



# William Bick Primary

## STUDENT HANDBOOK 2021-2022

101 Fossyl Drive  
Bethel, Ohio 45106  
Phone 734-2271  
Fax 734-0444

Office Hours 8:00 a.m. – 4:00 p.m.  
School Hours 8:35 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.

### William Bick Primary

#### Vision Statement

Educate the child today to promote success for tomorrow.

#### Mission Statement

At William Bick Primary, we will strive to create a caring, safe environment, which enables every individual to learn. We will foster intellectual, social, physical, and creative development.

#### EQUAL EDUCATIONAL OPPORTUNITY

This district provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin while at school or a school activity should immediately contact the School District's Compliance Officer at 734-2271.

## GENERAL GUIDELINES

### ASSIGNMENT NOTEBOOK

An assignment notebook is issued to every student in grades 1 & 2. 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

The Board of Education and the Administration believe that punctuality and regular attendance are vital to a student's educational progress. Nothing can take the place of a student being in class taught by a professional educator. The following rules are established concerning student attendance:

#### ABSENCES

1. The **FOLLOWING** two guidelines are for any student absence at Bethel-Tate Local Schools:

- **Missing Children Act:** This requires a phone contact between the parent and the school on the day of the absence. *Therefore, parents or guardians are required to call their child's school within the first hour of classes each day of the child's absence.*
- **Excused or unexcused absence:** In order to have any absence be classified as "excused", a phone call or note is required. If a parent sends a note, it must be signed and dated. *In each semester a total of 19 ½ hours of absences* can be excused for any reason with a parent note or phone call to the attendance office. The 19 ½ hours of absences will include any combination of full day absences, AM tardies, and PM tardies. Any and all absences after the 19 ½ hours require a doctor's note. *All notes must be submitted to the school attendance officer within two weeks of the absence.* If a parent phone call is not received on the morning of the absence, a note must be submitted to the school attendance officer within two weeks of the absence. If a note is not received within two weeks, the absence is unexcused. Should a child go home sick from school with a parent or guardian, the signature on the sign-out sheet will be considered the note for that day.

2. The following reasons are considered excused absences by the State of Ohio:

- Student's personal illness
- Death in family
- Student needed at home for emergency (Must be 14 years or older)
- Quarantine
- Religious holiday

#### TARDIES

1. All students who arrive after the official start of the school day will receive an excused or unexcused "Partial Absence."
2. All students who leave before the official end of the school day will receive an excused or unexcused "Partial Absence."
3. Each building may implement a consequence system for "Partial Absences."

#### REMOTE LEARNING ATTENDANCE

A student is considered present for the day when both requirements have been met.

- The student has logged into his/her online learning platform (Apex, Google Classroom, etc.)
- The student has completed assignments scheduled within the time allowed by the teacher.

## VACATION ABSENCE

A vacation is not a reasonable excuse for time missed at school. All time missed will count towards the accumulation of hours for habitually truant and/or excessively absent.

## EXCUSED ABSENCE MAKE-UP WORK

1. The student must make up any incomplete class work or homework missed due to an absence from school.
2. It is the student's responsibility to seek out the missed work and complete it in a reasonable time.
3. 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 EXTRACURRICULAR EVENTS

Students must be present half a day the day of, or the day before weekend events to be eligible to participate in extracurricular events.

## **HABITUALLY TRUANT**

House Bill 410 defines "habitually truant" as the following:

1. Absent 30 or more consecutive hours (equivalent to approximately 4 ½ days) ***without*** a legitimate excuse;
2. Absent 42 or more hours (equivalent to approximately 6 ½ days) in one school month ***without*** a legitimate excuse; or
3. Absent 72 or more hours (equivalent to approximately 11 days) in one school year ***without*** a legitimate excuse.

Students deemed "habitually truant" in any of these circumstances will be referred to the Attendance Intervention Team (AIT). The team is required to contact the parent regarding the date and time of a meeting that the parent is **required** to attend. Failure to attend may result in the school district contacting Children's Protective Services. During the meeting, the AIT will develop an absence intervention plan. The school's AIT will monitor and evaluate the intervention plan during implementation. Failure to follow and meet the plan requirements will result in the district filing an official complaint in juvenile court.

