



*Student/Parent Handbook
2019-2020*

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Bethel Local Schools

Home of "The Bees"

7490 State Route 201

Tipp City, OH 45371

Website: www.bethelk12.org

This agenda belongs to: _____

(Print Name)

Welcome to Bethel Middle School

I would like to personally welcome you to Bethel Middle School! We are so proud to have such amazing students and staff here at Bethel, but most specifically, our Middle School students are a one-of-a-kind group with a wonderful spirit and passion for school and for life. Bethel Middle School was created to give our students the opportunity to grow and develop in an educational environment that is focused on the unique needs and values that Middle School students have. We believe that education for the young adolescent should be **developmentally responsive** in the decisions we make as well as **challenging** in both the curriculum we teach and the expectations we have for our school culture and climate. We strive to **empower** our young adolescents to take responsibility for their lives and challenges as they learn to build the foundation for their own future. And lastly, we believe in **equitable** education for all students by advocating for and ensuring all students have access to appropriately challenging and relevant learning opportunities.

Research shows us that many of the jobs in today's world did not exist 10 years ago...and that schools are now charged with the responsibility of preparing students for jobs that haven't been created yet. So how do we educate our children to succeed in a world that is changing so fast? Bethel Local Schools is committed to providing an education that leads students through the 21st Century and prepares them for that world beyond. We strive to deliver a curriculum that is rigorous and relevant to each student at every grade level. We promise to create an academic program that promotes student growth, infuses technology and develops global connectivity to produce world-ready students. Bethel Schools' educational philosophy is built upon six pillars:

Collaboration
Critical thinking
Creativity

Civic responsibility
Entrepreneurial competitiveness
Global connections

We promise to create an educational experience that will be built upon these pillars so that every student is ready for the road ahead.

Sincerely,

Duane Caudill

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BELL SCHEDULE 2019 - 2020

REGULAR BELL SCHEDULE	
PERIOD	TIME
1	7:30 - 8:15
2	8:18 - 9:03
3	9:06 - 9:51
HIVE	9:54 - 10:27
LUNCH	10:30- 11:00
4	11:03 - 11:48
5	11:51 - 12:36
ADVISORY	12:39 - 12:59
6	1:02 - 1:47
7	1:50 - 2:35

2hr DELAY SCHEDULE	
PERIOD	TIME
1	9:30 – 10:06
LUNCH	10:09 – 10:39
2	10:42 – 11:18
3	11:21 – 11:57
4	12:00 – 12:36
5	12:39 – 1:15
6	1:18 – 1:54
7	1:57 – 2:35











2hr EARLY RELEASE SCHEDULE	
PERIOD	TIME
1	7:30 - 8:06
2	8:09 – 8:45
3	8:48 – 9:24
4	9:27 – 10:03
LUNCH	10:06 – 10:36
5	10:39 – 11:15
6	11:18 – 11:54
7	11:57 – 12:35

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

WEATHER DELAYS AND CLOSINGS

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

BMS TOP 10 -- Here are the TOP 10 things you need to know about Bethel Middle School!

-  **1 The Three R's of Bethel Middle School – our school-wide behavior expectations – pg. 6**
 - a. Be Respectful
 - b. Be Responsible
 - c. Be Resilient
-  **2 Hallway Behavior**
 - a. Absolutely no food or drink in the halls or at your lockers
 - b. Be KIND – Be COURTEOUS – Be RESPECTFUL – Be HELPFUL...TO OTHERS!!!
-  **3 Hall Passes & Restroom Use – pg. 17**
 - a. MUST have agenda signed EVERY TIME - No more than 3 in a day, 5 in a week
 - b. Clinic – you MUST first stop at the MS Office to get a clinic pass. You cannot go straight there!
-  **4 3-Strike System – pg. 11**
 - a. For classroom behavior/not following rules/expectations in the classroom, missing assignments and violations to The HIVE Five will result in a STRIKE. Classroom teachers record strikes.
 - b. 3 Strikes = 1 Detention
 - c. 3 Detentions = 1 Saturday School
 - d. 3 Saturday Schools = Suspension
-  **5 Dress Code – pg. 10** (these are not the ONLY things, but they are the most commonly violated)
 - a. In order for leggings to be considered pants, they must have 2 seams down the legs. If leggings only have one or no seams, shorts, a skirt, or dress must be worn over them.
 - b. No off-the-shoulder shirts. Shirts must have straps at least 3" wide on the TOP of the shoulder.
 - c. Absolutely no undergarments can show through, around or under any clothing. (at the arm pits, midriff/waistline, cleavage, shoulders, etc.)
 - d. Skirts and shorts length must be fingertip length as the arm swings naturally. **HOLES IN JEANS/PANTS/SHORTS must be below the fingertips.**
-  **6 Absent Work – pg. 14**
 - a. It is the STUDENT'S RESPONSIBILITY to contact the teacher (either via Schoology or in person).
 - b. In general for make-up work, you get one day for every day absent. If it is an excused absence, you get full credit if done within this time. If it is an unexcused absence, you will get 50% credit if done within this time.
-  **7 Cell Phones – pg. 9, 15**
 - a. All cell phones must be turned off and LOCKED in your locker AT ALL TIMES between 7:30 – 2:35.
 - b. If caught using a cell phone during school hours, the phone will be taken by the teacher and turned into the office – a parent MUST come get them!!!
 - c. A detention WILL BE ASSIGNED every time.
-  **8 Internet/Google/Chromebook Use – pg. 16**
 - a. The most important thing to remember is... BIG BROTHER IS WATCHING!!!
 - b. This means that the school has computer/internet/google monitoring software that allows us to see every site you visit, every link you follow, every letter you type into Google, etc.
 - c. FORBIDDEN – creating google docs as means of "chat" groups.
-  **9 Academic Standards – pg. 20**
 - a. Honor Roll – must have a 3.2 GPA with no grade below a 75% C for the Quarter
 - b. Principal's List – must have a 3.6 GPA with no grade below an 86% B for the Quarter
-  **10 Bus Behavior – pg. 22**
 - a. School Busses are an extension of the school building. Therefore, ALL students are expected to uphold the HIVE Five and ALL guidelines set forth by the Student Code of Conduct.
 - i. The only exception to this rule is the use of cell phones. *However, if the use of a cell phone is involved in the violation of other areas of the Student Code of Conduct, students will be held responsible for their actions and may have cell phone privileges revoked on the bus.*
 - b. Violations to behavior expectations set forth by the driver, by the school district, or to the Student Code of Conduct may result in the revocation of privileges.

Positive Behavior Interventions & Supports (PBIS)

To create a positive, caring, and supportive school culture and climate, all staff and students will be expected to uphold appropriate behavior actions during the school day as well as off-campus as representatives of our school. These appropriate behaviors are characterized by our The Three R's. The Three R's are attributes that represent Bethel Middle School culture and climate and are statements we will live by here at BMS!

AREA	We are RESPECTFUL	We are RESPONSIBLE	We are RESILIENT
<u>CAFETERIA</u> VOICE - 2	<ul style="list-style-type: none"> Good manners Eat only what is yours Raise hand for assistance Leave seat only with permission Use positive language 	<ul style="list-style-type: none"> Keep hands, feet, and objects to self Eat/Drink only what is yours Clean your area of spills and messes,, throw all trash away in receptacles Listening to directions and guidelines from adults 	<ul style="list-style-type: none"> Wait your turn Stay in your place in line Report issues or concerns to cafeteria supervisors Use YOUR OWN number Think before you act/speak
<u>GYMNASIUM</u> VOICE Bleachers - 1 Floor - up to 3	<ul style="list-style-type: none"> Include others Respect personal space Replace equipment when finished Follow directions the first time they are given Use positive language 	<ul style="list-style-type: none"> Keep hands, feet, and objects to self Walk to and from the bleachers Run only during appropriate activities Play by the rules Share and take turns Report issues or concerns to supervisors 	<ul style="list-style-type: none"> Help others respond to cues for behavior improvement Respond to cues for behavior improvement Listening to directions, guidelines, and expectations with VOICE 0
<u>HALLWAY</u> Includes lockers VOICE - 2	<ul style="list-style-type: none"> Stay to the right Keep personal space Leave others' lockers/items alone Use positive language and appropriate voice level Do not slam lockers shut Take pride in our school and pick up and throw away trash 	<ul style="list-style-type: none"> Walking at all times Stay to the right Obtain a hall pass when traveling during class time Use the designated and/or shortest path to your destination Keep locker locked Keep phone and other electronic devices locked in your locker all day Take all necessary materials to class 	<ul style="list-style-type: none"> Do what's right even when no one is looking Report issues or concerns to an adult Turn found items into the Lost & Found Take pride in our school and pick up and throw away trash Walk away from disagreements with other students and seek help when necessary
<u>RESTROOM</u> VOICE - 1	<ul style="list-style-type: none"> Give others privacy Put trash in receptacles Think before you act/speak 	<ul style="list-style-type: none"> Keep hands, feet, and object to yourself Wash your hands with soap and water 	<ul style="list-style-type: none"> Do what is right even when no one is looking Report issues or concerns to the office

