

BETHEL-TATE MIDDLE SCHOOL

STUDENT HANDBOOK 2021-2022

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WEBPAGE: www.betheltate.org/2/HOME

Facebook: www.facebook.com/pages/Bethel-Tate-Middle-School

MISSION STATEMENT

We, the BTMS Staff, share a commitment with parents, students, and community to develop life-long, self-directed learners who pursue academic excellence. This will be achieved through educational opportunities that stimulate creativity, critical thinking, and responsibility in a safe, nurturing environment.

ACTIVITIES (STUDENT)

Along with the class work, Bethel-Tate Local Schools may provide extracurricular activities in which students may participate. The activities that may be available for the middle school students are: Yearbook, Cheerleading, Volleyball, Cross Country, Football, Basketball, Student Council, Band, Choir, Wrestling, and Track. The activity advisors will give students instructions as to meeting times, schedules, and building privileges. Students must arrange for their own transportation prior to the scheduled activity time. Eligibility will be subject to state, school, and advisor guidelines.

ADMINISTERING ORAL MEDICATION (R.C. 3313.713)

Students are not allowed to possess prescription or non-prescription medication on school property. Medications should be brought to school by a parent or guardian to be left with the school nurse or secretary. If it is necessary to administer non-prescription medication during the school day, the student must obtain a release form from the office and have it completed and signed by a parent or guardian and return it to the office along with the medication. Prescription medicine requires the signature of the doctor that prescribed the medication, along with the parent or guardian's signature. It is the student's responsibility to see the nurse or secretary at the appropriate time for administration of the medicine. The medicine 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, re-inspection, 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, at 734-2271 ext. 7196 at least one day in advance.

ATHLETIC ELIGIBILITY

1. The student must be enrolled at Bethel-Tate Middle School.
2. The student cannot have turned 15 years of age on or before August 1st of that school year.
3. The student must have a valid physical within the last year on file in the school office.
4. Students entering the 7th grade for the first time are academically eligible the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the preceding grading period and received passing grades during that grading period in a minimum of five of the subjects in which the student received grades.

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 19½ hours of absences** can be excused for any reason with a parent note or phone call to the attendance office. The 19 ½hours of absences will include any combination of full day absences, AM tardies, and PM tardies. Any and all absences after the 19 ½hours 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

PARTIAL ABSENCES

1. All students who arrive after the official start of the school day will receive an excused/unexcused Partial Absence.
2. All students who leave before the official end of the school day will receive an excused/unexcused Partial Absence.
3. Each building may implement a consequence system for excessive Partial Absences.
 - At BTMS: For every five (5) unexcused Partial Absences accumulated, students will serve one (1) after-school detention.

REMOTE LEARNING ATTENDANCE

1. 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 excessively absent.

EXCUSED ABSENCE MAKE-UP WORK

- The student must make up any incomplete class work or homework missed due to an absence from school.
- 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 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:

- Absent 30 or more consecutive hours (equivalent to approximately 4 ½ days) **without** a legitimate excuse;
- Absent 42 or more hours (equivalent to approximately 6 ½ days) in one school month **without** a legitimate excuse; or
- 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:

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

AWARDS ASSEMBLIES

Twice during the school year, awards assemblies will be held to recognize students for their accomplishments. The first assembly will be held in January to celebrate the first and second quarter of the year. The second assembly will be held in May to celebrate the third and fourth quarter awards. Honor Roll (grades 80% or above), Principal's List (grades 90% or above), Perfect Attendance, and/or specific classroom accomplishments could be rewarded with certificates and incentives.

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 or guardians 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.

BELL SCHEDULE

<u>Grade 6</u>		<u>Grade 7</u>		<u>Grade 8</u>	
HR	7:30 – 7:35	HR	7:30 – 7:35	HR	7:30 – 7:35
INT	7:35 – 8:35	1st	7:35 – 8:18	1st	7:35 – 8:18
1st	8:38 – 9:21	2nd	8:21 – 9:04	2nd	8:21 – 9:04
2nd	9:24 – 10:07	3rd	9:07 – 9:50	3rd	9:07 – 9:50
3rd	10:10 – 10:53	4th	9:53 – 10:36	4th	9:53 – 10:36
4th	10:56 – 11:27	Lunch	10:39 – 11:09	5th	10:39 – 11:22
Lunch	11:30 – 12:00	INT	11:12 – 12:12	6th	11:25 – 12:12
5th	12:03 – 12:58	5th	12:15 – 12:58	Lunch	12:15 – 12:45
6th	1:01 – 1:44	6th	1:01 – 1:44	7th	12:48 – 1:27
7th	1:47 – 2:30	7th	1:47 – 2:30	INT	1:30 – 2:30

**INT is intervention period that is dedicated to academic intervention. Band and choir will also meet during this time.*

BOOK BAGS

Book bags are permitted for use to carry books and classroom supplies to and from school. However, book bags need to remain in the student's locker during the school day. Students should carry with them only those books needed for either the first or second half of the day. Book bags must fit into a locker that measures 11" x 12" x 48" (see section on lockers).

