



## **Student/Parent Handbook 2025-2026**

High School Principal - Barrett Swope  
High School Assistant Principal - Dylan Walker  
Guidance Counselor - Katherine Bourelle  
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High School Secretary - Shannon Montgomery  
Athletic Director – Chase Goulette  
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Transportation Office (937) 845-9414  
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**Bethel Local Schools**  
**Home of “The Bees”**  
**7490 State Route 201**  
**Tipp City, OH 45371**  
Website: <http://www.bethelk12.org>

## District Mission Statement

The mission of Bethel Local Schools is to educate with excellence, inspiring each student to become a responsible, contributing citizen in local and world communities.

### TABLE OF CONTENTS

BELL SCHEDULES	5
EMERGENCY CLOSINGS AND DELAYS	5
<b>ABSENCES AND ATTENDANCE REGULATIONS</b>	<b>6</b>
ABSENCES	6
COLLEGE VISITS	6
EARLY DISMISSAL OF STUDENTS	6
EMANCIPATED STUDENTS	6
EXCESSIVE ABSENCES	6
EXCUSED ABSENCES	7
PARENT EXCUSED ABSENCE	7
PROFESSIONALLY EXCUSED ABSENCE	7
PERFECT ATTENDANCE	7
REPORTING AN ABSENCE	8
STATE ATTENDANCE REQUIREMENTS	8
TARDY TO CLASS	8
TARDY TO SCHOOL	8
TRUANCY	8
UNEXCUSED ABSENCES	8
<b>GENERAL INFORMATION</b>	<b>9</b>
ADULT STUDENTS	9
BLOOD BORNE PATHOGENS	9
COMPUTER AND NETWORK USE	9
CTC INFORMATION	9
DROPOUT LEGISLATION	9
ENROLLING IN THE SCHOOL	9
FEES	10
FIRE, TORNADO, SAFETY DRILLS	10
INJURY AND ILLNESS	10
MEDICAL RECORDS	10
MEDICINE IN SCHOOL	10
PERSONAL PROPERTY	10
PROGRESSBOOK	11
RAPTOR ID PROCEDURE	11
SEARCH POLICY	11
STUDENT RECORDS	11
TITLE IX & CIVIL RIGHTS COMPLIANCE	11

VISITORS ON SCHOOL CAMPUS	11
WITHDRAWAL FROM SCHOOL	11
WORK PERMITS	12
<b>ACADEMICS</b>	<b>12</b>
CLASS RANK	12
CLASS STANDING AND PROMOTION	12
COLLEGE ADMISSION REQUIREMENTS	12
COLLEGE CREDIT PLUS OPTION	12
COMMENCEMENT EXERCISES	13
CREDIT	13
GRADE REPORTING SYSTEM	13
GRADUATION REQUIREMENTS	14
HONOR ROLL AND PRINCIPAL'S LIST	14
HONORS DIPLOMA REQUIREMENTS	15
INCOMPLETE GRADES	15
LATIN HONORS	15
MAKE-UP WORK	15
MEDIA CENTER	15
NATIONAL HONOR SOCIETY	15
POSTERS/ ANNOUNCEMENTS/ FLYERS	16
SCHEDULING	16
SEMESTER EXAMS	17
TEXTBOOKS AND SCHOOL ISSUES LAPTOPS	17
TRANSCRIPTS	17
VALEDICTORIAN AND SALUTATORIAN	17
<b>EXTRACURRICULAR ACTIVITIES</b>	<b>17</b>
ACTIVITY ACCOUNTS	17
CLASS OFFICER ELECTIONS	17
DANCES	18
EXTRACURRICULAR ACTIVITIES	18
FIELD TRIPS	18
<b>INTERSCHOLASTIC ATHLETICS</b>	<b>18</b>
ATHLETIC FEES	18
ATTENDANCE AND PARTICIPATION	18
ELIGIBILITY: GRADES 9-12	18
EXPECTATIONS OF ATHLETES	18
GRADES 9-12	19
<b>STUDENT DAILY INFORMATION</b>	<b>19</b>
AGENDAS	19
BEVERAGES IN SCHOOL	19
BOOK BAGS	19
EXPECTATIONS OF STUDENTS ON ARRIVAL TO SCHOOL	19
LOCKER	19
LUNCHROOM	20
STUDENT DRIVING	20
TELEPHONE	20
<b>STUDENT DISCIPLINE</b>	<b>20</b>
DEBATE CLAUSE	21
PROGRESSIVE DISCIPLINE PROCEDURES	21

SEVERE CLAUSE	21
STUDENT BEHAVIOR	21
<b>DISCIPLINARY MEASURES</b>	<b>21</b>
ALTERNATIVE SCHOOL	21
DETENTION	21
EXPULSION	22
IN SCHOOL RESTRICTION	22
OUT OF SCHOOL SUSPENSION	22
SATURDAY SCHOOL	22
<b>CODE OF CONDUCT</b>	<b>22</b>
AIDING AND ABETTING	22
ALCOHOLIC BEVERAGES/ DRUGS/ PARAPHERNALIA	22
BULLYING/ HARASSMENT	23
CELL PHONES AND OTHER ELECTRONIC DEVICES	23
CHEATING	24
COMPUTER USE AGREEMENT	24
CRIMINAL LAW	24
DISRESPECT OR NON-COMPLIANCE	25
DISRUPTION OF THE EDUCATIONAL PROCESS	25
DRESS AND GROOMING	25
EXTORTION	26
FALSE ALARMS	26
FIGHTING/ PHYSICAL ALTERCATION/ ASSAULT	26
FORGERY/ FALSE STATEMENTS	26
GAMBLING	26
HAZING	26
LEAVING SCHOOL GROUNDS WITHOUT PERMISSION	26
LOITERING	26
MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE	26
OBSCENITY	27
PLAGIARISM	27
SEXUAL MISCONDUCT	27
SKIPPING CLASS	27
SKIPPING DETENTION OR SATURDAY SCHOOL	27
SMOKING/ TOBACCO PRODUCTS	27
THEFT, DAMAGE/ VANDALISM OF SCHOOL AND PRIVATE PROPERTY	27
THREAT OR VIOLENCE	27
UNAUTHORIZED USE/MISUSE SCHOOL PROPERTY	27
VIOLATION OF BUS RULES	27
VIOLENT CONDUCT	28
WEAPONS AND DANGEROUS INSTRUMENTS	28
BATHROOM USAGE	28
<b>BUS TRANSPORTATION</b>	<b>28</b>
EXPECTATIONS	28
ONE STOP POLICY	28
TRANSPORTATION DISCIPLINE	29
MAJOR MISBEHAVIOR	29
MINOR MISCONDUCT	29

