State Law to have emergency information on file in the office. *It is vital that the information is current.* If there are changes in your address, home or work telephone numbers, etc., please notify the school immediately.

EQUAL OPPORTUNITY DISCLAIMER

The Bethel-Tate Local School District is an equal opportunity employer and does not discriminate due to age, sex, race, color, national origin, religion, or handicap.

FEES

Fees are assessed to cover the cost of consumable materials used by the students. If parents are unable to pay the entire balance at the beginning of the year, they should contact the building principal to make payment arrangements. All student fees must be paid by March 1 of the school year.

FIELD TRIPS

As part of our students' educational experiences, field trips may be planned during the school year. Written permission must be on file or the student will not be allowed to participate. Parents will be notified well in advance of all field trip activities. Should a trip be an overnight excursion, special guidelines will be prepared.

FIRE AND TORNADO DRILLS

The school administration will develop and share with students and staff an evacuation plan for various emergencies that may arise. Students will practice the fire and tornado drills throughout the year. Students are expected to become familiar with each drill and observe the rules of the plans developed. Emergency exit procedures are posted in each classroom.

FUND RAISING AND SELLING IN THE SCHOOL

Students may participate only in approved fund raisers when soliciting within the school. Items should not be brought into the school to be sold. Money and/or

merchandise is not to be exchanged between students for any reason.

GRADING POLICY

At Bethel-Tate Local Schools, a five letter system of reporting grades is used to communicate to parents and students the progress and achievement in each class. Report cards will reflect the grade scale adopted by the Bethel-Tate Board of Education.

Grade cards are distributed at the end of each trimester. Interim reports will be sent home with all students at the 4th and 8th weeks of the trimester. Signatures are required on the interim report.

GUIDANCE

Guidance services are available to every student at Bethel-Tate Local Schools. These services include assistance with educational planning, interpretation of test scores, occupational information, career planning, study needs, or any other questions the student may have.

HEAD LICE (INFESTATION OF PEDICULOSIS)

Recognizing that the infestation of pediculosis, or head lice, is a “people problem” and not an environmental problem and recognizing that infestation can take place at any time where numbers of children are assembled, the Bethel-Tate Local Schools will, upon occurrence, deal with the problem in the following manner:

1. Early in the year, the nurse will check all students in each grade level, third through fifth, to determine signs of head lice. Results are reported to parents of any children infested, building principal, and the superintendent.
2. Throughout the school year, when active head lice or nits are detected, the parent/guardian will be called immediately to come to school and take the child home for treatment. If the nurse is unable to reach parents/guardians, a note is sent home with the child.
3. The classrooms of students associated with the infested child will be checked to determine the extent of infestation.
4. Pupils will not be readmitted to class until inspected by designated school personnel. Parents must transport their child to school on the day of return to be checked.

5. The student will be excused for the day that he/she is sent home from school. It is expected that the student will be treated and returned to school on the following day. Additional days of absence will be unexcused.

HOMEWORK INFORMATION

Homework is an important part of Hill Intermediate's instructional program. Homework serves to do the following:

1. Involve parents as partners in their child's education.
2. Foster communication between parents and teachers.
3. Teach children responsibility and organizational skills.
4. Aid the development of study habits.
5. Focus on using the skills and materials being taught in the classroom.

Homework will not be used as a punishment, and students will not be given homework over material not yet taught by the teacher. Homework is not limited to worksheets but may include a variety of assignments.

The following guidelines will be followed in the assignment of homework:

- Third grade students will have homework two to four times per week typically not lasting more than forty-five minutes.
- Fourth grade students will have homework two to four times per week typically not lasting more than forty-five minutes.
- Fifth grade students will have homework two to four times per week typically not lasting more than sixty minutes.
- Routine assignments will not be given over the weekends or holidays.
- Long term assignments and ongoing projects are not limited to these guidelines.
- Any modifications of these guidelines will be dealt with on an individual basis through home-school communications.

IDENTIFICATION CARDS

Students will receive a new I.D. card at the beginning of each school year. The cost of the card is included in school fees. Identification cards are necessary for purchasing lunch and checking out library books. A fee of \$5.00 will be charged to replace lost cards.

LIBRARY REGULATIONS

All students will be scheduled for library time. Proper behavior is expected. Failure to follow the library rules may result in the loss of library privileges. Students and their parents are responsible for the care and return of books checked out of the library. The librarian will determine fines and/or charges for lost or damaged books.