BREAKFAST & LUNCHES

The schools provide the opportunity for students to eat a well-balanced, hot meal. Students bringing their lunch from home will eat in the cafeteria and can buy other additional food or drink items if desired. All food items are to remain in the cafeteria except sack lunches, which may be stored in a locker or homeroom until the student's assigned lunchtime. Bethel-Tate Local Schools participates 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. The cost of a student's **lunch is \$3.00, breakfast is \$1.00, and milk is \$0.60.** If a student forgets lunch money, he or she may call home or may get a substitute lunch at a charge of \$1 for a peanut butter sandwich and milk. Prepay services are available through the Internet or you may send cash/check in with your student to be placed on their account.

BUS INFORMATION

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 are no longer issued.**

Parents are required to keep the transportation department apprised of changes in address and phone numbers. If you know that your child will be changing his/her bus stop (pick-up or drop-off) to a location other than home, a transportation application form must be completed and returned to your child's school or the transportation department. Please allow two days for the change to be completed. This application form is also available on the district's website at www.betheltate.org

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)

BUS CODE OF CONDUCT

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.

CLASSROOM RULES (SCHOOLWIDE)

1. Students will arrive on time to class, with the proper learning materials, books, and supplies.
2. Students must raise their hands during class to speak in order to preserve the learning atmosphere.
3. Students are to respect their classmates' right to learn and respect the teacher's right to teach by not causing disruptions to the teacher's instructional progress.
4. Students are expected to have homework assignments completed on time according to the teacher's deadline.
5. Students will follow all rules and guidelines in the student code of conduct and middle school handbook.
6. **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.
7. **Due to concerns with allergic reactions 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.**
8. Students are expected to follow any rules established by individual teachers specifically for their classrooms.

DETENTION POLICY

- Detention may be assigned for the following reasons:
 1. Violations of the student code of conduct and school rules.
 2. Excessive truancy and/or partial absences.
 3. Any other action detrimental to the educational system on or off school grounds.
- **Attendance:** Detention will begin promptly at 2:35 PM and end at 3:35 PM. Tardiness will not be tolerated. Tardiness will result in further disciplinary action up to and including in-school or out-of-school suspension.
- Parents must assume responsibility for all transportation. Parents should arrive to pick students up from Detention promptly at 3:35 PM. Those students who are not promptly picked up will be placed in the custody of the Bethel-Tate Police Department.
 1. Students will be called to the office and report directly to the detention classroom by 2:35 PM.
 2. The administrator may excuse an absence due to personal illness or extreme emergency. A doctor's excuse is required to reschedule and reassign a missed Detention due to illness. In-school or out-of-school suspension will result without this documentation.
 3. For truancy or an unexcused absence from detention, an in-school or out-of-school suspension may be issued.
 4. Absence from school on the day of the assigned detention does not automatically excuse the student from detention. An appropriate doctor's excuse must be provided upon return to school in order to reschedule the detention.

DRESS CODE POLICY

- 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 or health issue for students and 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 or 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 or 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 and guardians may have as to what is permissible in the building. The administration is aware that some statements will not apply to all buildings.

1. 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
2. Articles of clothing with tears or holes exposing skin or causing a safety issue are not permitted.
3. 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. No bare torso.
 - 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 is 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 and/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. **Tights, leggings or stockings do not qualify as pants or substitute as a garment to meet the length requirement for shorts/skirts.**
4. Shorts will be permitted on a seasonal basis. 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, holes, 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 that 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. No dress code violations or alterations that would distract from the educational process this includes but is not limited to writing on body parts and face painting.
3. Visible body adornments (i.e. tattoos) of an obscene or degrading nature are prohibited.
4. Students are not permitted to wear apparel nonessential to their basic clothing that 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 (hoodies), etc. The school is not responsible for loss or theft.
5. Each student should have no hairstyle, makeup, body paint, excessive perfume, article of clothing or accessory that distracts from the educational process.
6. No pillows or blankets are permitted during the school day.