## HIGH SCHOOL BELL SCHEDULES 2025-2026

REGULAR BELL SCHEDULE	
PERIOD	TIME
HR	7:40 – 7:45
1	7:45 – 8:27
2	8:31 – 9:13
3	9:17 – 9:59
4	10:03 – 10:45
5	10:49 – 11:31
6	11:35 – 12:17
Lunch A	12:20 – 12:50
Lunch B	12:50 – 1:20
7	1:24 – 2:06
8	2:10 -2:55

2-HR DELAY SCHEDULE	
PERIOD	TIME
HR	9:40 - 9:45
1	9:45 -10:12
2	10:16 -10:43
3	10:47 -11:17
4	11:21 -11:51
Lunch A	11:53 -12:23
Lunch B	12:23 – 12:53
5	12:57 - 1:23
6	1:27 - 1:53
7	1:57 - 2:24
8	2:28 – 2:55

2-HOUR EARLY RELEASE SCHEDULE	
PERIOD	TIME
HR	7:40 – 7:45
1	7:45 – 8:12
2	8:16 – 8:43
3	8:47 – 9:14
4	9:18 – 9:45
5	9:49 – 10:16
6	10:20 -10:47
7	10:51 – 11:20
Lunch A	11:20 – 11:50
Lunch B	11:50 - 12:20
8	12:24 – 12:55

### **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 local television and radio news stations as well as the district website. The school district will also use Apptegy Alerts to generate phone calls, text messages, and alerts on the Bethel app. Parents/Guardians are automatically signed up by adding their numbers to Final Forms. Please fill out the parent/guardian profile when completing student forms. PLEASE DO NOT CALL THE SCHOOL.

## **ABSENCES AND ATTENDANCE REGULATIONS**

### **ABSENCES**

Bethel Local School District recognizes two types of absences: excused and unexcused. One half-day absence is defined as missing class from 8:00 AM until 11:00 AM and/or from 11:01 AM until 2:55 PM. Missing school from the end of first period until the end of the school constitutes one day's (6.5 hours) absence. Half-day absences will be combined to make full-day absences. Beginning with absence #11, students must submit a medical note or legal documentation within two (2) days upon returning to school in order for the absence to be considered EXCUSED. If a student does not have a medical note or legal documentation, the absence will be considered UNEXCUSED. Students with unexcused absences will be notified of the risk of truancy.

### **COLLEGE VISITS**

Seniors and juniors will be permitted two (2) college visits per year. Excused college days may not be granted to students with poor attendance (no more than 5 days absent in a quarter) or low GPA (1.75 or below). The school days missed due to college visits will be an excused day from school. Most colleges request that visits be pre-arranged at least ONE (1) week in advance. Official, guided visits are the only visits approved for college visitation. Self-guided tours are not approved college visits.

The following procedure will be used for all college visits:

- Communicate with college personnel regarding Bethel college visit policy.
- Determine in consultation with teachers and Guidance Counselor whether the college visitation day will interfere with class obligations.
- Fill out the college visit form and have each teacher approve the college day.
- Submit the completed college visit form to the Bethel Counseling office **one week** in advance of the college visit.
- If the form is not submitted one week in advance, the absence may not be considered an official college visit. **Return verification from the college visited to the attendance office within three days of the visit.**

### **EARLY DISMISSAL OF STUDENTS**

Students may be excused from school by bringing a note to the office prior to the beginning of the school day. Students leaving during the school day must be signed out in the attendance office by their parents. Contact with the parent is required prior to the release of any student. The attendance secretary must speak directly to the parent to obtain permission for the student to sign out once the student has arrived in school. Students returning to school from a medical/dental appointment must have a note from the professional consulted. If the student returns to school without the required note, their absence will be considered unexcused. There will be a TWO (2) day grace period to submit the required note. If the note is received within the grace period, the absence will be converted to an excused absence.

### **EMANCIPATED STUDENTS (BP 5780)**

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

### **EXCESSIVE ABSENCES**

Any child who is absent **with or without** a legitimate excuse for 38 or more hours in one school month and/or 65 or more hours in a school year will be identified as EXCESSIVELY ABSENT. The attendance officer/secretary must notify the parent, guardian, or custodian within seven days after the date of the absence that triggered the notice requirement.

The school official will notify the parent, guardian or custodian of a compulsory school age child who withdraws from school for reasons other than change of address and has been absent more than 60 consecutive hours in a single month and/or 90 hours in a school year.

## **EXCUSED ABSENCES**

The parent/guardian of the absent student must notify the high school secretary by a telephone call, a handwritten note and/or an email from the parent/guardian's email account; the note must contain information pertaining to the date of the absence and the reason for the absence. Until this is complete, the high school secretary will record the absence as unexcused. After TWO days, the absence will be permanently determined as unexcused. The Representatives of the Board of Education reserve the right to verify such statements and to investigate the cause of each single or prolonged absence. It is important to realize that an administrator may determine excused absences, when excessive and interfere with a student's education, as truancy.

**Parent-Excused Absence:** A Parent-excused absence is an excused absence in which parents have the discretion to determine the reason for his/her child's absence without having to obtain documentation from a licensed professional. There are **TEN** Parent-excused absences per year.

*For example, if a student is home sick with the flu and the parent does not feel it is necessary to take him to the doctor, the parent can call into the office or send a note explaining the reason; this would be recorded as a Parent-excused absence in the district's attendance records. If a child misses three days of school for a family vacation, these three days will be recorded as Parent-excused absences as long as the child has not exceeded the **TEN DAYS PER YEAR LIMIT**.*

**Professionally-Excused Absence:** A Professionally-excused absence is an excused absence caused by hospitalization or by visits to the office of a doctor, dentist, psychologist or any other licensed professional health or legal person. These types of absences require a legitimate note from the office of the licensed professional. Once a student has used his/her TEN (10) Parent-excused absences within the year, (s)he will be required to submit Professionally-excused excuses from a legitimate licensed professional. Notes from a licensed professional must be received within **TWO** (2) days of the absence to be accepted as excused.