	Use positive language and appropriate voice level Use restroom/drinking fountain in a timely manner	Use facility appropriately Help clean spills and messes Return immediately to class when finished	Keep walls and surfaces free of graffiti
<u>BUS</u> VOICE - 1	Keep personal space Follow rules and guidelines set by the driver Leave others' belongings alone Use positive language and appropriate voice level	Check area when entering and leaving your seat Keep feet on the floor Stay seated at all times Keep hands, feet and objects to yourself Follow directions the first time they are given Take safety drills seriously	Be a role model for language and behavior Report issues or concerns to driver Use kind words Listen to directions from bus driver
<u>CLASSROOM</u> VOICE determined by teacher	Accept others and their differences Talk with permission Follow all rules and guidelines set by the teacher or staff member Use positive language and appropriate voice level Be honest Use kind words and actions Use active listening when other students are sharing	Arrive to class on time Bring materials to class every day Be attentive and focused Use materials appropriately Follow school dress code Get permission to leave the room Follow directions the first time they are given Take safety drills seriously Put your name on your paper Ask for help from teacher and classmates with permission	Do and turn work in on time Do your own work Report issues or concerns to the teacher/supervisor Think critically before making a choice or responding Strive to do your very best Ask questions Be ready to collaborate as well as work independently

STUDENT CODE OF CONDUCT

This code of conduct is in effect while students are under the authority of school personnel or involved in a school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs, along with the regular school day. It is important that if any student who feels his or her rights have been violated by a fellow student, staff member, or any other individual, report the incident to a staff member, the guidance counselor or an administrator.

All students shall abide by all expectations set forth by the HIVE Five!

No Student Shall:

1. Possess, handle, transmit, conceal, or store any weapon or instrument capable of harming another person.
2. Use profanity, give obscene gestures, verbal abuse, or possess obscene materials.
3. Violate the Student Dress Code.

4. Show any sign of disrespect toward any other students or toward any school employee, either on or off school property, at any time.
5. Disrupt school by use of violence, force or coercion.
6. Disrupt class, lunchtime, or school activity either vocally or physically. Students will not cause disruption or obstruction to the normal school day or any school-related function.
7. Insubordination to any staff member will not be tolerated at any time.
8. Act, behave, or talk in any way that may be construed as a threat upon the mental or physical well-being of any student, school employee, or visitor.
9. Cause physical harm to another person, threaten to harm, harass, or bully fellow students or staff (see *Bullying & Harassment*).
10. Steal, attempt to steal, or cause to steal any school or private property.
11. Use the building or property without proper authorization or be in an unauthorized area during the school day.
12. Have unauthorized absences from school or class; these absences can be considered truancy.
13. Vandalize or damage anything that is of personal property or property of Bethel Local Schools.
14. Participate in academic dishonest (see *Academic Dishonesty* in ACADEMICS)
15. Engage in public displays of affection (PDA) in the school setting, which includes while on school property, buses, and during school sponsored activities and trips.
16. Possess, use, handle, conceal, transmit, or intend/offer to sell chemical substances, prescription or non-prescription drugs, counterfeit drugs, alcohol or tobacco, or paraphernalia associated with tobacco, alcohol and/or drugs. Ohio Revised Code (R.C. 2925.01) requires that every school district notify students that involvement with look-alike, counterfeit substances is punishable by criminal prosecution. Legal authorities will be notified. A second offense would automatically include a recommendation for expulsion.
17. Violate the Computer Network and Internet Use Agreement.
18. Use electronic devices, such as but not limited to: cell phones, e-readers, tablets, laptops, etc. without the expressed consent of a school employee. See Electronic Device policy (pg. **) for the use of SmartWatches. Students must have all electronic devices, including cellphones, **turned off and stored in their lockers during normal school hours 7:30am and 2:35pm**. This prohibition is for the entire school including classrooms, locker rooms, hallways, lunch rooms, gymnasium, library, and study halls. The school is not responsible for lost or stolen devices.

Anything not listed specifically, but that causes a disruption to the educational process may be treated as insubordination and in violation of the Student Code of Conduct. At Bethel Middle School, all students are required to behave in a socially and legally acceptable manner at all times. Violations will result in disciplinary action. The Miami County Sheriff's Department or other law enforcement agencies may be called when a student has violated a law that governs the citizens of Bethel Township.

CELL PHONE DISCIPLINE

Cell Phone violators will be subject to the following consequences:

- At the time of the violation, **the student shall turn his/her phone over to the staff member**. The staff member will turn the phone in to the Middle School Office, where it will remain locked up until parent pick-up.
- **Each cell phone violation will result in a detention**, and the assigning staff member will notify the parents of the violation, detention, and phone pick-up policy (see below).
- **The parent/guardian must pick up the phone in the middle school office before 4:00pm M-F.**
- Violations resulting in detentions which exceed 3 in a Semester will result in the progressive discipline as stated in our 3-Strike System.

HARRASSMENT AND BULLYING

(Board Policy 5517.01)

A student is being bullied when a person repetitively and purposefully does/says mean or hurtful things to a person when that person has a hard time defending themselves.

B.P. 5517.01 – Bullying and Other forms of Aggressive Behavior: “Harassment, intimidation, or bullying behavior by any student in the Bethel Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation, or bullying”, in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts, i.e., internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know would have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,**
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.**

“Harassment, intimidation, or bullying may include many different behaviors, including overt intent to ridicule, humiliate, or intimidate another student.” Examples of conduct that could constitute prohibited behaviors include:

- A) Physical violence or attacks;
- B) Threats, taunts, and intimidation through words or gestures
- C) Extortion, damage, or stealing of money and/or possessions
- D) Violence within a dating relationship
- E) Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as cyber-bullying) **that are used/posted during the school day or during a school-related function**, such as the following:
 - a. Posting slurs on websites where students congregate or on web-based sites used for school
 - b. Sending abusive or threatening instant messages
 - c. Using camera phones or computer cameras to take embarrassing photographs of students and sharing/posting them online or otherwise distributing them

Any student, employee, or third party who has knowledge of conduct in violation of B.P. 5517.01 or feels he/she has been victim of aggressive behavior and/or bullying shall **immediately** report his/her concerns. Students, employees, and third party persons are encouraged to submit their report either directly to the building principal or through the online reporting system called Stay Safe – Speak Up. A link to this online reporting system can be found on our school website at www.bethelk12.org.

STUDENT DRESS CODE

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

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

Students should follow these guidelines when considering dress for school:

1. Any insignia or clothing depicting or could be construed as alcohol, drugs, weapons, explicit or implied sexual messages, foul language, or other offensive symbols or language is prohibited.
2. Pictures, photographs, or words on clothing that are demeaning to another person or group, or incite disruption are not be allowed.
3. The American Flag may not be worn inappropriately.
4. Low-cut tops, see-through garments, backless tops or dresses, midriff tops exposing the waist, tank tops, tube tops, halter tops, off-the-shoulder tops or any top at reveals cleavage are examples of styles which are considered inappropriate for students. Clothing must be of sufficient coverage so as not to show bare

skin around the waist, cleavage or reveal upper or lower undergarments while sitting, standing, or reaching.

5. **Shoulders/straps of sleeveless shirts must be a minimum of 3" wide.**
6. Students may not wear hoods, hats, gloves, or sunglasses inside the building or classrooms. These items must be removed upon entering the building or classroom. **Students that wear hoodies to school must NOT put the hoodie up during the school day.**
7. The minimum length of shorts and skirts is fingertip length as the arms swing naturally. Please be careful about skirts and dresses that ride up while walking.
8. Holes in pants cannot show any skin above the fingertip length as the arm swings naturally.
9. Leggings with seams on both sides of the leg are permitted to be worn as pants. Leggings/tights with only one or no seams must have a shirt, shorts, or skirt worn over the leggings/tights/pants must be worn at the waist so as to not reveal undergarments while sitting, standing, or reaching.
10. Suitable footwear must be worn at all times.
11. **All clothing should be clean, in good repair; Rips or tears in the jeans should be no higher than fingertip length.** Blankets are not permitted to be used/worn during the school day. Please dress accordingly for your needs to be successful in the classroom.

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

DRESS CODE DISCIPLINE

Regardless of the offense:

1. Dress code violations must be reported by staff to the MS Office.
2. The student will be asked to make alterations to or change clothes in order to be in compliance with the dress code.
3. The student's parent may be contacted, and arrangements may need to be made to bring the student suitable clothing.
4. Students will not be permitted back into class until the dress code violation is corrected.