LOST AND FOUND

All "lost and found" items will be placed in a box designated for that purpose. If your child has lost something, please notify the teacher or office as soon as possible. Marking your child's personal items will help insure their return.

MEAL INFORMATION

Bethel-Tate Schools provide the opportunity for students to purchase breakfast and lunch. Students may purchase breakfast for \$1.00. The cost of a student's lunch at Hill Intermediate School is \$2.00. Student milk is \$.40. Students bringing their lunch from home will eat in the cafeteria and can buy additional food or drink items if desired. All food items are to remain in the cafeteria except sack lunches which may be stored in the homeroom until lunch time.

Prepaying breakfast and lunches is convenient for parents, students, and the school. There are no problems with losing money or controlling spending.

If a student forgets lunch money, he/she may charge. After two unpaid charges, the student will need to call home for parents to bring lunch money to school. After three unpaid charges, the student will receive a peanut butter sandwich and a milk for a charge of \$1.00. Bethel-Tate Local Schools participate in the federal school lunch program. Applications will be sent home with the students. Students will be notified of their eligibility for this program after their application has been reviewed.

PARKING

Please park only in the marked spaces in the lot in front of the school. Other areas are designated as bus lanes or fire lanes and must not be obstructed by other vehicles.

PROBLEM SOLVING PROCESS

If there is a classroom or building level concern involving a student, the following steps will assist in having this concern promptly and efficiently resolved:

1. First discuss the issue or concern with the person(s) (teacher, administrator, etc.) with whom the issue is most closely involved. In order for prompt resolution, it is best that this discussion occur promptly.
2. If a parent is not satisfied with the results, he/she may submit the concern to the next level of supervision (i.e. after meeting with the teacher, arrange to meet with the building administration). The principal will confer with the involved parties and respond to the parent with the course of action related to the issue or concern.
3. In matters that directly involve the job performance of a building level employee, there is a formal Bethel-Tate Board of Education Complaints Resolution Process. Please see the building level administrator for details on this process.

RELIGIOUS HOLIDAYS AND CONFLICTS

Students are expected to participate in all school functions which do not directly conflict with religious beliefs. If your faith requires non-participation in school activities, your child will be excused only for the time the school sponsored activity conflicts with the religious belief, not the entire school day.

Please inform all teachers so they can work with you to insure that your beliefs are respected. Also educate your child to what is not acceptable so he or she can remind the teacher if a situation occurs or a teacher forgets.

RETENTION GUIDELINES

Retention of a student should be done only if it presents the possibility of allowing the child to function successfully at grade level in academic, social, and emotional areas. Retention is viewed as another opportunity for growth at a particular level of study.

The decision to retain will be made only after discussion has taken place between the student's teacher and the principal, and after the student's parents have been invited for a conference to discuss the student's progress. The decision to retain is the responsibility of the principal.

The following guidelines will apply to a student being considered for retention:

- A student who fails one academic subject will be assigned to the next grade level; however, if the

subject is reading or math, the student is to be considered for retention rather than assignment. Academic subjects include reading, English, math, science, social studies, and spelling.

- A retention scale should be used as a part of the process.
- Only under extreme circumstances will a child be considered for retention in consecutive years.
- If a second retention is recommended, a psychological evaluation will be completed.
- If offered, students may avoid retention by successful completion of a summer school program. If summer school is successfully completed, the student will be assigned to the next grade level.
- Students who have been absent without excuse for more than 10% of the required school attendance days of the current school year and have failed two or more subjects may be retained.
- All retention and assignment decisions made cooperatively between the student's teacher and the principal will be considered final.

SCHOOL CLOSINGS AND DELAYS

In the event of severe weather conditions, please listen to the radio. Do not call the school. Recommended stations: WLW 700 AM and WKRC 550 AM. School closing information is also available on the Bethel-Tate Local School District's website (www.betheltate.org).

STUDENT CODE OF CONDUCT

Ohio Revised Code §3313.66 requires that students be provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents be provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) the dates of the suspension or expulsion; and (5) restitution if applicable.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or his parents may appeal any decision of the Bethel-Tate Local School District administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion, suspension to the Clermont County Court of Common Pleas.

It is the policy of Bethel-Tate Local School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his or her absence.