*For example, if a student has used five parent-excused absences to go on vacation with his family and five parent-excused absences for being sick without seeing a doctor, the student will be required to produce a legitimate note from a licensed professional each and every time he is absent during the remainder of the year.*

- a. **It is the student's responsibility to contact teachers the day (s)he returns from an absence to arrange to do his/her make-up work. A student is allowed one day of make-up time per each excused day of absence.**
- b. **If a student was in class when a teacher indicated a test, paper, or project deadline, the one-day make-up time may not apply. After the deadline for completion of schoolwork, the incomplete work may be given a zero.**
- c. **If the student is on school property but absent from class, or is attending a school-sponsored field trip, homework and other class expectations are due that day unless otherwise indicated by the classroom teacher. The student is responsible for contacting and communicating with the teacher in which the class period was missed and knowing what is due.**
- d. **For extracurricular activity participation, a student must arrive by the end of 1<sup>st</sup> period and remain in school for the rest of the school day. Any time a student has an early dismissal, or arrival after 1<sup>st</sup> period, he must produce a note from a licensed professional AND/OR have administrative approval in order to participate in extra- curricular activities.**

### **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 pm. CCP students must attend 5 classes at Bethel to qualify for perfect attendance.

### **REPORTING AN ABSENCE**

Parents/Guardians must call the office (937) 845-9487 between 6:30 AM and 8:30 AM to report his/her child's absence. After 8:30 AM, a call to the parent/guardian's primary phone number will be made in order to verify the absence of the student. Without parent notification, the student absence will be considered unexcused. Any work or tests during an unexcused absence may be counted as a zero.

### **STATE ATTENDANCE REQUIREMENTS (BP 5200)**

Bethel Local Schools provides an educational program that requires continuity of instruction and classroom participation for all its students. Students are required to attend school during the days and hours that school is in session. To be considered a full - time equivalent student, (s)he must be enrolled in at least five units of instruction per semester.

### **TARDY TO CLASS**

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

- 1<sup>st</sup>- 3<sup>rd</sup> tardies per class, per semester - disciplinary consequences determined by teacher
- 4<sup>th</sup> tardy per class, per semester - detention assigned by teacher with parent notification
- 5<sup>th</sup> tardy per class, per semester - office referral

### **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:

- 1<sup>st</sup> and 2<sup>nd</sup> tardy in the semester – warning
- 3<sup>rd</sup> and 4<sup>th</sup> tardies in the semester – assigned detention
- 5<sup>th</sup> and all subsequent tardies in the semester – assigned Thursday School, In-School Restriction, or Out of School Suspension

### **TRUANCY**

Ohio law has defined "Habitual" and "Chronic" Truancy based on H.B. 410

***A child is "HABITUALLY TRUANT" when absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year.*** A student that is deemed to be habitually truant is required to be placed on an Absence Intervention Plan (AIP). This AIP will last for 60 calendar days and may carry over to the next school year if the plan is put in place with less than 60 days left in the current school year. If the plan is carried over to the next school year, parents are not permitted to use "parent call-in days" until after the expiration of the plan.

*CHRONICALLY TRUANT students; eliminated by this new law.*

### **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 ten (10) "Parent-excused" days per year. Failing to bring an absence note within TWO DAYS of a student's return to school also constitutes an unexcused absence. Students with an unexcused absence or tardy MAY NOT receive credit for any work done or due during

the time of an unexcused absence or tardy. Additionally, they cannot attend/participate in extracurricular activities the day of their absence.

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

The following are considered unexcused absences:

- Truancy
- Failure to obtain prior approval of absences requiring pre-approval
- Failure of the parent to contact the school office or provide documentation
- Any absence deemed unexcused by building administrator

## **GENERAL INFORMATION**

### **ADULT STUDENTS**

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

### **BLOODBORNE PATHOGENS**

Bethel Local Schools seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection. Whenever a student has contact with blood or other potentially infectious material, (s)he must immediately notify his/her teacher, who will contact the building administrator and/or the school nurse. The parents of a student who is exposed will be contacted immediately.

### **COMPUTER AND NETWORK USE**

Students are required to read, agree to, and sign a Technology Acceptable Use Policy (AUP) and Technology Responsibility 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 Technology AUP or the Technology Responsibility Agreement will be in violation of the Student Code of Conduct and receive disciplinary action, which could include the revocation of computer/network privileges up to expulsion from school. 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 to which the computer has been issued.

### **CTC INFORMATION**

Bethel is an affiliate of the Miami Valley Career Technology Center. Students may enroll in a variety of vocational training programs during their junior and senior years. Information about the program offerings at CTC is available in the guidance office and at [www.mvctc.com](http://www.mvctc.com).

### **DROPOUT LEGISLATION ORC 3321.13(B) (1)**

Upon receipt of information that a child of compulsory school age has withdrawn from school for a reason other than because of change of residence and is not enrolled in and attending in accordance with school policy an approved program to obtain a diploma or its equivalent, the principal/designee shall inform the superintendent who MUST notify the registrar of motor vehicles and the judge of juvenile court. Such notification shall be given within two (2) weeks after the superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of state. Upon receiving such information, the registrar of motor vehicles is REQUIRED to suspend the temporary instruction permit or driver's license of the student. Any person whose driving privileges have been denied for the above reasons, can file a petition with the juvenile court in whose jurisdiction (s)he resides. A restoration of such privileges would depend upon the court's action and/or other approved reason as designated by law.

### **ENROLLING IN THE SCHOOL**

Students that are new to Bethel are required to have their parent/legal guardian enroll them. Parents will use Final Forms, accessible through the district website, to begin the enrollment process. In some cases, temporary enrollment may be permitted. Students enrolling from an accredited school must have an official transcript from the sending school in order to receive credit from that school. The high school office will assist in obtaining the transcript if one is not presented at the time of enrollment. If possible, parents that can provide an unofficial transcript of credits and current grades will better ensure an appropriate schedule for the enrolling student. Students enrolling into Bethel High School from private non-accredited schools or home schools, may be given a placement test in order to determine an appropriate schedule.

### **FEES**

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

### **FIRE, TORNADO, SAFETY DRILLS**

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

### **INJURY AND ILLNESS**

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

### **MEDICAL RECORDS**

All students entering Bethel Schools are required by the Board of Education Policy to have immunization for polio, diphtheria-whooping cough-tetanus (DPT), and measles (Rubella, 3-day German, and Rubella 1 day old fashioned).

Students are also required to receive the meningococcal vaccine prior to entry into the 12<sup>th</sup> grade. If a student received one dose prior to their 16<sup>th</sup> birthday a second dose **is required**. If a student received one dose after their 16<sup>th</sup> birthday a second dose is not required. Proof of vaccination is required to the nurse's office.

Students who do not have proof of these immunizations by September 14 may be removed from school until they are filed in the office.