## **EXCESSIVELY ABSENT**

House Bill 410 also defines "excessively absent" as the following:

1. Absent 38 or more hours (equivalent to approximately 6 days) in one school month ***with or without*** a legitimate excuse; or

2. Absent 65 or more hours (equivalent to 10 days) in one school year ***with or without*** a legitimate excuse.

Students deemed "excessively absent" in either of these circumstances will be sent a letter from the school district notifying them of excessive absences. Further action may be required if the absences continue including referral to community resources.

## **ARRIVAL AND DISMISSAL PLAN**

### **Student Drop-Off**

Students are not permitted to be in the building before 8:05a.m. Please do not drop your child off early. No one is available to take responsibility for children until 8:05a.m.

### **Student Dismissal**

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 in Final Forms.

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 2:00p.m.** The students' academic day ends at 3:35p.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.

## **AWARDS ASSEMBLIES**

At the end of each trimester, awards assemblies will be held to recognize students for their accomplishments. Academic achievements and perfect attendance will be rewarded with certificates and incentives. Students may also be recognized for participation in art contests, 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, 20 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 TRANSPORTATION**

The Bethel-Tate Local School District currently offers full service busing for all resident students in grades K-12. Students are assigned a bus at or near the home address. The district policy permits only one pick up location and only one drop off location. **Bus passes will no longer be issued.**

Parents are required to keep the transportation department apprised of changes in address and phone numbers in Final Forms. If you know that your child will be changing his/her bus stop (pick-up or drop-off) to a location other than home, please complete a transportation form in Final Forms. Please allow two days for the change to be completed.

If the transportation department does not have a form on file for your child, your child will be picked up and dropped off at the designated stop nearest your home address. A new form must be completed each year if your child is picked up or dropped off at a location other than home.

All riders are assigned a designated place of safety. The designated place of safety is typically twenty steps back from the street. All students must be waiting in the designated place of safety at least five minutes prior to the buses arrival. In the afternoon the students must wait in the designated place of safety until the bus leaves. (ORC 3301-83-08)

For students in kindergarten through second grade, the bus drivers would prefer an adult to be present to take responsibility for them at a community stop. If a bus driver feels that leaving a student at the scheduled stop poses a threat to the safety of the student, a call will be made to the parents as to the child's location. Students in this situation

will be returned to their school or the transportation office to await their parent/guardian.

## **DRESS AND APPEARANCE EXPECTATIONS**

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/guardians 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.

Students 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, spaghetti straps or strapless/backless tops are not permitted.
  - B. Clothing of see-through fabric, mesh, yoga, 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.

### **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 or six inches above the center of the knee. Clothing must 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. The administration reserves the right to determine dates when shorts will be permitted.
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 must be no higher than mid-thigh; dangling chains or straps on pants are prohibited.
6. Pajama bottoms are not permitted.
7. Tear away pants are permitted with shorts underneath.

### **Jewelry Hair, Make Up 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 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. The school is not responsible for loss or theft.
4. Each student should have no hairstyle, makeup, body paint, excessive perfume, article of clothing or accessory that distracts from the education process.

5. No pillows or blankets are permitted during the school day.

### **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.

### **Shoes/Footwear**

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

### **Physical Education**

1. The recommended dress for physical education is sportswear that is consistent with the dress code and gym shoes.

### **ELECTRONIC DEVICES IN SCHOOL**

Use of cell phones and other electronic devices is not permitted during the school day at Bick Primary. However, there may be occasion for students to use their electronic devices during a specific class. Each teacher will have rules established for use of electronic devices in the classroom. Students who bring these devices to school and do not follow the guidelines established will be subject to disciplinary action. Violations of cell phone/electronic device use, may result in detention or an in-school or out-of-school suspension. Neither the staff nor the administration is responsible for student cell phones and/or any other electronic devices.

#### Definitions

- Hand-held electronic device- any technology that can be carried to school by the student to be used for making phone calls, listening to music, or accessing the internet. This can include, but is not limited to: cell phones, I-pads, I-pod touch, Kindles, Nooks, MP3 players, smart watches, etc.
- Educational purpose- any assignment or task related to school curriculum that will serve a learning purpose for the student.
- School hours- 8:35 a.m. to 3:25 p.m. or from the bell that starts the day until dismissal at the end of the day.
- Non educational time during the school day- anytime that is not assigned to a class such as lunch or recess.

- Acceptable internet usage policy- the Bethel-Tate Local Schools policy signed by all students governing the acceptable use of the internet on school network during school hours.
- Own risk- the student is responsible for safekeeping of the device.