OUTER GARMENTS

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 recommended that shoes with a back strap or closed back be worn for 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

All students must dress out for physical education. The recommended dress for physical education 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. Students that do not dress out for gym may receive detention or other disciplinary consequences.

*At BTMS, dress code infractions are tracked throughout the entire school year. Dress code violations may result in detention or an in-school or out-of-school suspension.

ELECTRONIC DEVICES IN SCHOOL

Use of cell phones and other electronic devices are not permitted during the school day at BTMS. However, there may be occasion for students to use their electronic devices during a specific class. Each teacher will have their rules established for use of electronic devices in their classroom. Students who bring these devices to school and do not follow the guidelines established will receive a detention. Violations of cell phones/electronic devices used, 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 and will not be responsible for investigating the loss or theft of these items.

DEFINITIONS

- Hand-held electronic device - any technology that can be carried to school by the student that can be used for making phone calls, listening to music, accessing the Internet, and/or taking pictures or videos. This can include, but is not limited to: cell phones, tablets, iPads, iPods, Kindles, Nooks, MP3 players, cameras, smart watches, etc.
- Educational purpose - any assignment or task related to school curriculum that will serve a learning purpose for the student.

- School hours – 7:30 a.m. to 2:30 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).
- Acceptable Internet usage policy - the Bethel-Tate Local School District policy signed by all students governing the acceptable use of the Internet on the school network during school hours.
- Own risk - the student is solely responsible for safekeeping of the device.

GUIDELINE 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 locker and turned off during school hours. We understand that the student may need the cell phone / smart watch for communication purposes before or after school hours, but all communication during school hours are to be done on the school landlines.
- 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 cell phones / smart watches including calls or texting during school hours is prohibited.
- Students are at their own risk when they bring these devices to school.

2. Music devices

- These devices are not to be used during school hours.
- Students are at their own risk when they bring these devices to school.

3. Tablet type devices

- Students are permitted to bring these types of devices to school for educational purposes.
- Students need teacher authorization 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 during the non-educational times of the school day unless authorized by the 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 school immediately and update your Final Forms. Please note that only individuals listed on the emergency medical form will be allowed to pick up your child. If a person comes to the school to pick up your child, a faxed or written note must be given to the office before the student is released if their name is not on the emergency medical form.

EQUAL EDUCATION OPPORTUNITY

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.

FIELD TRIPS

As part of our students' educational experiences, field trips may be planned during the school year. There are also other trips that are part of the school's co-curricular and extra-curricular programs. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

FIRE, TORNADO, AND A.L.I.C.E. DRILLS

The school administration will develop and share with students and staff the evacuation plan for various emergencies that may arise. Students will practice the fire, tornado, and A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) 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 in Bethel-Tate Local School District approved fundraisers only when soliciting within the school or on school grounds. Items should not be brought into the school to be sold. Money and/or merchandise are not to be exchanged between students for any reason other than BTLSD approved fundraisers.

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.

	A = Excellent	90 - 100		B = Good	80 - 89		C = Average	70 - 79
	D = Low	60 - 69		F = Failure	0 - 59		I = Incomplete	

GUIDANCE

Guidance services are available to every student at Bethel-Tate Local Schools. These services include assistance with educational planning, interpretation of tests scores, occupational information, career planning, study needs, or any other questions the student may have. Child Focus and Educational Talent Search are also available to students at BTMS.

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 is 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.

HEALTH/SAFETY

- Bethel-Tate Local Schools employs a school nurse. The nurse is primarily located at either Bick Primary School or at Hill Intermediate. BTMS students/parents will need to contact the school nurse at ext. 7158 or ext. 7123 with medical concerns.
- Students may keep prescription medication and over the counter medication with the school secretary provided the necessary documents are on file with the BTMS office.

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

HOMEWORK ASSIGNMENTS REQUESTS

Parents or guardians of absent students may request homework assignment sheets. The following guidelines are to be used for these assignment sheets:

- Requests for these sheets must be received by 8:00 AM.
- Parents can pick up these sheets between 1:45 PM and 2:45 PM, if other arrangements are not made.
- Please be sure to request textbooks if needed at home.

Homework is given to reinforce daily class work. It will be given at the discretion of the teacher in accordance with the need, grade level, and the age of the child. To ensure that each child is given every learning opportunity, students who fail to complete a homework assignment will still be expected to complete their work but may have to miss extra activities. Each grade level team of teachers will develop their own procedures for turning in late work.