### **MEDICINE IN SCHOOL**

Students may be permitted to possess and use prescribed medication during school hours when the school nurse has received the following:

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

### **PERSONAL PROPERTY**

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

### **PROGRESSBOOK**

Parents and students are encouraged to access ProgressBook regularly to check student grades and teacher web pages. ProgressBook grades and web pages will be updated on a frequent basis. Contact the high school office for login information.

### **RAPTOR ID PROCEDURE**

Visitors are expected to bring a form of state-issued photo identification with them each time they wish to visit the campus. This photo identification is used to create a sticker with the visitor's image on it. This is to further ensure the safety of our building and the overall campus.

### **SEARCH POLICY**

School lockers, desks, and all other storage space provided for students and owned by Bethel Local School District, remain the property of the District at all times. Accordingly, students should never assume any expectation of privacy in such property. Pursuant to Board policy, the Principal or designees may search student lockers and their contents (including person), without parental consent/knowledge, based upon a reasonable suspicion that a violation of a criminal statute or school policy has been committed and that the locker contains evidence of such violation. In addition, school administrators without reasonable suspicion may conduct random searches of lockers and their contents. Drug-sniffing dogs may be used to detect the presence of unlawful items on school property, including cars parked on school property, without prior notice or consent of students. If a dog detects the presence of an unlawful substance, the item may be searched without parental consent/knowledge.

### **STUDENT RECORDS – PROTECTION AND PRIVACY (BP 8330)**

Bethel Local School District 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).

### **TITLE IX AND CIVIL RIGHTS COMPLIANCE OFFICER**

In the event that a student is the perceived victim of discrimination based on race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes"), please contact Mr. Barrett Swope, High School Principal, to make an official report. Phone: 937-845-9487; E-mail: [swopeb@blsk12.org](mailto:swopeb@blsk12.org)

### **VISITORS ON SCHOOL CAMPUS**

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

### **WITHDRAWAL FROM SCHOOL**

Withdrawal from school is only permitted for two reasons:

- (1) Change of residence and/or
- (2) Enrollment and attendance in an approved program to obtain a diploma or its equivalent.

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

### **WORK PERMITS**

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

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

### **ACADEMICS**

#### **CLASS RANK**

Class rank uses a system of weighted grades. A grade of A, B, or C earned in this course will result in 0.025 points added to the grade point average at the end of each semester. All AP (Advanced Placement) courses and approved dual-enrollment & CCP courses are weighted at Bethel High School. This determination is based upon the core content area offering an AP weighted course. Core academic CCP courses taken on or off Bethel's campus will also be weighted. Additionally, the following advanced core courses offered on the Bethel campus are weighted; Physics, Geology, Anatomy/Physiology, Pre-Calculus, Probability & Statistics, and European History.

#### **CLASS STANDING AND PROMOTION**

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

#### **COLLEGE ADMISSION REQUIREMENTS**

Admission policies vary among colleges. The Scholastic Aptitude Test (SAT) and the American College Test (ACT) are prerequisites for gaining admission to almost all colleges. Necessary forms for these two tests are available in the guidance office **or are available on-line at [www.collegeboard.org](http://www.collegeboard.org) (SAT) or [www.act.org](http://www.act.org) (ACT)**. The college code for Bethel High School is **364-990**.

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

#### **COLLEGE CREDIT PLUS OPTION**

Any student in 7-12 grade may enroll in a post - secondary program providing (s)he meets the requirements established by law, college/university, and by Bethel Local Schools. Students apply the year prior to participation.

Any interested student should contact the guidance counselor to obtain the necessary information. Both student and parent/guardian are required to attend an orientation meeting prior to participation. A minimum cumulative G.P.A. is usually required for participation.

**COMMENCEMENT EXERCISES**

During this year-ending activity, the Board of Education presents diplomas to all students who have completed all **state and local requirements**. Students must participate in the practice in order to be eligible for the Commencement ceremony. Any student who has NOT completed all STATE and LOCAL requirements may NOT be permitted to participate in the commencement ceremony. All school fees must be paid prior to the commencement ceremony, or the student will not be permitted to participate.

**CREDIT**

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

- Semester Classes – The student has earned a final passing average for **the semester**.
- Year Classes – The student has earned a final passing average for **the year**.
- A student who does not earn the full credit for a class must repeat the entire class in order to earn the required credit.
- An administrator has given prior approval for courses taken through an online program. Courses taken without prior approval may be denied credit.
- Passing grade denotes a grade of 60% (D-) or better.
- Students will not be given credit until they complete all requirements for the course.
- Students may lose credit as a result of poor attendance.

**GRADE REPORTING SYSTEM**

Letter Grade	Description	Number Grades	GPA
A+		97-100	4
A	Work of excellent quality	96-93	4
A-		92-90	3.67
B+		89-87	3.33
B	Work of good quality	86-83	3
B-		82-80	2.67
C+		79-77	2.33
C	Work of satisfactory quality	76-73	2
C-		72-70	1.67
D+		69-67	1.33
D	Work of poor, but passing quality	66-63	1
D-	Work of minimum passing quality	62-60	0.67
F	Work not of passing quality	59 – Below	0

**GRADUATION REQUIREMENTS**

SUBJECT AREA	CREDIT
English	4
Mathematics (including 1 credit of Algebra 2)	4
Social Studies (including)	3
• World Studies	1
• US History	1
• American Govt.	1
Science (including)	3
• Physical Science	1
• Life Science	1
• Other science	1
Financial Literacy	0.5
Health	0.5
Physical Education	0.5
Or Physical Education Waiver via sport participation	
Foreign Language, Computer Science, or Business	1
Fine Art (visual or performing)	1
Electives to complete required 22 credits	4.5
Credit Minimum	<b>22</b>
**MVCTC student may be exempted from the Fine Art Requirement	

1. Any student planning to attend the Miami Valley Career Technology Center (CTC) must take World Studies in the ninth grade and take U.S. History in the 10<sup>th</sup> grade, one fine art credit, and completed Health and PE requirements prior to the junior year.
2. All students are **required** to carry a minimum of five (5) academic credits each semester.
3. Bethel students will be enrolled in academic coursework at Bethel High School, or through the College Credit Plus (CCP). Any exception to this policy must be approved by the high school principal.
4. The last day to officially drop a class without penalty is the first full week of school/the semester.
5. Summer school credits are intended for remedial make-up only.
6. Information on Flex Credit options and P.E. waiver can be found on the high school website.