Guidelines for having and using hand held electronic devices

**1. Cell phones/Smart Watches**

- Students are permitted to bring cell phones/smart watches to school but they must be left in their book bags and turned off during school hours. We understand that the student may need the cell phone/smart watches for communication purposes before or after school hours, but all calls during school hours are to be done on the school land lines.
- Students are not to take pictures or videos during school hours with their cell phones. This is a violation of school policy and the FERPA laws.
- Smart phones can be used to access the internet only if this is approved by the teacher for an educational purpose.
- Any use of the cell phone including calls or texting during school hours is prohibited.

**2. Music devices**

- These devices are not to be used during school hours.
- We understand that students may bring these types of devices for relaxation after school but keep in mind they bring them to school at their own risk.

**3. Tablet type devices**

- Students are permitted to bring these types of devices to school for educational purposes.
- Students need to notify the teacher if and when they will be using such devices in the classroom.
- Tablets are not to be used to record pictures or videos unless approved by the teacher as a part of a school assignment.
- Students are at their own risk when they bring these devices to school.

General procedures

- Any use of the BTLS network to access the internet is subject to the acceptable usage policy. This policy can be found on the district website.
- Any inappropriate student use of hand-held electronic devices during school hours or at school

events is subject to disciplinary action. The device will be confiscated and returned to the parent or guardian only.

- No hand-held electronic devices are permitted to be used during the non-educational times of the school day unless authorized by administration.
- Students are responsible for the care of their own devices. They bring them to school at their own risk. Students should clearly label their own device, record the serial number, and have it password protected.

**EMERGENCY FORMS**

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

**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 certain materials and services 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 November 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.

**SAFETY, 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.

## **FUNDRAISING AND SELLING IN THE SCHOOL**

Students may participate only in approved fundraisers 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**

### **Kindergarten**

A numbered system of reporting grades is used to communicate to parents and students the progress and achievement in each class. In Kindergarten, report cards are posted to Progress Book at the end of each trimester. Student data reports will be sent home for all students at the midway point of the trimester. The end of the school year report card is mailed home. Report cards will reflect the grade scale adopted by the Bethel-Tate Board of Education.

3-Meeting grade level expectations

2-Approaching understanding of grade level expectations with practice and support.

1-Experiencing difficulty and requires consistent support with grade level expectations.

### **First and Second Grade**

A numbered 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.

4- Consistently exceeds grade level expectations

3-Meeting grade level expectations

2-Approaching understanding of grade level expectations

1-Experiencing difficulty and requires consistent support with grade level expectations.

Report cards are posted to Progress Book at the end of each trimester. The end of the school year report card is mailed home. Student data reports will be sent home for all students at the midway point of each trimester.

## **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.

## **HEALTH AND SAFETY**

### **Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office and an incident report must be filed.

### **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, Chris McKee, at 734-2271 at least one day in advance.

### **Bed Bugs**

Bed bugs have made a comeback across the United States. Bed bugs are considered pests but do not carry disease. The staff of Bethel-Tate Local Schools is committed to providing a safe and healthy learning environment. In the event evidence of bed bugs is found on a student or on his/her belongings, the following procedure will be used:

1. The building principal will decide if the student must be removed from school or curricular activities.
2. The student's parents will be notified and informed to send the student to school each day with a clean change of clothes sealed in a bag until there is no further evidence of bed bugs.
3. Upon arrival at school each morning, the student will immediately report to the office. A staff member will inspect the student and his/her belongings for evidence of bed bugs. If no evidence is found, the student will report to class.

4. If evidence of bed bugs is found on the student or his/her belongings, the staff member will inspect the change of clothes for evidence of bed bugs. If the clothes are clean, the student will change clothes and report to class.
5. This procedure will continue until no further evidence of bed bugs is found.

### **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. 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 will be sent home with the child.
2. The classrooms of students associated with the infested child will be checked to determine the extent of infestation.
3. 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.
4. 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.
6. Students must be nit free to return to school.

### **HOMEWORK INFORMATION**

Homework is an important part of our 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.

Additionally, 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 clarify the frequency and duration of homework assignments.

1. Kindergarten - A monthly newsletter will be sent home with each child. This newsletter will list skills parents

can work on with their child. In general, parents should read with their child every evening.