Dress Code violators will be subject to the following consequences:

- Each dress code violation will result in a detention.
- Violations resulting in detentions which exceed 3 in a Quarter will result in the progressive discipline as stated in our 3-Strike System.

STUDENT DISCIPLINE

Students who choose behaviors that do not adhere to our HIVE Five and/or which violate the Student Code of Conduct will face the consequences of their actions. Students will receive demerits through our online behavior tracking system in which students may get rewards points removed or consequences recorded behavior will be tracked by classroom teachers and office personnel. Behavior that is detrimental to student safety, learning, or severe enough to warrant direct office referral may not adhere to the 3-Strike Policy and could result in more severe consequences as determined by the MS Principal. In addition, students who damage property, either accidentally or purposefully, may be held responsible for paying for the damage.

3 Strike System: For general behavior that violates classroom rules and HIVE Five expectations in both common areas and classrooms

3 Strikes in 1 Quarter (recorded by classroom teacher or principal) = 1 Detention

3 Detentions in 1 Quarter = 1 Saturday School (4hr)

3 Saturday Schools in 1 Semester = Suspension

- *Note: behavior that violates the Student Code of Conduct beyond classroom/HIVE Five expectations may not follow this discipline model and is at the discretion of the Principal.*

The principal may choose an alternate route for disciplinary action or another disciplinary action in conjunction with the 3-strike system in consideration of the seriousness of the offense; the affect upon other students, teachers and school employees; the frequency of the offense; the student's discipline record; the actual harm or

risk of actual harm to other students, persons, and property; the disruptive nature of the student's conduct upon the educational environment; and the rights of other students to learn free of distractions caused by misconduct.

Disciplinary action(s) may occur in any order including:

1. **Denial of privileges:** Students have many opportunities to participate in school-related activities in addition to the regular school curriculum. These privileges may be denied if a student fails to adhere to the Code of Conduct.
2. **Detention:** The student will be required to stay after school for 60 minutes. Lunch detentions may also be assigned; students will eat lunch in an assigned room or area. A student who skips a detention will be assigned a Saturday school.
3. **In-School Detention:** The principal may assign an In-School Detention to students. The student will be removed from class(es) and will spend the time in the office, or designated area. School work may be made up during this time.
4. **Justified Removal:** Emergency removal from class will place the student temporarily in In-School Suspension. The student may be unexcused from the class he or she misses. Emergency removal from class for more than one class period may be required and the student may be unexcused from any class(es) missed.
5. **Saturday School:** The principal may assign a student to extra school time on Saturday morning. Students must bring materials to study, and be prompt as you will not be allowed in after 8:00am. There are two levels of Saturday School: a two-hour or four-hour assignment. Students will be notified in writing as to which they are assigned. Tardiness and non-attendance at an assigned Saturday School may result in the next level of Saturday School, a doubled punishment, or school suspension.
6. **In School Restriction (ISR):** The removal from regular classes and school related activities to a designated in-school restriction site. This may be used as an alternative to out-of-school suspension as determined by the appropriate administrative staff. Credit for school work missed may be granted for work completed during ISR.
7. **Out-of-School Suspension:** This disciplinary action results in the denial of attendance and participation of any school class or activity. A student may be suspended for one to ten (1-10) days at a time by the principal. Progressive suspensions may be given to students who habitually or continually break our school rules and code of conduct. This penalty is considered very serious because the days missed out of school due to a suspension are considered unexcused days, and only 50% credit can be earned for work missed during suspension. In the event that an out-of-school suspension is necessary:
8. **Expulsion:** A student may be expelled by the Superintendent of Schools at the recommendation of the Principal for continual or extreme breach of school policy. Expulsion may be for any amount of time over ten (10) days and as long as eighty (80) days; however, in extreme cases, the expulsion can last up to one (1) year. Expulsion may result in the loss of credit for courses taken at school. There will be a hearing that includes the student and their parents, and there will be an opportunity for an appeal.
9. **Exclusion:** Expulsions may be extended as determined by the Superintendent of Schools.

ATTENDANCE POLICIES AND PROCEDURES

(Board Policy 5200)

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

REPORTING ABSENCES

Ohio Revised Code 3313.205 requires that parents notify the school if their child will not be in attendance, and requires schools to notify parents if the child is not in school. Therefore, in the event of an absence:

1. The parent or guardian should call the school prior to 8:00am at 937-845-9430 to report the absence. If the answering machine picks up, please leave a message. If the parent does not call in by 8:30am, the school will initiate a One Call to the parent's primary number to verify the absence of the student. Notifying a teacher does not constitute an official notification to the attendance office.
2. A telephone call, a hand-written note from the parent, or an email from the parent's email account, medical note or verification of an Excused Absence will be honored for up to two (2) days after returning from the absence. Failure to submit a note within two days upon return may result in an unauthorized absence. All notes must be written by the legal guardian or parent, regardless of student age. The District reserves the right to verify such statements and to investigate the cause of each single or prolonged absence. It is important to realize that an administrator may determine authorized absences, when excessive and interfere with a student's education, as truancy.

TYPES OF ABSENCES

- **Excused:** Bethel Local Schools recognizes two types of excused absences: Parent-excused and Professionally-excused. The student is allowed to receive full credit for make-up work that is completed for these absences as long as the student has not been absence in excess of 65 hours in one school year
 - a. **Parent-excused absence:** A Parent-excused absence is an authorized absence in which parents have the discretion to determine the reason for his/her child's absence without having to obtain documentation from a licensed professional. **Students are permitted TEN Parent-excused absences each school year.**

For example, if a student is home sick with the flu and the parent doesn't feel it is necessary to take him to the doctor, the parent can call into the office or send a note explaining the reason; this would be recorded as a Parent-excused absence in the district's attendance record, as long as the student has not exceeded 10 parent-excused absences this school year.
 - b. **Professionally-excused absence:** A Professionally-excused absence is an excused absence caused by hospitalization or by visits to the office of a doctor, dentist, psychologist or any other licensed professional health or legal person. These types of absences require a legitimate note from the office of the licensed professional. These absences must follow the procedure as listed above for reporting the absence and providing the office with notification of Parent-excused absences.

When a student has used all 10 of their parent-excused days, he or she will be required to submit professionally-excused notes from a legitimate licensed professional or the days will be counted unexcused. Notes from a licensed professional must be received within TWO (2) days upon return to school to be accepted as authorized.

UNEXCUSED ABSENCES:

An unexcused absence is when a student misses school without a legitimate excuse (such as doctor's note or other licensed professional health or legal person) or exceeds his/her number of five (5) "Parent-excused" days per semester. Failing to bring an absence note within TWO DAYS of a student's return to school also constitutes an unexcused absence. Students with an unexcused absence or tardy MAY receive credit up to 50% for any work done or due during the time of an unexcused absence or tardy nor can they attend/participate in extracurricular activities the day of their absence.

Any unusual or extenuating circumstances will be subject to administrative approval in order to be determined as an excused absence.

The following is considered unexcused absences:

- Truancy
- Failure to obtain prior approval of absences requiring pre-approval
- Failure of the parent to contact the school office or provide documentation

TARDY TO SCHOOL:

Students who arrive after 7:30 AM are recorded as tardy unless they have a professionally excused note from a legitimate licensed professional. Tardies DO COUNT toward a student's ten (10) days of parent excused absences and a student's perfect attendance. Students tardy to school or habitually arriving after the first period bell without an acceptable excuse will be subject to the following disciplinary action:

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

TARDY TO CLASS

A student is considered TARDY to class when he/she arrives to class (periods 2-7, including intervention) after class begins. (See Bell Schedule4)

- 1st – 3rd Tardy per class per **Semester** – documented and disciplinary consequences determined by teacher and will follow the schools progressive discipline system.
- Violations resulting in detentions which exceed 3 in a **Semester** will result in the progressive discipline as stated in our 3-Strike System (i.e. 3 Tardies in a Sem. = 1 Detention)

MAKE-UP WORK DURING ABSENCES

1. **Unexpected absence:** When a student has an unexpected absence from school, such as illness, any assignments or work due the day of the absence is due the first day the student returns to school. The student will be allowed to make up any work missed during an **excused absence** following these guidelines: the student has one day of make-up time for every day absent to receive full credit. *For example: If a student is absent two days in a row (Monday and Tuesday) for illness, any work that was due on the first day of the absence (Monday) would be turned in by the student the day they returned to school (Wednesday). The student would also have two days (Wednesday and Thursday) to make up the work missed after returning to school, with the absent work being due on Friday.* It is the **student's responsibility** to collect his/her make up work from the teacher(s) immediately upon their return to school. For **unexcused absences**, the student has one day of make-up time for every day absent to receive up to 50% credit of work completed and turned in on time.
2. **Early Release or Late Arrival:** When a student arrives to school late or leaves school early, it is ALWAYS the **student's responsibility** to turn in all work that was due that day, even if they are not in class due to the absence. This means that any time a student is here at school for any part of the day, the student is responsible for turning in the work for every class that is due that day before they leave school or after they arrive to school.
3. **School-related Absences & Field Trips:** Any work due during the school-related absence or field trip follows the same guidelines as pre-planned absences and must be turned in PRIOR TO the absence unless the student obtains written documentation by a teacher. Any work missed during the absence must be completed as assigned and is due on the date as assigned while the student was absent.