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

### **HONOR ROLL AND PRINCIPAL'S LIST**

At the end of each nine week grading period, the office publishes an honor roll and principal's list. To be eligible for the honor roll, a student must have a 3.20 grade point average with no grade below a C (73%). The principal's list is made up of students with a 3.60 grade point average and no grade below a B (83%). Students must be enrolled in a minimum of 5 courses during the grading period to be considered for the honor roll for the quarter. College Credit Plus students are recognized only for the second and fourth quarter grading periods unless they are enrolled for at least five classes at Bethel High School. CCP students ARE eligible for the end-of-year Principal's List Award. Students must have all As or the correct combination of As and Bs to qualify for the award, as a summative 3.60 grade point average is required. Grades of "C" eliminate students from consideration of the award.

### **HONORS DIPLOMA REQUIREMENTS**

To obtain an honors diploma, the student must meet the same requirements as the regular diploma plus meet at least six of the following seven criteria: (1) earn four units of mathematics including at least Algebra I and II and Geometry; (2) earn four units of science including at least one unit each of Biology, Chemistry, and an advanced science; (3) earn four units of social studies; (4) earn three units of one foreign language or two units each of two foreign languages; (5) earn one unit of fine arts; (6) maintain an overall high school GPA of at least 3.50 (on a 4.0 unweighted scale); (7) earn a composite score of 27 on the ACT or 1210 on the SAT.

### **INCOMPLETE GRADES**

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

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

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

### **LATIN HONORS**

Beginning with the class of 2023, graduating seniors will be recognized using the Latin Honors System. For Latin Honors and Val/Sal purposes, the GPA will be determined at the end of the 7<sup>th</sup> semester of high school. The Bethel High School *weighted* GPA is used to determine Latin Honors. Designations are as follows:

Summa cum laude	3.90 – higher
Magna cum laude	3.70 – 3.89
Cum laude	3.50 – 3.69

### **MAKE-UP WORK**

Students who have excused absences are allowed to make up the work missed in each class. It is the responsibility of the **student** to ask for missed work. For unexpected absences students have one day per day of absence to make-up work. A pre-approval vacation form must be completed, and parents may request homework, when a student is absent for a period of time longer than one-day. For pre-approved absences students have one day per day of absence to make up work, with a maximum of five (5) days. This allows for teachers to have 24 hours to get the necessary work together for the student to complete.

### **MEDIA CENTER (MC)**

The MC will be open from 7:30 a.m. - 3:00 p.m., except during the HS lunch period. Students may use the MC during study halls with permission of their respective teacher. Students should enter the MC quietly and sign the

logbook and give a pass to the MC staff member. Students coming from an academic class must have a pass from the respective classroom teacher.

### **NATIONAL HONOR SOCIETY**

Bethel students in their junior or senior years are eligible for selection in the L.F. Slagle Chapter of the National Honor Society. High School students must have at least 3.40 cumulative grade point average on an unweighted scale and must complete a student activity form in order to be considered for membership. Students may be dismissed from the NHS should they demonstrate a failure to maintain the required criteria of scholarship, leadership, service, and character.

### **POSTERS/ANNOUNCEMENTS/FLYERS**

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

### **SCHEDULING**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. It is important to note that some courses may be denied because of available space, lack of students enrolled, or the need to take prerequisites. Students are scheduled through the guidance office. The last day to make a schedule change will be the 5<sup>th</sup> full day of the semester. **Students are permitted only one study hall per semester, unless granted approval by a building administrator.**

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

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

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

Juniors and Seniors taking college credit classes (on a college campus or online) must be full-time students (12 Semester hours). If a CCP student is not full-time they must attend additional classes at Bethel High School to be considered full-time.

<u>At the college</u>	<u>At Bethel</u>
3, 4 or 5 Classes (12 or more hours)	None
4 Classes (less than 12 hours)	1*
3 Classes (less than 12 hours)	2*
2 Classes (At least 4 credit hours)	3*
1 Class (At least 2 credit hours)	4*

To determine the number of College Credit Plus credit hours a student can take in a year, the secondary school must calculate the number of course credits that are for high school credit only and multiply that by 3. That number is then subtracted from the 30 hours. The result is the maximum number of credit hours a student can take in the CCP Program.

The maximum number of credits may affect the number of classes a student is required to take at Bethel.

Freshmen and sophomores taking an online college class may be given an additional study hall during the school day. Freshmen and sophomores wishing to take a college class on campus during the school day will be accommodated to the best of the district's ability. Freshmen and sophomores taking a class outside of the school day may be given an extra study hall and are expected to remain at school the entire day. Freshmen and sophomores may receive no more than two additional study halls per day.

### **SEMESTER EXAMS**

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

Exam exemptions **do not** apply for classes awarding college credit. Exam exemptions are by semester. For year-long courses, a student must participate in at least one of the semester exams.

Exam exemptions:

1. Teachers may excuse students from taking the exam for their class if the student has an A+ average (97-100) for the semester. The decision to exempt for A+ average is at the discretion of each individual teacher.
2. Students who have 0 absences (excused and unexcused) for the semester and have a C+ (77-79) average or better in that class, may exempt the exam for that class. Students must be enrolled full-time (5 classes per semester). Students may exempt only one exam per semester as reward for perfect attendance.

### **TEXTBOOKS and SCHOOL ISSUED LAPTOPS**

Textbooks are school property and should be covered and cared for properly. Damage beyond normal wear and tear will be the financial responsibility of the student. Students will also be using laptops that are the property of Bethel Local Schools. Laptops that are damaged while being used by the student will be the financial responsibility of the student. Textbooks and other materials purchased by BLS for CCP courses are the property of BLS and must be returned to the high school office within one week of the end of the college term. Fees will be charged for books/materials that are not returned.

### **TRANSCRIPTS**

A processing fee for transcripts is included in all senior fees. Students should prepare college applications or other documents fully and then submit it to the Bethel Counseling Office for processing. Three weeks is requested prior to document deadlines. A transcript request form can be found on the Bethel website and a student signature is required prior to processing. Transcripts and letters of recommendation are official documents sent directly from Bethel High School to the requesting institution.

### **VALEDICTORIAN AND SALUTATORIAN**

Valedictorian and salutarian are determined at the end of the seventh semester of high school.

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

**Salutarian** – The student(s) with the second highest GPA shall be named the salutarian of the graduating class.

**Class of 2023 and beyond** (Board approved Sept 2020)

Any student(s) who earns a 4.00 GPA (or the highest earned GPA) on an unweighted scale will be recognized as Valedictorian(s).

