



Student/Parent Handbook
2016-2017

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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 creators of knowledge. 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,



Mrs. Dedrick

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BETHEL MIDDLE SCHOOL BELL SCHEDULE

<u>Regular Bell Schedule</u>	
1ST	7:30 – 8:17
2ND	8:20 – 9:07
3RD	9:10 – 9:57
H.I.V.E	10:00 – 10:35
LUNCH	See Below
4TH	11:18 – 12:05
5TH	12:08 – 12:55
6TH	12:58 – 1:45
7TH	1:48 – 2:35

<u>Regular Lunch Schedule</u>		
Grade	Lunch Room	Gym
6th	10:35 – 10:55	10:55 – 11:15
7th	10:45 – 11:05	10:35 – 10:45 10:55 – 11:05
8th	10:55 – 11:15	10:35 – 10:55

<u>2-hr Delay Schedule</u>	
1ST	9:30 – 10:10
2ND	10:13 – 10:48
LUNCH	See Below
3RD	11:30 – 12:05
4TH	12:08 – 12:43
5TH	12:46 – 1:21
6TH	1:24 – 1:59
7TH	2:02 – 2:35

<u>2-hr Delay Lunch Schedule</u>		
Grade	Lunch Room	Gym
6th	10:48 – 11:08	11:08 – 11:28
7th	10:58 – 11:18	10:48 – 10:58 11:18 – 11:28
8th	11:08 – 11:28	10:48 – 11:08

<u>2-hr Early Release Schedule</u>	
1ST	7:30 – 8:07
2ND	8:10 – 8:44
3RD	8:45 – 9:17
4TH	9:20 – 9:52
5TH	9:55 – 10:27
6TH	10:30 – 11:02
LUNCH	11:05 – 11:45
7TH	11:50 – 12:35

<u>2-hr Early Release Lunch Schedule</u>		
Grade	Lunch Room	Gym
6th	11:05 – 11:25	11:25 – 11:45
7th	11:15 – 11:35	11:05 – 11:15 11:35 – 11:45
8th	11:25 – 11:45	11:05 – 11:25

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. Students who are observed upholding these appropriate behavior actions will be praised and rewarded through our Online Reward System. Students will be able to use their reward points to “purchase” individual rewards, class rewards, and school-wide rewards based on the number of rewards points they have earned. Rewards will vary based on the point value and time of year – we will have weekly, quarterly, semester, and end-of-year rewards. These appropriate behaviors are characterized by our HIVE Five. The HIVE Five are attributes that represent Bethel Middle School culture and climate and are statements we will live by here at BMS!

We have INTEGRITY

Doing What’s Right – Even When No One is Looking

Cafeteria	Wait your turn; stay in line Use your own code; only drink/eat what is yours Report issues/concerns to cafeteria supervisors
Gymnasium	Turn found items into Lost & Found Check area when entering and leaving the bleachers Report issues/concerns to supervisors
Hallways & Walkway	Pick up and throw away trash, even if it’s not yours Turn in found items to Lost & Found Report issues/concerns to nearest staff member
Restrooms	Report issues/concerns to the office
Bus	Be a role model with positive language/behavior Report issues/concerns to bus driver
Classroom	Be honest; do your own work Turn in work on time; put your name on your paper Report issues/concerns to the teacher/supervisor

We Are READY TO LEARN

Cafeteria	Listen to directions & guidelines from staff Know your lunch code Make wise food/drink choices; each lunch every day
Gymnasium	Respond to cues for behavior improvement Listen to directions, guidelines, and expectations from staff with VOICE 0 Use restrooms before entering or after leaving the gym
Hallways & Walkways	Go directly to where you are supposed to be Store books, materials & personal items properly in lockers Take all necessary books/materials with you to class
Restrooms	Use restroom/drinking fountains in a timely manner Return immediately to class when finished
Bus	Gather and take all personal items with you when getting off the bus Listen to directions from bus driver Come to and leave school prepared to learn
Classroom	Arrive to class on time; bring all materials to class every day Be attentive and focused; strive to do your very best Ask questions; be ready to collaborate as well as work independently

We are RESPECTFUL

Cafeteria	Use good manners; use positive language & voice level Raise hand for assistance; leave seat only with permission
Gymnasium	Include others; keep personal space Use positive language & voice level Follow directions first time; replace equipment when finished
Hallways & Walkways	Stay to the right Use positive language & voice level
Restrooms	Give others privacy; use positive language & voice level Put trash in receptacles; keep walls & surfaces free of graffiti
Bus	Keep personal space; leave others' belongings alone Use positive language & voice level Follow rules & guidelines given by driver
Classroom	Accept others & their differences Use positive language & voice level Talk with permission; follow all rules & guidelines set by teacher/supervisor

We are PROBLEM SOLVERS

T.H.I.N.K. Before You Speak or Act

Cafeteria	Help clean spills & messes Speak only with your neighbor in line or at your table
Gymnasium	Share and take turns; help others respond to cues for behavior improvement Help clean spills & messes; assist supervisor when requested
Hallways & Walkways	Take turns using your locker & be patient Use self-help skills; walk away from disagreements & seek help from staff when necessary
Restrooms	Help clean spills & messes Do not engage in conversation or situations with other students
Bus	Look out for and assist others Use kind words and avoid confrontation; seek help from driver when necessary
Classroom	Use active listening when other students are sharing Think critically before making a choice or responding Ask for help from classmates with permission; ask for help from teacher when needed