2. First grade students will have homework two to four nights per week, typically not lasting longer than twenty minutes.
3. Second grade students will have homework two to four nights per week, typically not lasting longer than thirty minutes.
4. Routine assignments will not be given over the weekends or holidays.
5. Long term assignments and ongoing projects are not limited to these guidelines.
6. 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. Identification cards are necessary for purchasing lunch and checking out library books. A fee of \$5.00 will be charged to replace lost cards.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. All students entering 7<sup>th</sup> grade must have a 2<sup>nd</sup> MMR (measles, mumps and rubella) and a Tdap (tetanus, diphtheria, and pertussis) or Td (tetanus and diphtheria) booster. If they are not compliant by the 15<sup>th</sup> day of school they will be excluded from school until providing proof of compliance. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school district nurse.

### **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 is \$2.85. Student milk is \$ .60. 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 two unpaid charges, the student will receive a cheese 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.

## **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.

A student may be retained at his/her current grade level when s/he has:

- A. in the opinion of the professional staff, failed to demonstrate proficiency in mathematics and reading;
- B. in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level;
- C. scored below proficient level on any State-mandated test.

A student may be placed at the next grade level when retention would no longer benefit the student.

## **SCHOOL CLOSINGS AND DELAYS**

In the event of a delay or closing of school, families will be notified by the automated phone system, One Call Now. Information may also be obtained by listening to the local radio stations (WLW 700 AM and WKRC 550 AM) or by watching the local TV stations. School closing information is also available on the Bethel-Tate Local School District's website ([www.betheltate.org](http://www.betheltate.org)).

## **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the district and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without

announcement. Unannounced and random canine searches may also be conducted.

## STUDENT CODE OF CONDUCT

Ohio Revised Code §3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are 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) and the dates of the suspension or expulsion.

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 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 Hamilton County Court of Common Pleas.

It is the policy of the Bethel-Tate 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 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 school and/or school-related activities, 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 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: Harass, intimidate, or bully another student or school personnel during school and/or non-school hours in violation of the board's anti-bullying policy.
- 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, physical actions or contact 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 student, 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, e-cigarettes, vapor pens, 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 such substances.
- 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.

Rule #67: Violation of the Board's Internet/Network Acceptable Use Policy.

For purposes of the Student Code of Conduct, the following shall apply:

- a. "Emergency suspension" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District whose behavior presents an ongoing threat of disrupting the educational process provided by the District.
- b. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct and Board Policy of Bethel-Tate Schools.
- c. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct and Board Policy of Bethel-Tate Schools.

#### 1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case

basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gave rise to the expulsion took place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- A. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the child's disability);
- B. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife and/or
- C. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

## 2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- A. would be a criminal offense if committed by an adult; and

- B. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion to the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- A. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability); or
- B. Other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

## 3. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- A. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or
- B. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the

imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

- d. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663, 3313.664, 3321.13(B)(3) and (C), 3327.014

18 U.S.C. §921

20 U.S.C. §3351, 20 U.S.C. §7151, 20 U.S.C. §8921

### **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 students become good citizens some general guidelines are listed below:

1. Arrive on time to school and class with the proper learning materials, books, and supplies.
2. Be sure you understand and complete all assignments fully, neatly, and on time.
3. After an absence, obtain any missed assignments from your teacher and complete make-up work promptly.
4. Respect classmates' right to learn and respect the teacher's right to teach by not causing disruptions to the instructional process.
5. If you're having a problem, seek help from a teacher or the principal.
6. Follow all rules and guidelines in the Student Code of Conduct and school handbook.
7. **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

8. 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.
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, 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 with cell phones must keep them turned off and stored in cubbies. **The school is not responsible for lost or stolen cell phones.**
12. Students are only permitted to bring water in water bottles during the school day. No glass containers are permitted.

## **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
  1. Is obscene to minors, libelous, or pervasively indecent or vulgar;
  2. Advertises any product or service not permitted to minors by law;
  3. Intends to be insulting or harassing;
  4. Intends to incite fighting; or
  5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

## **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.

## **TITLE IX**

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The Title IX coordinator for the Bethel-Tate Local School District is Christen Davis.

## **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 and show proper photo identification 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 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 including parents are not permitted to eat lunch with students in our cafeteria. A parent may sign a student out for lunch. As long as the student returns to school by the end of lunch, the student will not be counted absent from school.

Visitors are not permitted to go to classrooms before, during or after school without permission from the office. Interruptions to instruction will be minimized. Please check with the office to verify what time your child's teacher is available.