HOMEWORK POLICY

1. All assigned homework is due the day assigned to receive full credit. Homework may be turned in late to receive partial credit based on the guidelines established for accepting late work. All homework assignments should to be completed for the educational value.
2. All long-term assignments (announced in advance with a specific due date) must be turned in the day it is due or when a student is absent on the due date, the day they return to school.
3. Absence work (both homework and class work) is the responsibility of the student. The student should seek out the assignments from their teachers upon their return from the absence. The student will have the same number of days to make up the work as the excused absence (with the exception of long-term assignments previously announced). Any work not completed by that time will not receive credit.
4. The average daily amount of homework to be assigned should follow the formula of: 2 minutes x the grade level x four (number of core academic classes). For example: a 7th grader could expect the average daily amount of $2 \times 7 \times 4 = 56$ minutes.
5. All homework assigned will be assessed and/or evaluated by the teacher.
6. Students are expected to complete their agendas daily and to take them home every night.
7. Teachers will check the student's completion of their agendas on a periodic basis.

TYPES OF HOMEWORK

1. **Daily written homework** - this type of homework is usually due the next day, most often started in the academic class. Examples: math problems, questions at the end of a section of the science textbook, social studies definitions, or a Language Arts journal prompt.
2. **Non-written or routine homework** - this type of homework is usually announced several days to a week in advance. This type also includes ongoing or routine assignments that repeat weekly or each quarter. Examples: study for an upcoming test or quiz, review flashcards, literature circle entries, or reading pages, etc.
3. **Long-term assignments** - these types of assignments are usually projects and will be assigned well in advance of the due date. Examples: poster to reflect a novel, a social studies model, research paper, or a science fair project.

CONSEQUENCES FOR INCOMPLETE WORK

If a student does not complete an assignment on the day it is due, it may be turned in late to receive partial credit based on the guidelines established for accepting late work. All homework assignments should be completed for the educational value.

IDENTIFICATION CARDS

Students will receive a new I.D. card at the beginning of each school year. Identification cards are necessary for purchasing lunch, entrance into BTMS events, and checking out library books. Student I.D. cards must be with the students at all times during the school day and at school events. 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 7th grade must have a 2nd MMR (measles, mumps, and rubella), a Tdap (tetanus, diphtheria, and pertussis) or Td (tetanus and diphtheria) and a MCV4 (meningococcal) booster. If they are not compliant by the 15th 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.

LOCKERS

- Each student will be issued a locker in the hallway. Students are responsible to keep their locker clean and free of stickers and graffiti. Students are also to maintain the security of their locker by not giving out the combination to the locker or rigging the locker so that it opens without using the combination.
- Student's book bags need to be of proper size to be stored in the lockers during the day (lockers measure 11"x 12"x 48").
- Students are permitted in their locker prior to homeroom and other teacher/team established guidelines.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

Positive Behavioral Interventions & Supports, also called Positive Behavior Supports (PBS), is a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behavior. The key attributes of PBIS include preventive activities, data-based decision making, and a problem-solving orientation.

PBIS will be the behavioral system that BTMS will be continuing to implement. This is a system that has several functions of helping students understand appropriate behavioral choices throughout the school environment. Our three designated expectations for the overarching goal for our building community will be "Be Respectful, Be Responsible, Be a Problem Solver". **See our PBIS Matrix located at the end of the student handbook.

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 their concern to the next level of supervision (i.e. after meeting with the teacher, discuss with the building administration). The principal will confer with the involved parties and respond to the parent regarding 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 that 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 ensure 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 or guardians 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: English Language Arts, Math, Science, and Social Studies.
- 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.

REPORT CARDS / INTERIMS

The middle school will follow a quarter grading period format. Student report cards will be available online through Progress Book at the end of each quarter. Interim reports will also be available online through Progress Book after the 4th week of each quarter.

SCHEDULING

BTMS does not take teacher / team requests or de-requests. The Administration reserves the right to change any student schedule throughout the year to improve the educational process for all students.

SCHOOL CLOSINGS AND DELAYS

In the event of severe weather conditions, the "One Call Now System" will notify students via the telephone. **DO NOT** contact the school. You may also listen to local radio and/or watch local television for updates. The closing information is also posted on the school district website (www.betheltate.org).

In the event of inclement weather, power outages, or other catastrophic events, school may be cancelled or placed on a remote learning day.

SCHOOL FEES

Student fees are due no later than November 1. A student fee is assessed to every student attending Bethel-Tate Middle School.