PERFECT ATTENDANCE - To qualify for perfect attendance awards, a student cannot be tardy, absent or leave school for any part of the day prior to 2:35 p.m., **regardless of the excuse**. School-sponsored absences from school do not affect perfect attendance.

EXCESSIVE ABSENCES & TRUANCY

Regular school attendance is an important ingredient in students' academic success. Excessive absences from school interfere with students' progress in mastering knowledge and skills necessary to progress through school, graduate high school, and be prepared for higher education and the workforce. To support academic success for

all students, the district will partner with students to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absences to parent/guardian
- Development and implementation of an absence intervention plan
- Intervention programs available through juvenile authorities
- Referral for truancy, if applicable

EXCESSIVE ABSENCES

- Absent 38 or more hours in one school month with or without an “authorized excuse” (*see Excused Absences*)
- Absent 65 or more hours in one school year with or without an “authorized excuse”
- NOTE: Students who meet any of the above thresholds will receive a “notification of absences” letter, but is NOT reported to the truancy office.

TRUANCY

- Absent 30 or more consecutive hours without an “authorized excuse” (*see Excused Absences*)
- Absent 42 or more hours in one month without an “authorized excuse”
- Absent 72 or more hours in one year without an “authorized excuse”
- NOTE: Students who meet any of the above thresholds will receive a “notification of absences” letter, and WILL BE reported to the truancy office.

ATTENDANCE GUIDELINES FOR EXTRACURRICULAR EVENTS

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

SCHOOL POLICIES AND PROCEDURES

Agenda Books

Students will be issued agenda books at the beginning of the school year. Students should be HIGHLY ENCOURAGED to use the agenda as an organizational tool for classroom assignments, due dates, etc. The agendas will also serve as the student’s hall pass (See “Hall Passes” pg 16). Should a student lose their agenda, they will need to purchase a new one through the Middle School Office.

Authorized Areas of the School

1. **Before School Hours** - Students will be released from buses at 7:20am and go directly to their lockers. Students who are dropped off to school must remain outside until 7:20am. The doors will not open for students until 7:20am. Students will not be allowed in the hallways, classrooms, locker rooms, or bathrooms before 7:20am. Students may enter Bethel Hall at 7:10 if they are eating breakfast.
2. **After School Hours** – Students who ride the bus home will report to the bus pick-up area in the back of the school immediately after school. Students who are being picked up from school will exit through the front doors.
3. **Athletics and Extra Curricular Activities** - Students who are participating in after school activities and sports will report directly to the Bethel Hall for supervision until 3:15pm or until the respective coaches/staff members are present on campus, at which time the students must be supervised by the respective coaches/staff members while on school premises.
4. **Elementary Building** is **OFF LIMITS** to Middle School and High School students after 2:35pm. Students are not permitted to be in classrooms, the gymnasium, the auditorium, or any other areas of the elementary building unless directly supervised by a MS or HS faculty member. Violators will be reported to and disciplined by their respective principal.

Book Bags & Gym Bags

Bethel students may bring a book bag to and from school, but are not allowed to carry book bags to and from classes. All book bags must stay in their lockers. No book bags should be placed in the hallways during regular

school hours. Students are permitted to carry a small bag for personal items, such as a purse or pencil bag. Students who bring a change of clothes to school for Physical Education class must keep them in their school lockers, NOT in the locker rooms. If a student brings a gym bag for after school practices/games, they must use a locker in the locker rooms to store the bag(s). Athletes who need to use a locker must request a lock from the athletic secretary for their locker room locker during the sports season they are involved.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Locks are assigned to all Middle School students; therefore, it is required that the student keep their locker containing personal items locked at all times. Valuables or irreplaceable items should not be brought to school. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, including textbooks, the student will be required to pay for the replacement or damage. If the damage or loss was intentional, the student would also be subject to discipline according to the Student Code of Conduct.

Cell Phones and Personal Electronic Devices

Personal electronic devices, such as but not limited to: cell phones, e-readers, tablets, laptops, etc. are not to be used during normal school hours 7:30am and 2:35pm. Students must have all personal electronic devices, including cellphones, turned off and stored in their lockers. **CELL PHONES MUST NOT BE ON YOUR PERSON.** This prohibition is for the entire school including classrooms, locker rooms, hallways, lunch rooms, gymnasium, library, and study halls. The school is not responsible for lost or stolen devices. School employees may grant temporary permission for extenuating circumstances in which the student would be supervised during their use. SmartWatches must be in "watch" mode only. Students are not permitted to use SmartWatches for personal communication or other uses other than to tell time. SmartWatches are strictly prohibited during State Testing. Students who do not follow these guidelines are in violation of the Student Code of Conduct and will receive disciplinary action as stated under "Student Discipline".

Computer and Network Use

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

Dances

Middle School dances are organized by the Middle School Student Council. All dances are attended by all students in grades 6th – 8th. Dances are supervised by staff members and are open for parents to attend and volunteer as chaperones. Students will be required to pay an entrance fee (prices may vary) and will have the opportunity to purchase optional picture packets at the dance. School dances are a privilege; therefore, students who do not follow the Student Code of Conduct may have their privileges revoked based on disciplinary actions for those infractions. The principal reserves the right to end or cancel dances due to student body misconduct if necessary. Students who are absent from school are not permitted to attend unless explicit consent is granted by the principal.

Emergency Closings and Delays

If the school must be closed or if the opening is delayed due to inclement weather or other emergency situations, an announcement will be posted on the local television and radio news stations as well as the school website. The school district will also use the One Call Now system to generate phone calls and/or emails to community members who have signed up to receive alerts. Visit www.bethelk12.org to update or add your number online via the One Call Now link.

Extra-Curricular Activities

To be eligible to participate in or attend a school performance, practice, school dance, or any other school-sponsored activity, a student must be in attendance at school at least a “half day” on the day of the event. In order for a student to participate in an athletic competition, a student must be in attendance the “full day” of the event. For participation in school events, early dismissals and late arrivals that are accompanied by medical or legal documentation are permissible with prior administrative approval by the Principal or Athletic Director. The Principal reserves the right to consider extenuating circumstances. Any activity that requires after-school practice will follow the same academic eligibility rules as athletics (*see Athletics*).

Student Fees: Student fees are assessed at the beginning of the school year for educational materials and services, and are paid to the Middle School Office. The fees vary based on grade level and courses taken. Fees are to be paid in full at the beginning of each school year. If necessary, a payment plan can be arranged to allow the fees to be paid over the course of the school year. Students may be denied participation in various school activities, and grade cards will be held until school fees are paid or until a payment plan has been established.

Activity Fees: The Bethel Board of Education has set an Activity Fee for all Middle School and High School athletics, cheerleading and High School Band and Choir. The Activity Fee must be paid or a payment plan agreement signed before a student can participate in an actual contest. Activity Fees must be paid to the Athletic Office, not the Middle School Office. The activity fee schedule is:

\$150 per HS sport per child (grades 9-12)

\$75 per MS sport per child (grades 7-8)

Note: There is a family cap of \$400 for the year for ALL activities

Fire, Tornado, and School Safety Drills

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

Food and Beverages

Students should not consume any food or drinks (other than water) in classrooms, the hallways, the gym, or at their lockers during regular school hours. Water is allowed as long as it is in a clear container and is not a disruption or distraction in the classroom, which is determined at the teacher’s discretion. All other food and drinks must be consumed in the cafeteria before or after school or during lunch time. Students may be given permission by their classroom teacher(s) to have food or drinks in class for a special occasion. Food and/or drinks being stored in lockers (i.e. lunch boxes) should be disposed of or taken home EACH DAY!

Gymnasium

Students are **ONLY** allowed in the gymnasium when under adult supervision by a staff member or coach. Food and drinks (other than water) are not permissible in the gym and should be consumed only in Bethel Hall during school hours and in the designated eating areas of the concession stand during school/athletic events.

Hall Passes

Students must have a signed pass in their agenda in order to be permitted in the hallways, restroom, office, etc. during class time. Students are NOT PERMITTED to use another student’s passbook. If a student has lost his/her agenda to use for hall passes, the student must purchase a new agenda from the Middle School office. Students are allowed no more than **3 hall passes in a day and 5 in a week**. A teacher or staff member must sign the student’s agenda in order for the student to leave the room or be in the hallways for any reason. Students in the hallways without a signed agenda will be sent directly to the Middle School Office and receive a STRIKE and/or disciplinary action for behavior. Office and Clinic passes will be used for students returning back to class after visiting the respective location.