Any student(s) who earns the next highest GPA on an unweighted scale will be recognized as Salutarian(s).

### **EXTRACURRICULAR ACTIVITIES**

#### **ACTIVITY ACCOUNTS**

Student funds for the various clubs, classes, etc. are handled through a formal accounting system. All income and

expenditures must be done through the class advisor and must be approved by the office and the treasurer's office. No expenditures are to be made without prior approval.

### **CLASS OFFICER ELECTIONS**

Elections will take place each spring for **senior and junior class officers**.

### **DANCES**

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

### **EXTRACURRICULAR ACTIVITIES**

To be eligible to participate in or to attend any athletic event, performance, practice, school dance or any other school activity or school sponsored event, a student must be in attendance at school the "full day" of the activity (if school was in session). Students must be in class by the end of 1<sup>st</sup> period. Early dismissals and/or late arrivals for a scheduled doctor's appointment only are permissible, with prior administrative approval.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. Each student must have written permission from his/her parents before making such a trip. Students may be withheld from field trips in order to fulfill academic obligations in other classes or may be withheld from field trips if the student has been suspended or has a discipline problem or is in academic difficulty in other classes. Students must have their field trip permission slip into the office or to the teacher by the designated day. No calls home the day of the trip will be permitted.

Students are responsible for obtaining, completing, and turning in class assignments, including work due the day of the field trip. Attendance and behavior may affect a student's opportunity to attend a field trip.

### **INTERSCHOLASTIC ATHLETICS**

Please refer to the athletic handbook for more detailed information regarding athletics.

### **ATHLETIC FEES**

Contact the athletic department for fee information.

### **ATTENDANCE AND PARTICIPATION**

For extracurricular activity participation, a student must arrive by the end of 1<sup>st</sup> period and remain in school for the rest of the school day. Any time a student has an early dismissal or arrival after 1<sup>st</sup> period, 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: GRADES 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. Please note, Physical Education is a one-quarter

(1/4) credit class; therefore, a student must still pass five (5) additional classes. 8<sup>th</sup> grade students entering the 9<sup>th</sup> grade must pass 5 classes in the fourth quarter of their 8<sup>th</sup> grade year. Once a student attains the age of 20, they are no longer eligible for interscholastic athletics.

### **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.

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.

### **GRADES 9-12**

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 1.67 grade point average. Quarter grades, not semester grades, are used to determine eligibility.

### **STUDENT DAILY INFORMATION**

#### **AGENDAS**

Students are provided an agenda for their use and resources. The replacement fee for a lost agenda is \$5.

#### **BEVERAGES IN SCHOOL**

Students are not permitted to consume food in the classroom or in any area of the building except Bethel Hall. Students are permitted to carry only clear plastic bottles throughout the building. Water is the only beverage allowed to be consumed in the classrooms and hallways. **Glass containers are not permitted in the building.**

#### **BOOK BAGS**

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

### **EXPECTATIONS OF STUDENTS ON ARRIVAL TO SCHOOL**

1. Bus students will remain on the bus until 7:30 AM.
2. Students dropped off **before 7:00 AM** must remain outside.
3. At 7:00 AM students will be permitted inside the building and must report to Bethel Hall.
4. Food and beverages other than water is not permitted to be consumed in the classroom. Please eat your breakfast prior to entering the school.
4. Students driving to school may remain in their vehicles until 7:30 AM.
5. Students are not permitted at their lockers or any other part of the building until 7:30 AM.

### **LOCKERS**

Lockers are provided for the safekeeping of student materials and will be assigned by the office. Lockers are not to

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

### **LUNCHROOM**

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

1. All students who eat lunch at school are required to eat in the cafeteria whether they bring their own lunches or purchase them in the cafeteria. **Delivery of fast food to the school by local restaurants, parents, or friends is prohibited. Fast Food brought back to school from an early dismissal is not permitted.**
2. Students should observe good table manners and behave themselves at all times while in the cafeteria.
3. Students will NOT break into lines ahead of others, and a friend may NOT save a place in line.
4. All students are required to clean the tables in the immediate area in which they were eating.
5. Students should use the restroom during lunchtime in order to avoid missing class. Students are not permitted to go to their lockers during lunch.

If you carry your lunch, please dispose of your trash in the trash containers at the rear of the cafeteria. Cans are to be placed in the recycle container.

### **STUDENT DRIVING**

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

*Those requesting consideration for driving privileges must:*

- (1) Fill out a driving form signed by themselves and a parent/guardian; get approval from the high school office. The form will be placed on file in the principal's office.
- (2) Park only in the parking spaces designated by the principal. Student drivers are to exercise great caution in driving on school grounds and upon entering and leaving the parking lot. Remember and practice school zone speed limits during designated hours. Student vehicles must carry property damage and liability insurance. Proof of such insurance coverage shall be made available at the request of school officials.
- (3) Reckless driving and/or inappropriate behavior in the parking lot may result in disciplinary action. All students must park in a marked parking space in the back of the school. The gravel parking lot on the northeast corner of the school is reserved for off-campus CCP students. Parking in any other area or unauthorized space could revoke parking privileges.

### **TELEPHONE**

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

### **STUDENT DISCIPLINE**

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

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

### **DEBATE CLAUSE**

Any student who refuses any consequence administered by the teacher or administrator in accordance with the classroom discipline plan or Code of Conduct, or who argues with the teacher during the regular class period, will be subject to the next level of discipline at the discretion of the teacher and administrator.

### **PROGRESSIVE DISCIPLINE PROCEDURES**

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

- 3<sup>rd</sup> detention in one semester = 1 Thursday School (2 hours)
- 3<sup>rd</sup> Thursday Schools in 1 semester = 2-day In-School Suspension

The principal may choose an alternate route for disciplinary action or another disciplinary action in conjunction with the progressive discipline procedures in consideration of the seriousness of the offense; the effect upon other students, teachers, and school employees; the frequency of the offense; the student's discipline record; the actual harm or risk of actual harm to other students, persons, and property; the disruptive nature of the student's conduct upon the educational environment; and the rights of other students to learn free of distraction caused by misconduct.

### **SEVERE CLAUSE**

Any student who is habitually disruptive or who creates a major disruption of the normal classroom procedure will be subject to a level of consequences, depending on the nature and severity of the offense, at the discretion of the administrator.

### **STUDENT BEHAVIOR**

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

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

### **DISCIPLINARY MEASURES**

#### **ALTERNATIVE SCHOOL**

Students may be assigned to an alternative school setting.