Fees are assessed to cover the cost of consumable materials used by the students. If parents are unable to pay fees at the required time, they should contact the building secretary to make other arrangements. These fees/fines include monies owed for products taken for sale during any fundraisers, lunch charges, library charges, etc. These fees accumulate from year to year and must be paid prior to graduation from high school.

<u>Grade 6</u>		<u>Grade 7</u>		<u>Grade 8</u>	
Student agenda	\$7.50	Student agenda	\$7.50	Student agenda	\$7.50
Progress book	\$4.05	Progress book	\$4.05	Progress book	\$4.05
Notification system	\$2.30	Notification system	\$2.30	Notification system	\$2.30
Art supplies	\$6.00	Art supplies	\$6.00	Art supplies	\$6.00
Vocabulary book	\$12.00	Vocabulary book	\$12.00	Vocabulary book	\$12.00
Paper	\$2.00	Paper	\$2.00	Paper	\$2.00
Final Forms	\$4.25	Final Forms	\$4.25	Final Forms	\$4.25
Edulastic	\$4.00	Edulastic	\$4.00	Edulastic	\$4.00
Go Guardian	\$3.35	Go Guardian	\$3.35	Go Guardian	\$3.35
Total	\$45.45	Total	\$45.45	Total	\$45.45

SCHOOL TELEPHONES

The secretary or principal allows student use of the school telephones only with a pass from their classroom teacher and after approval. All calls on school phones will be kept to emergencies and 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.

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.

STATE TESTING SCHEDULES

The Ohio State Assessments will be given online. The following tests will be administered: English Language Arts and Math for all grades at BTMS. In addition, 8th grade will have a Science test. All assessments will be scheduled within the following windows:

English Language Arts ***March 14 – April 15***

Mathematics and Science ***March 28 – May 6***

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) 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/her parents/guardians and the student and parents/guardians 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/her 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/her 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 or her parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion, suspension to Hamilton 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 school and/or at school related events, 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:

- 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.

- Community service shall be performed at the place and time designated by the Superintendent.
- 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.
- 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.
- 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, or 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 teacher, student, 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 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 Local 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 Local Schools.

1. Firearms 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

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 occurred 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 RESPONSIBILITIES

To help students become good citizens, 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, the guidance counselor, 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 locker/homeroom until needed. No electronic games, devices, toys, cards, cellphones or other items or games 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; a pass is required for hall travel during classes.
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 from 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 that come together in our building. Secondly, respect yourself; strive to make the decisions that show respect for yourself and others.
15. **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.
16. 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.

- Material cannot be displayed if it:
 - Is obscene to minors, libelous, or pervasively indecent or vulgar;
 - Advertises any product or service not permitted to minors by law;
 - Intends to be insulting or harassing;
 - Intends to incite fighting; or
 - 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.

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.

TRANSPORTATION

STUDENT DROP-OFF & PICK-UP

Students are not permitted to be in the building before 7:20 AM. Do not drop your child off early as there is no one to supervise them until 7:20 AM. The exterior doors will remain locked until then. At 7:20 AM the front exterior doors (doors #1 and #2) will be unlocked for car riders and walkers and the back-exterior doors (door #3 for 6th graders and door #9 for 7th and 8th graders) will be opened for bus riders to enter. Please do not drive into the back lot of the school to drop off students between 7:00 AM and 7:30 AM. Buses are beginning to enter that area and this presents a dangerous situation.

In the interest of bus traffic flow and student safety, all parents/guardians are to observe the following guidelines when personally dropping off students at the middle school in the morning:

1. Do not use the back lot; this is reserved for bus traffic.
2. All private vehicles should drop off in the front of the school building. Please follow the flow of traffic and pull all the way up to door #2 (the 6th grade hallway door) to let students out so the entire sidewalk can be utilized.
3. If you need to stop for any prolonged time, please pull in a parking spot.
4. Students provided bus privileges are expected to ride their assigned bus.

In the interest of bus traffic flow and student safety, all parents/guardians are to observe the following guidelines when personally picking up students at the middle school in the afternoon:

1. Do not use the front lot; this is reserved for bus traffic.
2. All private vehicles should pick students up in the back of the school building.

VISITORS TO THE MIDDLE SCHOOL

In an effort to protect your child and other children, all visitors to the school are required to check in at the office. The purpose of this is not to inconvenience you, but to protect your child. It is a **STATE LAW**. We appreciate your cooperation with this request. Visitors are not permitted to go to classrooms during instruction times to conference with teachers, 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.