This Code of Regulations is adopted by the Board of Education of the Bethel-Tate Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Bethel-Tate Local Schools.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

- a. The student and parent will execute a document agreeing to the community service in conjunction with or in place of a suspension or expulsion. If community service is not completed to the Superintendent's satisfaction, all or part of the suspension or expulsion may be reinstated.
- b. Community service shall be performed at the place and time designated by the Superintendent.
- c. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student and parent.
- d. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed.

The types of conduct prohibited by this Code of Regulations are as follows:

- Rule #1: Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.
- Rule #2: Damage or destruction of private property on school premises or in areas controlled by the school.
- Rule #3: Assault on a school employee, student or other person.
- Rule #4: Harassment of school personnel on other students during school and/or non-school hours.
- Rule #5: Fighting.
- Rule #6: Hazing (to persecute, harass or humiliate another student and/or employee).
- Rule #7: Chronic misbehavior, which disrupts or interferes with any school activity.
- Rule #8: Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
- Rule #9: Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane

as defined by the majority of our society. Name-calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.

- Rule #10: Disrespect to a teacher or other school authority.
- Rule #11: Refusing to take detention or other properly administered discipline.
- Rule #12: Skipping detention.
- Rule #13: Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
- Rule #14: Forgery of school or school-related documents.
- Rule #15: Cheating or plagiarizing.
- Rule #16: Gambling.
- Rule #17: Extortion of a student or school personnel.
- Rule #18: Theft or possession of stolen goods.
- Rule #19: Arson or other improper use of fire.
- Rule #20: Possession of matches or lighters or other similar devices.
- Rule #21: Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
- Rule #22: Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
- Rule #23: Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance. (Any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
- Rule #24: Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of
- Rule #25: Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to

include instruments, objects, papers, pipes, containers etc.

- Rule #26: Possession of electronic communication devices and/or an electronic laser pointing device or electronic light emitting device without expressed written permission of administration. Students shall not be permitted to possess beepers, pagers, cellular telephones or any other related electronic communication devices.
- Rule #27: Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
- Rule #28: Cursing.
- Rule #29: Use of indecent or obscene language in oral or written form.
- Rule #30: Publication of obscene, pornographic or libelous material.
- Rule #31: Placing of signs and slogans on school property without the permission of the proper school authority.
- Rule #32: Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
- Rule #33: Demonstrations by individuals or groups causing disruption to the school program.
- Rule #34: Truancy.
- Rule #35: Tardiness.
- Rule #36: Leaving school premises during school hours without permission of the proper school authority.
- Rule #37: Upon initial arrival, leaving school property without permission.
- Rule #38: Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
- Rule #39: Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang or gang like activity.
- Rule #40: Improper or suggestive dress.
- Rule #41: Indecent exposure.
- Rule #42: Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
- Rule #43: Turning in false fire, tornado, bomb, disaster or other alarms.

- Rule #44: Making a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat.
- Rule #45: Presence on school property with a communicable disease.
- Rule #46: Failure to abide by rules and regulations set forth by administration for student parking.
- Rule #47: Disobedience of driving regulations while on school premises.
- Rule #48: Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
- Rule #49: Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
- Rule #50: Carrying concealed weapons.
- Rule #51: Aggravated murder.
- Rule #52: Murder.
- Rule #53: Voluntary manslaughter.
- Rule #54: Involuntary manslaughter.
- Rule #55: Felonious assault.
- Rule #56: Aggravated assault.
- Rule #57: Rape.
- Rule #58: Gross sexual imposition.
- Rule #59: Felonious sexual penetration.
- Rule #60: Any disruption or interference with school activities.
- Rule #61: Willfully aiding another person to violate school regulations.
- Rule #62: Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
- Rule #63: Any other activity by a pupil, which the pupil knows or should know, will disrupt the academic process or a curricular or extracurricular activity.
- Rule #64: Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.
- Rule #65: Violation of any Board rule, regulation or policy.
- Rule #66: Repeated violations of the student code of conduct and/or any other Board rule, regulation or policy.

PERMANENT EXCLUSION

The Board may seek the permanent exclusion of a student 16 years of age or older while either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at school functions:

1. Illegal conveyance or possession of a deadly weapon or dangerous substance, carrying a concealed weapon, aggravated trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance.
2. Aggravated murder, murder, voluntary/involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration.

In addition, complicity in any of the above acts may be the basis for permanent exclusion.