#### **DETENTION**

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

- Students must be given at least one (1) day notice so that they may make arrangements for transportation.
- Detention period will be for a date and time period established by the administration.
- The administration shall decide the structure of the detention period. Study hall, intervention, lunch

detention, or work in the classroom may be possible assignments.

- All students must serve the day of detention they are assigned unless the administrator or assigning teacher excuses them. A signed note or a call from the parent stating the reason must be presented prior to the start of the assigned discipline.
- Students will not be excused from detention to participate in extracurricular activities.
- Failure to serve detention on the date assigned will result in a Thursday School (2-hours). Working at a job away from home is not a valid excuse.

### **EXPULSION**

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

### **IN SCHOOL RESTRICTION**

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

### **OUT OF SCHOOL SUSPENSION**

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

### **THURSDAY SCHOOL**

Thursday School is a 2-hour discipline time which will take place 2:55-4:55 on Thursdays during the school year. It is intended to serve as part of the discipline system in the high school setting. Students will report to the office immediately after school and will be escorted by the Thursday School monitor to a classroom where they will complete schoolwork. Any student that does not report to an assigned Thursday School or that does not follow Thursday School guidelines, will be assigned additional discipline consequences. Students who are absent from school on a day that Thursday School has been assigned will be required to serve the following week.

## **CODE OF STUDENT CONDUCT**

### **AIDING AND ABETTING**

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

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

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

Prescription drugs and over the counter drugs: Medications and drug-like substances must be prescribed by the

student's personal physician and be authorized by the school principal's office before any substance is permitted for personal use or possession by a student at school. Medication must remain in the principal's office. No person shall use, have on his/her person or possessions, have within his/her assigned school locker, be within easy access of, be under the influence of, sell, intend to sell, transport, give away or conceal any unauthorized mood-altering chemical, substance or article used for the intake, concealment, or distribution of such mind or mood-altering substance. Also included in this category are look-alike, counterfeit substances that are represented as mood-altering chemicals when in fact they are not, or which are mood-altering chemicals falsely represented to be a different substance. No student shall use, have on his/her person or possessions, have within his/her assigned school locker, be within easy access of, sell, intend to sell, transport, give away, or conceal any article or paraphernalia that is commonly associated with or reasonably construed to be used for the use of any mood-altering chemical. Ohio Law (Section 2925.01) (P) of the Ohio Revised Code) and House Bill 435 mandate that every school district notify students that involvement with look-alike, counterfeit substances is punishable by criminal prosecution. The penalty may be reduced if the student completes an assessment process. Legal authorities will be notified. The second occurrence or violation will automatically include a recommendation for expulsion.

### **BULLYING / HARASSMENT (BP 5517.01)**

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

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

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

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

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

**Gender/Ethnic/Racial/Religious/Disability Harassment** (Verbal): Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, racial, disability or other protected class, etc. toward a fellow student, staff member, or other person associated with the school district. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the school district by refusing to have any form of social interaction with the person. (Nonverbal): Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school district. (Physical): Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, other person associated with the school district.

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

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

No personal Communication Devices (PCDs) are to be used by students during the school day. Students are prohibited from using a PCD except during after-school activities and while riding in school vehicles. Students that must use a PCD to monitor or address a health concern in accordance with the student's Individualized Education Plan (IEP) or Section 504

Plan will be permitted to do so. Students that bring their PCD to school must store them in a lockbox and pick them up at the end of the school day. Violations of this policy may result in the following disciplinary measures:

- A. Issue a verbal warning and require the student to store the PCD in accordance with this policy.
- B. Confiscate the PCD and store it securely in a staff-controlled locker, bin, or drawer for the duration of the class or period.
- C. Confiscate the student's PCD and store it in the facility's central office for the remainder of the school-related event or school day.
- D. Confiscate the student's PCD in the facility's central office to be picked up by the student's parent or guardian.
- E. Schedule a conference with the student's parent or guardian to discuss the student's PCD use.
- F. Loss of privilege to bring a PCD to school for a designated length of time or on a permanent basis.
- G. In-school suspension.
- H. Out-of-school suspension.
- I. Expulsion.

If the violation involves an illegal activity (e.g. child pornography, sexting), the school official will also refer the matter to law enforcement or child services. The PCD will be confiscated and may be turned over to law enforcement if a violation involves potentially illegal activity. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Board Policy 5771 - Search and Seizure. A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal or Superintendent.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

### **CHEATING**

Students shall not cheat. Cheating (including the use of AI to cheat) shall include, but is NOT limited to, plagiarism, copying homework, copying computer documents, using cheat sheets, obtaining answers from another student on a test or quiz, and allowing other students to use their materials with the intent to cheat. Any student caught cheating may be given a zero on the test, quiz, or assignment and parents will be notified.

### **COMPUTER USE AGREEMENT (BP 7540)**

All students must comply with the rules/regulations of the computer use form that they sign at the beginning of each school year. Students who violate the computer policy will lose their computer privileges as well as receive disciplinary action.

### **CRIMINAL LAW**

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

### **DISRESPECT AND/OR NON-COMPLIANCE WITH DIRECTIONS OF ADMINISTRATORS, TEACHERS, AND OTHER SCHOOL PERSONNEL**

Students shall be respectful to, and obey all directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers, and all other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel.

### **DISRUPTION OF THE EDUCATIONAL PROCESS OR ACTION ATTEMPTING TO DISRUPT THE EDUCATION PROCESS**

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

### **DRESS AND GROOMING**

The spirit of the dress code is to encourage an appropriate atmosphere for school. The appearance of Bethel High School students is expected to be a reasonable and respectful reflection of our school and community. Students and their parents are responsible for students' proper dress and personal appearance at school and school events.

All staff members are responsible for adhering to and enforcing the school dress. The Principal's decision about dress code issues is final. The administration reserves the right to adjust or alter the dress code to address issues or concerns that may arise.