Lockers

Hallway Lockers: Each student will be assigned a locker to store educational materials and personal items. Locks will be assigned to each student and are required to be used at all times. Lockers are not to be defaced in any way and should be kept clean of trash. Students will be charged an additional fee for lock replacement. The school

assumes no responsibility for the loss of personal articles kept in student lockers without locks. Lockers remain the property of Bethel Local Schools and are subject to search at any time. Students may be held responsible for negligent damage to their locker. Damage/non-working parts must be reported immediately to the MS office.

Athletic Lockers: Students in grades 7 & 8 who participate in Bethel Middle School Sports are allowed to use the locker room lockers to store their practice gear during the season they are participating in. Athletes must request a lock from the athletic office and keep their belongings locked when not in use. Students bringing gym bags to school containing practice or game equipment & clothing are required to request a lock and to keep those bags locked in an athletic locker, not a hallway locker. Students are responsible for their own valuables, and the school will not be held responsible for any items that are lost or stolen. Students should not leave any personal or academic material unlocked or unattended in the locker rooms at any time.

Lunch

Students must eat and keep all food and drink in the cafeteria, whether they bring their own lunches or purchase them in the cafeteria. Delivery of food to the student by parents, friends, or restaurants is prohibited. All students are required to clean the tables and floor in the immediate area in which they were eating. Students are to dispose of their trash in trash containers. Students will ONLY be allowed to use the restrooms in the new Athletic Hall during and will only be permitted to use those restrooms when permission is explicitly granted from the lunch supervisors in the cafeteria.

PAYSCHOOLSCENTRAL.COM ACCOUNTS: Parents can load money onto student accounts by sending in cash or check for the account. Parents can also use the App (downloaded to your personal device), or the online link from the district webpage. It may take up to 24 hours for the money to be posted to the account. Therefore, money loaded onto an account will not be available same day. Change will NOT be given to students when paying with cash. The remaining change will be automatically loaded to their account. Students will be informed by the cashier when their account is running low. Students are not allowed to use any other student's code or account to pay for their own lunch without that other student present with them at the time of check-out; this includes siblings.

Breakfast

Middle and High School will be provided from 7:10 – 7:30 AM in Bethel Hall. For students who ride the bus and want breakfast, the drivers will drop off these students in at the Hive Entrance between 7:10 -7:30 AM. For students who ride with their parents to school, the parents will drop off their child at the high school entrance in the front of the building from 7:10 – 7:30 AM. Breakfast will not be available for middle and high students after 7:30 AM.

Medical Records & Immunizations

All students entering Bethel Local Schools are required by the Board of Education to have immunization for polio, diphtheria/whooping cough/tetanus (DPT), and measles (Rubella, 3-day German, and Rubella 1-day old fashioned). Students who do not have proof of these immunizations by the first week of October are subject to removal from school until they are filed in the office.

The State of Ohio requires **students entering 7th grade** to have both the Meningococcal immunization and the TDaP booster immunization shot. This is a booster shot for tetanus, diphtheria and pertussis (whooping cough). This is in addition to the DPT series students must have before entering kindergarten. For students nearing their teens, other immunizations may be recommended but are not required for school attendance. Students who do not have proof of these immunizations within the **FIRST 14 DAYS OF SCHOOL** are subject to removal from school until they are filed in the office.

Medicine in School

Students cannot transport medicine to or from school. If a student's health requires that medicine be taken during the school day, the student should have his/her parent fill out an authorization form, which can be obtained from the school clinic or school website, and the parent must bring the medication to school. Medicine needed under these circumstances will then be stored the school nurse and dispensed to the student according to parent's

instructions. All medicine must come to school in its original container. Parents must pick up medication when dispensing schedule is complete or at the end of the school year. Medications will not be sent home with students.

One Call Now

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

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled throughout the year based on the district calendar for the current school year. A teacher may or may not request a conference; however, if a parent would like a conference, parents are asked to call the Middle School Office (845-9430) or to contact their teachers directly to schedule a conference time with the teacher(s). Upon request, the principal and/or guidance counselor can be available for a conference. Parents may also request conferences with teachers throughout the school year as needed.

Posters/Announcements/Flyers

Anyone wanting to hang posters or flyers of any kind within or on the outside of the school building must obtain permission from the Principal before posting them. Posters/Flyers may be placed on designated bulletin boards or other areas pre-approved by the Principal. Flyers, fundraiser notifications, registration forms, etc. from outside/community/parent organizations or from other buildings will be made available to students in the office, posted to announcements; however, they will not be passed out to each student in classrooms. The only flyers/handouts that will be passed out to students during school hours are those produced/provided by the middle school.

Scheduling

Students will schedule for classes in the spring for the following school. Students entering 7th and 8th grade Math classes will be given recommendations for placement by their current Math teachers based on multiple data points, including overall level of mastery, class grade, standardized and district-level assessments. Parents have the right to accept or deny the recommendation prior to scheduling. No schedule changes will be made after June 15th after which only extenuating circumstances will be considered and will require the administrator's approval. Schedules are provided to each student in August for the upcoming school year or upon enrollment.

Student Records – Protection and Privacy

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

Telephone Use

The office phone is available for students who need to contact parents/guardians during the day. Students are not to phone or text parents with their personal cell phones/devices during the school day – they will be in violation of the Student Code of Conduct, which will result in disciplinary action **regardless of the reason for the contact made.**

Textbooks

In some Middle School courses, students will be issued hardback textbooks furnished by the Board of Education; some courses require students purchase books/workbooks; and other courses may use both school-issued texts and student-purchased books. Each student is responsible for his/her books and should care for them appropriately. All school-issued **TEXTBOOKS ARE REQUIRED TO BE COVERED AT ALL TIMES – NO STRETCHY COVERS!** Students will be assessed fines at the end of the school year for any damaged or lost textbooks. For textbooks that are lost, the student will be assessed the full replacement fee.

Visitors

In order to properly monitor the safety of students and staff, all visitors, including parents, must stop at the office to provide a valid photo ID that will be used to create a sticker with the visitor's photo image on it to be used as a visitor's badge. The sticker must be worn for the duration of the visit to ensure the safety of our building and campus. NO unauthorized person is allowed in the school building to see or converse with students or staff during school hours. If a person wishes to confer with a member of the staff or administration, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience. Students wishing to have an expected visitor for an extended period of time, such as during lunch time, must have approval from the Principal in order for the guest to visit the student during school hours. Visitors will be required to return the visitor badge and sign out with the secretary when leaving school grounds.

Walking/Bike Riding

Students are discouraged from walking or riding their bikes to and from school. The lack of sidewalks and the type/amount of traffic in front of the school present a dangerous situation for pedestrians and non-motorized transportation.

Webpage

The Principal will maintain an updated Middle School webpage on the Bethel Local Schools website. Parents and students are encouraged to explore the website for information and opportunities as this will be the place where all current and important district and school information will be disseminated. Teachers will maintain their own websites through Schoology, which can also be accessed from the school website. Teachers will post weekly lesson plans as well as important student and parent links and information. Students and parents are encouraged to check their teachers' webpages frequently.

Withdrawal from School

A student who is withdrawing from school should notify the office at least one week in advance and report to the office on the last day of attendance. The custodial parent/guardian signature will be required on the withdrawal form and therefore will need to be present at the time of withdrawal. Records will be forwarded to the new school upon official request from that school. Any bills, fines, etc. must be cleared before records will be released to the new school. Please refer to Board Policy 5130 regarding Withdrawal/Transfer from School. **Please note, once withdrawn, the parent should immediately enroll the child in another district; otherwise, the child's absence from school will be considered a TRUANCY ISSUE.**

ACADEMICS

Honor Roll and Principal's List

At the end of each nine weeks grading period, the office publishes an honor roll and principal's list. To be eligible for the honor roll, a student must have a 3.2 grade point average with no grade below a C (75%). The principal's list is made up of students with a 3.6 grade point average and no grade below a B (86%).

Middle School Grade Placement

Students in 6th, 7th, and 8th grade will be promoted to the next grade level upon successful completion of the academic course of study required by Bethel Middle School, and the Board of Education Policy. Failure to do so may result in a recommendation for retention for the following school year.