STUDENT CONDUCT ON SCHOOL BUSESSES

1. Students being transported are under the authority of the bus driver.
2. Bus emergency evacuation drills shall be conducted and responsible students will be assigned to assist at emergency doors.
3. Glass containers, animals, firearms, knives or food are not to be brought on the bus.
4. Bus schedules will be posted and students shall be on time for both morning and evening buses.
5. Students shall walk on the left side of road facing oncoming traffic when coming to meet the bus.
6. Students shall remain seated while the bus is in motion.
7. Students will be assigned seats by the bus driver whenever driver deems necessary.
8. The bus driver shall instruct students how to cross the road.
9. Students shall not extend any part of their body out the window or throw anything out of the windows.
10. Students shall have written permission to leave the bus at a point other than their designated stop. This permission must be secured from the building principal as verified by note or telephone call from the parent or guardian.

11. Students should talk in normal tones; loud, vulgar or profane language is prohibited.
12. Students are not to open or close windows without permission of the driver.
13. Students shall keep the bus clean and refrain from damaging it in any way.
14. Students shall be courteous to driver, to fellow students and to others.
15. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations forfeit their right to ride the buses.

All other items included under the Board of Education-adopted student code apply to students while riding buses.

STUDENT RESPONSIBILITIES

To help in making you a good citizen some general guidelines are listed below:

1. Arrive on time to school and class. Strive for an excellent attendance record by avoiding unnecessary absences.
2. Assume the responsibility for the materials and supplies needed for class.
3. Be sure you understand and complete all assignments fully, neatly, and on time.
4. After an absence, obtain any missed assignments from your teacher and complete make-up work promptly.
5. If you're having a problem, in or out of class, seek help from a teacher or the principal.
6. Respect the rights and property of others and the school.
7. Take pride in your personal appearance (see section on dress code).
8. Observe the normal traffic flow in the halls. Absolutely no running in the building.
9. Items of personal property relating to school and class work should be kept in your homeroom until needed. No electronic games, radios, cassettes, toys, cards, pagers, cell phones, or other items not necessary for school are permitted.
10. All money and/or other items found by students should be turned over to the nearest teacher or the secretary in the office.
11. Students are not to be in the halls without approval from a teacher. This includes visiting the library, office, restrooms, and lost and found.

12. Unless involved in an after-school activity under the direct supervision of a teacher, students are to leave the building immediately after school is dismissed.
13. Students involved in after-school activities must leave the school within 15 minutes after completion of the activity. Transportation is the responsibility of the student and the parent/guardian. Any student who fails to meet the requirement of leaving the school within 15 minutes could be subject to dismissal for the activity.
14. The school building is very similar to a miniature community with its many different people. The staff would like students to remember two important rules. First of all, respect other people. There are many different ideas and personalities which come together in our building. Secondly, respect yourself. Try to make the decisions that show respect for yourself and others.

request. Teachers have been instructed not to converse with anyone who has not reported to the office, signed in, received a visitor's badge, and is announced to the teacher by the office.

Please let us know if you are interested in assisting us at school. We appreciate our volunteers very much. Volunteers are a great help to teachers and can provide special attention to our students. You are welcome to become a part of our school family.

Visitors are not permitted to go to classrooms during instructional times to conference with teachers, pay fees, pick up homework, etc. Interruptions to instruction will be minimized. Please check with the office to verify what time your child's teacher is available.

TELEPHONE USE

Student use of the school telephones is allowed only after approval by the secretary or principal and will be kept to emergencies. The school reserves the right to refuse the use of its telephones for inappropriate or unnecessary calls. Any charges for directory assistance, line interruptions, etc., will be billed to the student's parent or guardian.

TEXTBOOKS

Certain textbooks have been adopted and purchased by the Board of Education to be used in implementing the approved graded courses of study. Students will have the opportunity to use the textbooks by receiving one for personal use for the length of the course, or the use of one within the classroom. The student becomes responsible for any textbook assigned and/or used by him/her during the length of the school year. The cost of repair or replacement will be assessed against the student responsible for the book. Book covers will be required on all textbooks within two weeks after enrolling in school.

VOLUNTEERS & VISITORS TO SCHOOL

All adult members of our community are welcome to visit the school. Terms for authorizing a visit are set by the building principal. In an effort to protect your child and other children, all volunteers and visitors to the school are required to check in at the office before going to the classroom. The purpose of this is not to inconvenience you, but to protect your child from strangers. It is also a state law. We appreciate your cooperation with this