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

Students should follow these guidelines when considering dress for school:

1. Any insignia or clothing depicting alcohol, drugs, weapons, explicit or implied sexual messages, foul language, or other offensive symbols or language are prohibited. Clothing/accessories that may be related to gang affiliation are not permitted.
2. Pictures, photographs, or words on clothing that are demeaning to another person or group, or incite disruption are not permitted.
3. The American Flag may not be worn inappropriately.
4. Low-cut tops, see-through blouses or dresses, backless tops or dresses, midriff tops exposing the waist, tank tops, tube tops, and halter tops are examples of styles which are considered inappropriate for school. Clothing must be of sufficient coverage so as not to show bare skin around the waist, cleavage or reveal undergarments.
5. **Shoulders/straps of sleeveless shirts must be a minimum of 3" wide.**
6. Students may not wear caps, hats, gloves, or sunglasses inside the building. These items must be removed upon entering the building. **Students that wear hoodies to school must NOT put the hood up during the school day.** Head coverings for religious purposes are acceptable.
7. The minimum length of shorts and skirts is to the tip of the fingers as arms swing naturally. Shorts or skirts that do not reach to the tip of the fingers must be worn with leggings underneath.
8. Pants must be worn at the waist so as to not reveal undergarments while sitting, standing, or reaching.
9. Suitable footwear must be worn at all times.
10. Rips/tears or holes in jeans should be no higher than fingertip length.
11. All clothing should be clean and in good repair.
12. Blankets are not permitted to be worn during the school day.

*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.*

### **EXTORTION**

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

### **FALSE ALARMS**

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

### **FIGHTING/ PHYSICAL ALTERCATION/ ASSAULT**

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

### **FORGERY/ FALSE STATEMENTS**

The oral or written use of misleading or false information including but not limited to names, dates, grades or other data and schoolwork. Students shall not falsify any school forms, school records, correspondence, or any school data not herein listed. This includes "hacking" into unauthorized computers, sites, or information databases, and transmitting unauthorized academic information. Forgery also includes signing parent, guardian, or teacher signatures.

### **GAMBLING**

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

### **HAZING**

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No employee of the school district or any student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Failure to abide by this policy will necessitate disciplinary action, and individuals may be liable to Ohio Law as a 4<sup>th</sup> degree misdemeanor (ORC 2902.21)

### **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

Any student who leaves the school property before the dismissal hours without permission of the principal or administrator is subject to disciplinary action. Parents will be contacted if, at any time during the school day, there is uncertainty as to a student's whereabouts or the reason for the absence. Permission to leave school before the end of the day must be granted by the administrator. No student will be released without proper parental permission. CCP and Senior Privilege students are required to sign in and out through the attendance office.

### **LOITERING**

Loitering is defined as the willful presence in a school building, restricted area of a school building, or school grounds at an unauthorized time. Students are not to be in an unauthorized area unless given permission by a staff member. Students are not to re-enter the building after school unsupervised.

### **MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE OR THE PROPERTY OF SUCH A PERSON, REGARDLESS OF WHERE IT OCCURS**

The Board prohibits misconduct committed by a student against a school official or employee including but not limited to harassment (of any type), vandalism, unauthorized touch, destruction of property (school or personal), on any school bus in transit to/from school or during any school sponsored activity.

### **OBSCENITY**

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

### **PLAGIARISM**

Plagiarism is an act or instance of stealing and/or claiming as one's own the ideas or words of another. The writer who copies from any publication without documenting the source is a plagiarist. The student who copies from a writing done by another student is a plagiarist. The student who willingly allows another student to copy his own work is equally as guilty as the student who has copied. *A grade of "0" will be given.*

### **SEXUAL MISCONDUCT**

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

### **SKIPPING CLASS**

A student shall not cut any class, study hall, library, homeroom, field trip, etc. in which (s)he has been scheduled. This includes not attending a class after it has been added following a schedule change.

### **SKIPPING DETENTIONS OR SATURDAY SCHOOL**

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

### **SMOKING (SMOKELESS TOBACCO AND TOBACCO PRODUCTS)/NICOTINE/VAPOR/E- CIGARETTE**

School regulations do not permit the use or possession of tobacco or items used for smoking (pipes, lighters, etc.) in any form by students on school property or at school functions. This regulation specifically forbids the use and possession of any form of tobacco on school buses, in restrooms, in the buildings, and on all school grounds, and property. All forms of tobacco or tobacco-like substances including smokeless, vapors, e-cigarette, or any form not listed herein.

### **THEFT, DAMAGE/ VANDALISM OF SCHOOL AND PRIVATE PROPERTY**

Students shall not steal, damage, or vandalize school property or private property belonging to the school. Violations of this Conduct Rule may result in Suspension/Expulsion from school. Students are encouraged not to bring anything of value to school. The school is not responsible for personal property.

### **THREAT OF VIOLENCE**

Any threat of serious harm, injury, life, etc. on any student, employee, or volunteer of Bethel Schools will be dealt with to the fullest extent of the Code of Conduct and the law. Threats of a serious nature will be turned over to the authorities and/or juvenile court. An assessment may be required to enable the student to return to school if suspension or expulsion is given. Any serious situation will not be taken as a "joke" in the current atmosphere of violence in our society.

### **UNAUTHORIZED USE OF/ MISUSE OF SCHOOL OR PRIVATE PROPERTY/LOITERING**

Students must obtain permission to use any school property, or any private property located on school premises. Any unauthorized use of school property shall be subject to disciplinary action. Students are not to be in an off-limits area unless accompanied by a staff member.

### **VIOLATION OF BUS RULES**

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

### **VIOLENT CONDUCT**

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

### **WEAPONS AND DANGEROUS INSTRUMENTS**

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

### **RESTROOM USAGE**

Students are expected to use District restroom facilities consistent with their biological sex. Any request for alternative bathroom usage must be submitted to the Superintendent of Schools for approval. Violations of this Conduct Rule may result in Suspension/Expulsion from school.

### **BUS TRANSPORTATION**

#### **EXPECTATIONS**

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 makes 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 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 disciplinary actions.

- School bus transportation is a privilege to the students, 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 meeting their bus at the scheduled time.
- 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) and remain seated.
- Students are to cooperate with the bus driver. Drivers are expected to maintain reasonable order on their bus and have the authority to take 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 student missing the bus at the end of the school day should report immediately to the office.

#### **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 not 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 entire 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.

### **TRANSPORTATION DISCIPLINE**

The bus driver is in complete charge of the bus at all times. Pupils failing to comply with the driver, or breaking 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 the bus while in motion
- Eating, chewing gum, or littering
- Excessively loud noise of any kind
- Throwing paper or other objects
- Refusal to follow requests of the bus driver
- Riding or attempting to ride a bus to which the student is not assigned or attempting to board or disembark at an unscheduled stop.
- Use of squirt guns, bean guns, etc. and the driver shall confiscate such items.
- Other misbehavior that is judged by the driver as being disruptive.

#### **Major misconduct 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 the bus.
- Defacing property (vandalism)
- Foul or vulgar language and/or gestures
- Other misbehavior that is judged by the bus driver as being disruptive.