Grading System

<u>Grade</u>	<u>Percentage</u>	<u>Level</u>	<u>Points</u>
A+	97-100	Superior	4
A	93-96	Superior	4
A-	92-90	Superior	3.67
B+	87-89	Above Average	3.33
B	83-86	Above Average	3
B-	80-82	Above Average	2.67
C+	77-79	Average	2.33
C	73-76	Average	2
C-	70-72	Average	1.67
D+	67-69	Below Average	1.33
D	63-66	Below Average	1
D-	60-62	Below Average	.67
F	0-59	Failing	0

Academic Dishonesty

Academic dishonesty/academic misconduct is considered a student's use of unauthorized assistance with intent to deceive a teacher or other such person who is evaluating the student's work in meeting learning goals. Examples of academic dishonesty include, but are not limited to:

- a. **Plagiarism** – use of another person's distinctive ideas or words without acknowledgement
- b. **Cheating** – possession, communication, or use of information, materials, notes, study aids or other devices not authorized by the teacher or communicating with another person during an assessment.
- c. **Misuse of Academic Materials** – can include, but is not limited to stealing or destroying another student's work, notes, materials, or possessing another student's academic materials, receiving assistance when prohibited by the teacher, or illegitimate possession or use of answer keys.
- d. **Complicity in Academic Dishonesty** – a student knowingly contributed to another's act of academic dishonesty.

Minimum "F" Policy

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

H.I.V.E. TIME

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

ATHLETICS

Please refer to the athletic handbook at the end of this document for more detailed information regarding athletics.

MIDDLE SCHOOL ATHLETIC FEES: \$75 PER SPORT PER CHILD – UP TO A \$400 FAMILY CAP FOR THE YEAR FOR ALL ACTIVITIES.

EXPECTATIONS OF ATHLETES: Participation in interscholastic athletics is a privilege. Accordingly, students must meet certain standard in order to earn the privilege of participation. At a minimum, the following standards are required of all student-athletes.

1. Maintain academic eligibility.
2. Exemplify good citizenship and serve as a good role model.
3. Exhibit public behavior that will reflect positively on the team, school, and community. Athletes should not be engaged in any activity that would result in police intervention.
4. Exhibit responsible, respectful, and trustworthy behavior to teammates and the coach.
5. Exert efforts to maintain a high level of academic achievement.
6. Comply with all team, school, and school system rules, regulations, and policies.
7. Exhibit appropriate behavior at all team and school-related activities.
8. Attend all team functions unless ill or given prior permission to be absent by the coach.
9. Respect and comply with decisions made by the coach and athletic department.
10. Respect calls and decisions made by game officials.
11. Display good sportsmanship at all times.
12. Report to the coach any issues or developments that may affect eligibility status.

Attendance/Participation - For extra-curricular activity participation, a student must arrive by 8:00 AM and remain in school for the rest of the school day. Any time a student has an early dismissal or arrival after 8:00 AM, he must produce a note from a licensed professional AND have administrative approval in order to participate in extra- curricular activities. This would include any type of recognition program and any other school sponsored activity. Pre-approved, documented absences (college visits, doctor or dental appointments, funerals, court appearances, etc.) are exceptions to the attendance participation policy. Parental notes are not sufficient to create an exception to this policy. Emergencies and other extenuating circumstances must be handled through the Principal and/or Athletic Director. Attendance at school on the day before a non-school day game/event is not necessary in order to participate.

Eligibility/Grade – 9-12 A student must be passing a minimum of five classes, which would earn one (1) credit for the year or one-half (1/2) credit for the semester grading period. Be careful Physical Education is a one-quarter (1/4) credit class; therefore, you must still pass five (5) additional classes. 8th grade students entering the 9th grade must pass 5 classes in the fourth quarter of their 8th grade year. Once a student attains the age of 20 they are no longer eligible for interscholastic athletics.

Grades 7-12

All student participants in extra-curricular activities (events which take place after the school day, have a school-approved advisor, and have events of greater than one week duration) must maintain a **2.0** grade point average (GPA).

BUS TRANSPORTATION

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

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

TRANSPORTATION DISCIPLINE

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

MINOR MISCONDUCT CONSISTS OF THE FOLLOWING:

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

MAJOR MISBEHAVIOR CONSISTS OF THE FOLLOWING:

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

- Other misbehavior that is judged by the bus driver to be disruptive.

ONE-STOP POLICY

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

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

When changes occur in a parent's schedule, the parent is responsible to make arrangements with relatives and friends to have their child picked up at the PERMANENT pick-up or drop-off bus stop. ***Bus passes will no longer be issued for playdates, change in schedules, babysitting responsibilities, drop off for a visit at a grandparent's, relative's, OR friend's house.*** These pick-up and drop-off stops will be PERMANENT for the 2016-2017 school year. If a parent has a change of address or is in need of a bus stop change due to extenuating circumstances (i.e. medical emergency or crisis) the parent must submit a "BUS CHANGE REQUEST" to the transportation office at least a week before the PERMANENT change occurs. The transportation department will only allow ONE PERMANENT bus change to occur per school year. At the end of each school year, students' transportation needs are relocated to their home address as the PERMANENT bus stop. Parents wanting a different pick-up or drop-off location for their child must submit a BUS REQUEST form for the location to be changed at least one week before school starts or the bus will pick-up and drop-off the child at his/her home location.

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

- | | |
|---|--|
| <ul style="list-style-type: none"> • Date • Student name • Reason for request • Name & address of the care provider/baby sitter | <ul style="list-style-type: none"> • Whether the request is for AM, PM or both • Phone number • Parent/guardian signature |
|---|--|

ATHLETIC POLICY

The purpose of this handbook is to give student athletes, cheerleaders and other interested persons a guide to the operation of the interscholastic athletic program of Bethel Local School District.

The student athletes and cheerleaders are obligated to conform to the Student Code of Conduct as established by the Board of Education, training rules and policies established by the Athletic Department, and the rules and regulations established by the coaches of each specific sport.

This handbook will inform you and your parents/guardians of the rules that are appropriate while you represent the Bethel Local School District. It is your responsibility, as a student, to read these rules and to abide by them. It must be understood participants who violate these rules, regulations, policies and procedures shall face disciplinary action.

Every athlete must be aware he/she represents more than himself/herself. Because he/she represents the team, school, and the township, his/her appearance and conduct must reflect this responsibility. Standards of behavior are established to enable students to meet their responsibilities as well as to promote safety and assist participants in reaching their maximum potential. It must be remembered that participation in athletics is not a right, but a privilege that may be regulated.

STUDENT ATHLETE MISSION STATEMENT:

To create a supportive environment where student athletes will succeed personally, academically and athletically. Student athletes will have the opportunity to positively develop life-long skills that will increase their chances of success. Student athletes will be held to the high standards of the student athlete code of conduct.

PHILOSOPHY

The purpose of Bethel Athletics is to teach, develop and instill in our student athletes discipline, integrity, commitment, teamwork and character. The Bethel Athletic Department believes student athletes have an obligation to exhibit moral and responsible conduct and to provide wholesome, positive leadership in the community. We firmly believe there is no place in school athletics for alcohol, tobacco, or other drugs, or any behaviors that reflect negatively on the athlete, team, school or community. All participants in Bethel athletics will show they take full responsibility for their behavior and actions by signing and adhering to this policy.

EFFECTIVE PERIOD TIME

The code of conduct will be in continuous effect from the date of the first practice session of the student's first sport at the middle school level (as sanctioned by the OHSA) until he/she graduates from high school. This policy is in effect year round, which includes all district holidays and vacations. There is no "off season" and the policy will be enforced 24 hours a day, 365 days a year.

DEFINITION OF AN ATHLETE

"Athlete" for the purpose of these rules and regulations shall be defined as any student enrolled in the Bethel Local Schools who participated in district sponsored financed interscholastic activities as an athlete or cheerleader in grades 7 - 12.

EXPECTATIONS OF ATHLETES

Participation in interscholastic athletics is a privilege. Accordingly, students must meet certain standards in order to earn the privilege of participation. At a minimum, the following standards are required of all student-athletes.

13. Maintain academic eligibility.
14. Exemplify good citizenship and serve as a good role model.
15. Exhibit public behavior that will reflect positively on the team, school, and community. Athletes should not be engaged in any activity that would result in police intervention.

16. Exhibit responsible, respectful, and trustworthy behavior to teammates and the coach.
17. Comply with all OHSAA, team, school, and school system rules, regulations, and policies.
18. Exhibit appropriate behavior at all team and school-related activities.
19. Attend all team functions unless ill or given prior permission to be absent by the coach.
20. Respect and comply with decisions made by the coach and athletic department.
21. Respect calls and decisions made by game officials.
22. Display good sportsmanship at all times.
23. Report to the coach any issues or developments that may affect eligibility status.

REGULATIONS FOR PARTICIPATION

Any athlete who has been dismissed from a squad for any policy violation during a sport season will not be eligible to participate on any other athletic team in any other sport during the same sport season. If any athlete is cut from the squad, the individual may try-out for another team in the same sport season, if the time and opportunity permits the try-out to take place.

Any player who quits a team is not permitted to attend any workouts, open gyms, open field, conditioning, weight sessions or any other activities until the original sports season is completed. This would hold true until the sport that the athlete quit had concluded its season, including tournament play or until the date of the first day of coaching of the next sports season as determined by the Ohio High School Athletic Association.

Transportation/Travel – All participating team members must travel to and from out-of-town contests by means of school arranged transportation provided by or approved by the Principal and/or Athletic Director. The parents/guardians may request the athletes ride home from the contest to other scheduled events with them: however such a request must be made on a Family Transportation Form secured from the Athletic Director or Sports Coach. This request needs to be approved by the administration (Principal, Assistant Principal or Athletic Director) prior to the game /event. If no administrator is available, the Coach in charge may approve the family transportation form as presented by the athlete's parent/guardian in an emergency situation. Special consideration will only be given in extraordinary circumstances. Moreover, student-athletes and coaches are not allowed to eat on a moving bus. Also, buses will NOT be allowed to stay at away venues for the purpose of feeding players and coaches after an event is over. Parents or groups wishing to feed the athletes and coaches may do so upon their arrival back at our facilities.

Permission to Participate – Before an individual may participate in conditioning, practice, or competition, a valid physical form (OHSAA approved) signed by his/her parent/guardian and a medical examiner must be on file in the Athletic Director's Office. Also, an emergency medical form signed by the student and parent/guardian must be in the possession of the coach in season.

Pay to Participate - Athletic fees must be paid prior to participation in interscholastic athletics. No refunds of athletic fees will be issued if a student athlete or parent/guardian chooses to not continue for any reason or if the student athlete is dropped from the team for academic, financial, or disciplinary reasons. Moreover, refunds will not be issued once the student-athlete has participated in one event.

Attendance/Participation – An athlete must be in attendance at school before the end of the 1st class period of the day to participate in any school sponsored activity, and remain at school the entire day. This would include any type of recognition program and any other school sponsored activity. Pre-approved, documented absences (college visits, doctor or dental appointments, funerals, court appearances, etc.) are exceptions to the attendance participation policy. Parental notes are not sufficient to create an exception to this policy. Emergencies and other extenuating circumstances must be handled through the Principal and/or Athletic Director. Athletes must bring in a note from a professional if they are arriving late on the day of a game, meet or match. Attendance at school on the day before a non-school day game/event is not necessary in order to participate.

Physical Education Waiver

If athletic participation is being used to earn school credit the athlete must attend 90 percent to scheduled practices, events and games. The school student handbook must also be followed to earn credit.

Appearance - Athletes are expected to have a well-groom appearance. His/her hairstyle must be appropriate for each sport. Personal style is not to interfere with the individual's performance nor present a situation, which could cause a hazardous condition for the athlete or for other athletes. The coach may require other appearance guidelines. Appearance expectations must be reasonable.

Eligibility/Grade – 7-8 – The eligibility policy as stated by the Ohio High School Athletic Association is: Students that are entering the 7th grade will automatically be eligible for the first grading period regardless of academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be passing a minimum of five (5) classes. Seventh or eighth grader students who turn 15 years of age prior to August 1 of the current school year are ineligible for 7th-8th grade athletics but are eligible to participate in high school athletics.

Eligibility/Grade – 9-12 –OHSAA Regulations: *In order to be eligible for the first grading period upon entrance into grade 9, you must have received passing grades in a minimum of five (5) of the classes for which you received grades in the immediately preceding grading period. In order to maintain eligibility for grades 9-12, you must have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period. In addition:*

- *Summer school, College Credit Plus and other educational options (e.g. work permitted after the conclusion of the grading period) may not be used to bring a student into compliance with scholarship bylaws, nor can they be used to compensate for lack of courses taken in the preceding grading period.*
- *Your semester or yearly grades have no effect on OHSAA eligibility (although they could, depending upon your school's official grading periods). OHSAA eligibility is dependent upon grades received in the immediately preceding grading period.*
- *Those taking postsecondary school courses, including College Credit Plus, must comply with OHSAA scholarship regulations.*
- *The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Note: Check with your principal or athletic administrator for the exact date that eligibility will be determined.*

Board policy states that a student must have maintained at least a 2.0 grade-point average and/or must not have received more than one (1) failing grade in any course for the grading period prior to the grading period in which the athlete wishes to participate. Board Policy 2431 rev. April 10, 2017.

Sportsmanship – Bethel Local Schools place the highest priority on good sportsmanship and integrity. Parents students/athletes and cheerleaders each play a fundamental role. We ask you to take that responsibility seriously and lead by example. Please attend our athletic contests with spirit and enthusiasm, but also with courtesy to the officials, our opponents, and their fans. Together, we hope to establish a positive image of Bethel Local Schools. It must be remembered participation in athletic activities and being a good spectator is not a right, but a privilege that will be regulated by the by basic rules of good sportsmanship: respect for opponents, respect for officials, knowing and following the rules of the contest, maintaining self-control at all times, and recognizing and appreciating skilled performances, regardless of affiliation.

Squad Limitations – Sometimes it is necessary to trim the size of a team down to a manageable number. When “cutting” students/athletes is necessary, the coach will meet the student/athlete to explain the criteria used to reduce the team. Tryouts will be at least three days in length from the start of the official practice before reductions are made to ensure adequate time to evaluate candidates. The Head Coach, along with the Team Coach should be involved in making the final decision. Any student cut from a squad will be entitled to a conference with the coach to explain the reasons why he/she did not make the team, and to suggest possible alternatives for improving skills, thereby enhancing his/her opportunity for making the team in the future.

Vacations – Vacations by athletic team members during a sport season are discouraged. In the event where absence due to vacation is unavoidable, the athlete must: 1) Be accompanied by parents/guardians or other family member while on vacation. 2) Contact the Head Coach prior to the vacation. 3) Be willing to assume the consequences related to his/her status on that team as a starter, second team, and so forth.

Two Sport Participation – No athlete or cheerleader may participate in two sports during a season without an agreement by the principal or athletic director and both coaches, and signed permission of the parent/guardian. The athlete or cheerleader must specify which is to be his/her first priority. However,

athletes may not participate in open gyms, court, fields, etc. if they are in season in another sport without the express permission of the in season coach.

Special Team Rules – Coaches may have team rules in addition to the Athletic Policy, provided they are submitted to the Athletic Director for approval, and are in print prior to the beginning of his/her sport, and are distributed to the team members. The head coach may suspend a player for violation of team guidelines.

Lettering/Awards – Awards are presented to students/athletes to represent an accomplishment. Awards are earned, not just given away. The following criteria should be observed.

1. Attends 80% of scheduled practices to the satisfaction of the coach.
2. Participates in 50% of the required number of quarters, halves, games, etc. or have earned a certain level of points.
3. Meet all the requirements of the Athletic Policy.
4. Complete the season as a member of the team.
5. The coach with approval from the athletic director has the authority to change letter requirements for individual athletes for disciplinary reasons
6. Special awards may also be presented based on the coach's criteria.

Insurance – all students participating in interscholastic athletics must have health insurance provided by a parent/guardian.

Athletic Equipment/Uniforms – As an athlete participating in interscholastic athletics at Bethel Local Schools, you have the following responsibilities concerning school issued uniform and equipment items:

1. It is your responsibility to examine your equipment for damage.
2. Damaged equipment must be repaired BEFORE you compete or practice, bring your equipment problems immediately to the attention of your coach for resolution.
3. Your equipment and uniform are issued to you alone.
4. You are responsible for the security of these items.
5. Do not loan your equipment or uniform to others.
6. Equipment/uniform items that are lost or stolen are your financial responsibility.

*Other uses of uniform/equipment must have permission and approval of both the Head Coach and the Athletic Director.

Injured Athlete- Any athlete who has been denied participation by a physician will not be permitted to practice or play in a game/event until a release has been granted. A coach, parent, or athlete **cannot** override a physicians' or trainers' denial of participation for injury. Injured athletes should attend all practices, games, and other team functions unless the injury absolutely prevents this.

Activity Conflict Resolution The "Performance" (athletic event, concert, and play) has priority over any practice or extra rehearsal. For example, in the event a practice or extra rehearsal is scheduled the same time an athletic event occurs in which the student is participating, the athletic event has priority, and the member is excused from the practice or rehearsal without penalty. Conversely, in the event the music performance conflicts with an athletic practice, their performance takes priority and non-participation by the student will not be penalized.

1. In the event practice occurs at the same time as music, drama, sports, etc., the practice time is divided equally between the two activities.
2. In the event the music performance conflicts with an athletic event both being scheduled at the same time, the student is permitted a choice without penalty. If this causes a problem, the Principal will act as arbitrator and his/her decision will be final.

3. Whenever possible, all conflicts should be handled prior to the beginning of the season/rehearsals. Although it is not the intent to punish a student, it is necessary for the coach/advisor to have a complete understanding of the availability of that student in the development of the program of that coach/advisor.
4. At times, events must be rescheduled. If the student has two performances/events at the same time, the previously scheduled performance/event has priority over the rescheduled event.

CODE OF CONDUCT

As a representative of their school, athletes should strive to develop and maintain a high set of standards in the classroom, in their respective sport and in the community.

The Bethel Local Schools have set standards, i.e., rules, every athlete is expected to follow. It is the responsibility of each coach to inform his/her athletes of the team's rules and regulations that govern their sport as specified in this Athletic Policy and the coach's rules.

Infractions of the Coach's rules, the Student Code of Conduct, the Athletic Policy, the Ohio High School Athletic Association's policies, or the Ohio Revised Code shall be reported to the Athletic Director and/or the Principal.

OFFENSES – Due to the broad range of potential infractions, the following offenses are examples of punishable infractions, without being an exhaustive list. The disciplinary consequences of violating these potential offenses will be at the discretion of the Bethel School Administration.

Examples of Punishable Infractions:

1. **Theft, Damage, or Misuse of Home and/or Host School and Private/Public Property** - No athlete should steal or intentionally damage school or private/public property.
2. **Threat of Assault on or Physical Injury to Students and/or Adults** – No athlete shall intentionally threaten, assault, cause or attempt to cause physical injury to other students and/or adults, including all forms of hazing.
3. **Hazing –As defined by Ohio Revised Code is:** 2903.31 Hazing.

(A) As used in this section, "hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

(B) (1) No person shall recklessly participate in the hazing of another.

(2) No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person

(C) Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree.

Effective Date: 03-03-1983.

4. **Sexual Misconduct/Harassment** – No athlete shall intimidate or be a party to the intimidation of another student for the purpose of sexual interests, engage in any form of exhibitionism, or act of sexual misconduct/harassment.

5. **Social Media** - The Bethel Local School Board of Education recognizes and supports its student-athletes' and coaches' rights to freedom of speech, expression, and association, including the use of social networks. In this context, each student-athlete and coach must remember participating and competing for the Bethel Local Schools is a privilege, not a right. The student-athlete and coach represent his or her high school, middle school and the Bethel Local School District and, therefore, are expected to portray themselves, their team and their high school and junior high school in a positive manner at all times. Any online postings must be consistent with federal and state laws, as well as team, school, Bethel Local School rules and regulations (including those listed below).

Specifically prohibited behaviors include but not limited to:

1. Sexually explicit, profane, lewd, indecent, illegal or defamation language/actions
2. Derogatory language regarding school personnel or other students
3. Comments designed to harass or bully students and/or school personnel
4. Nude, sexually-oriented or indecent photos, images or altered picture.

Also prohibited are all on-campus connections to off-campus violations of the policy:

1. Use of school computers to view off-campus postings.
2. Students accessing posts at school on their own devices.
3. Distribution of hard copies of posts on school property.
4. Re-communication on campus of the content of the posts.

Any authorized or unauthorized use in school or out of school of computer software, computer networks, telecommunications devices, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in removal from the team or activity and a recommendation of expulsion.

Severity Clause – Athletes who violate the law, good citizenship, or the Student Code of Conduct, special team rules and/or the Athletic Code may receive any or all of the following consequences. These consequences do not follow the established stages of the Athletic Code of Conduct.

1. Denial of participation.
2. Forfeiture of individual and team awards.
3. Suspension from participation.
4. Suspension from school.
5. Recommendation for expulsion from school.
6. Criminal Charges.

Any athlete convicted of a felony will be denied participation. However, conviction is not a requirement of such denial.

SUBSTANCE USE/POSSESSION – Alcohol, Drug, Drug paraphernalia, look a like drugs, and tobacco products (including e-cigarettes)

1st violation – Any athlete violating the Athletic Code as it applies to substance abuse will be denied participation under the following guidelines:

1. **In-Season** – denial of participation for 30% of the contests (season or tournament) based on the number of regular season scheduled events. Non-participation of contests must be consecutive, not selective.

*Note: If the violation occurs with less than 30% of the contests remaining of the sport season, the penalty shall carry over to the following chosen sport.

2. **Out of Season** – (including when school is out for summer break) – denial of participation in the next chosen sport for 30% of the contests (season or tournament) based on the number of regular season scheduled events. Non-participation of contest

must be consecutive, not selective. In order to qualify as next chosen sport, an athlete must go through all practices of the selected sport and complete that sports season.

3. This denial of participation shall be reduced to 20% of the contests (season or tournament) based on the number of regular season scheduled events if the athlete and his/her parents/guardian agree to substance use assessment approved by the Athletic Department. One substance use assessment program per athlete through his/her 7-12 career. This assessment must be completed before participation will be reinstated.

4. If the athlete self-reports substance abuse, the denial of participation shall be reduced to 10% of the contests (season or tournament) based on the number of regular scheduled events if the athlete and his/her parents/guardian agree to a substance abuse assessment approved by the Athletic Department. Once substance abuse use assessment per athlete through his/her 7-12 career. This assessment must be completed before participation will be reinstated.

2nd Violation – Any athlete violating the athletic code as it applies to substance use for the second time will be denied participation for the remainder of the present season (if applicable) plus the following two full sports seasons. Denial of participation for such a violation will include the following: nonparticipation in practices, non-participation in try out activities, no traveling or sitting on the team bench during competition, and forfeiture of all season awards. No reduction of the penalty through substance use assessment will be offered for this violation.

3rd Violation – Any athlete violating the athletic code as it applies to substance use for the third time will be denied participation for the remainder of his/her high school athletic career. If the athlete successfully completes a substance abuse assessment treatment program, he/she may make petition to the Athletic Council for a possible recommendation to be sent to the Board of Education for reinstatement into the athletic program. A minimum of one calendar year from the date of the violation must pass before petitioning of the Athletic Council for reinstatement can take place. Denial of participation for such a violation will include the following: non participations in practices, non-participation in try out activities, no traveling or sitting on the team bench during competition, and forfeiture of all in season awards.

4th Violation – Denied participation for the remainder of his/her high school athletic career. No appeal process!!

Selling/Dealing - Alcohol, Drug, Drug paraphernalia, look a like drugs, and tobacco products (including e-cigarettes).

1st Violation - Any athlete violating the athletic code as it applies to selling/dealing substances for the first time will be denied participation for the remainder of the present season plus the following two full sports seasons. Denial of participation will include the following:

1. Non-participation in practices and weight sessions
2. Non-participation in try-out activities
3. No traveling or sitting on the bench during competitions
4. Forfeiture of all in season awards.

No reduction of the penalty through substance use assessment will be offered for this violation.

2nd Violation - Any athlete violating the athletic code as it applies to selling/dealing substances for the second time will be denied participation for his/her remaining high school career.

Disciplinary Consequences- Non-Participation requirements

1. Since the Substance Use Assessment and denial of participation are meant to benefit the Athlete and increase his/her chances of future success, the Athlete must complete the program and comply with the non-participation requirement even if either carries over to another season or school year. Non-participation of contests must be consecutive, not selective. Every attempt must be made by the athlete to complete the program before the non-participation period ends.
2. During the non-participation period, the athlete may be expected to practice and sit on the team bench dresses in appropriate street clothes during contests unless otherwise specified by the Principal and/or Athletic Director. All rules, regulations, and requirements of the sport will be followed.
3. If applicable, the penalty will be applied to the next chosen sport, however, the athlete must complete the current season in a non-participation status or the penalty will be applied to the next chosen sport.

Multiple Violations – In the case of multiple violations, consequences will be imposed consecutively, not concurrently, i.e.: the athlete cannot begin a second penalty until the first penalty has been done.

Disciplinary actions for Athletic Policy and/or Student Code of Conduct violations, which occur at the middle school level, may carry over when the athlete is promoted to the high school. All penalties and obligations must be fulfilled prior to competing in high school. Violations of the Student Code of Conduct that result in suspension from school, may carry over from the middle school to the high school from one year to the next, based on the recommendation of the Principal, which may also affect athletic participation.

Prohibition from Extra-Curricular Activities - Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorized the Superintendent, principals, athletic director, or other authorized personnel, employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct. In addition student athletes are subject to the Athletic Code of Conduct and specific rules of each sport team and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Appeals Process:

If you wish to appeal the action of the disciplinary consequences of the initial Athletic Policy hearing, you may do so with the Principal, by scheduling a hearing within 5 (five) school days of the initial hearing date.

If you wish to appeal the action of the disciplinary consequences of the initial Athletic Policy hearing, you may do so with the Superintendent, by scheduling a hearing within 5 (five) school days of the initial hearing date.

In the absence of both the Principal and the Superintendent, you may schedule a hearing with the District Designee in charge.

During the appeal process, the disciplinary consequences of the initial Athletic Policy hearing must be followed until the appeal is completed.

This Athletic Policy, of the Bethel Local School District, was adopted by the Bethel Board of Education.