We are SAFE

Cafeteria	Keep hands, feet, and objects to self; remain in a single file line Clean your area, throw all trash away in receptacles
Gymnasium	Keep hands, feet, and objects to self Walk to and from the bleachers; run only during appropriate activities Play by the rules
Hallways & Walkways	Walk at all times; stay to the right Obtain a hall pass when traveling during class time; use designated/shortest route to destination Keep locker locked; keep your phone & other devices locked in your locker all day Report unknown guests in the building to nearest staff member
Restrooms	Wash your hands with soap and water; use facility appropriately Keep feet on floor; Keep hands, feet, and objects to self
Bus	Check area when entering/leaving your seat Take safety drills seriously; follow directions the first time they are given Keep hands, feet, and objects to self; stay seated at all times; keep feet on the floor
Classroom	Use materials and technology appropriately Follow student code of conduct; take safety drills seriously Get permission to leave the room

VOICE LEVELS

PBIS Continued

Level 0 = no talking

Level 1 = soft voices that can be heard up to 1 foot away; i.e. whispering or one-on-one conversation

Level 2 = soft voices that can be heard up to 2 feet away

Level 3 = loud voices that can be heard 3 feet away or more

CAFETERIA: Level 2

GYM: Bleachers – Level 1; Floor – up to Level 3

HALLWAY: Level 2

RESTROOM: Level 0

BUS: Level 1

CLASSROOM: Level 0-3 as determined by teacher

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.

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 (see below).
4. Show any sign of disrespect toward any school employee either on or off school property, at any time.
5. 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.
6. Disrupt school by use of violence, force or coercion. Students will not cause material disruption or obstruction to the normal school day or any school-related function.
7. Disrupt class, lunchtime, or school activity either vocally or physically.
8. Act, behave, or talk in any way that may be construed as a threat upon the mental or physical well-being of any school employee or visitor. Insubordination to any staff member will not be tolerated at any time.
9. Cause physical harm to another person, threaten to harm, harass, bully or show disrespect to fellow students or staff.
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. Students are not to 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.
15. Violate the Computer Network and Internet Use Agreement.
16. Use electronic devices, such as but not limited to: cell phones, e-readers, tablets, laptops, etc. without the expressed consent of a school employee. 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.
- 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 Quarter 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.

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 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 blouses or dresses, backless tops or dresses, midriff tops exposing the waist, tank tops, tube tops, halter tops, or any top that 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 undergarments while sitting, standing, or reaching.
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 or classrooms. These items must be removed upon entering the building or classroom.
7. The minimum length of shorts and skirts is five inches (5") from the top of the knee. Shorts or skirts that do not reach to five inches (5") above the knee must be worn with leggings underneath.
8. 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.
9. 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, with no holes or fraying above the knee.

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. The student will be asked to make alterations to or change clothes in order to be in compliance with the dress code.
2. The student's parent will be contacted.
3. 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. In addition, students who damage property, either accidentally or purposefully, may be held responsible for paying for the damage.

3 Strike System: For both Common Areas and Classrooms

3 Consequences in 1 Quarter (recorded online) = 1 Detention

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

3 Saturday Schools in 1 Semester = Suspension

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 hart 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 include:

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 30minutes. 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 2 detentions – 1 as the make-up and 1 for skipping – in which case both detentions will be considered in the 3-strike system.
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. In the event that an out-of-school suspension is necessary:
 - a. Parents will be notified, and a hearing will take place between the principal and the student and/or the parents/guardian. The student and/or parent will have an opportunity for an appeal.
 - b. No credit will be given for school work in the days of the suspension.
 - c. Students who are suspended may not be present on school property, unless prior approval has been given in order to meet with the Principal or Guidance Counselor. The student may not participate or attend any school activities or contests, or be present at activities or on property controlled by the school.
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)

The State of Ohio (Ohio Revised Code 3321.01) states that all persons between the ages of six and eighteen must attend school all day every day. School attendance is vital to the academic success of each pupil; therefore, 100% attendance should be the goal of each student and his/her parents and/or guardians. 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 parent does not call in by 8:30am, the school will make every attempt to contact the parent/guardian at home or place of employment to determine to reason for the absence.
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. 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 authorized absences, when excessive and interfere with a student's education, as truancy.

TYPES OF ABSENCES

1. **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.
 - 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. There are **FIVE** (5) Parent-excused absences per semester per 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 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 **FIVE DAYS PER SEMESTER LIMIT**.*

- 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.

HALF DAY ABSENCES: Students coming in between 8:00am and 11:00am will be considered a half day absent for the morning; students coming in after 11:00am will be considered a full day absence. Students who leave school after 11:00am will be considered a half day absent for the afternoon. Half-day absences will be combined to make full-day absences. These absences must follow the procedure as listed above for reporting the absence and providing the office with notification of Parent-excused absences.

Once a student has used his/her FIVE (5) Parent-excused absences within the semester, he/she will be required to submit Professionally-excused notes from a legitimate licensed professional. Notes from a licensed professional must be received within TWO (2) days upon return to school to be accepted as authorized.

For example, if, in a semester, a student has used three parent-excused absences to go on vacation with his family and two 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 semester.

Authorized Excuses include, but are not limited to:

- a. Personal/Family illness or hospitalization
- b. Doctor or dental appointments – parents should make every attempt to avoid doctor/dental appointments during the school day.
- c. Death in the family or of a relative (up to 2 days with funeral documentation).
- d. Religious holiday – Must be approved by the principal prior to the absence.
- e. Family Vacations – Only authorized if the Pre-Planned Absence Policy for Vacations is followed and approved by the principal. *See page 7 for the Pre-Planned Absence Policy for Vacations.*
- f. Court appearances
- g. Medically necessary leave for a pregnant student (Board Policy 5751)
- h. Other emergencies or circumstances as approved by a building administrator.

Note: Absences during district-wide testing periods, such as State tests or semester exams, must have a medical or legal note to be considered an Authorized absence.

2. **Unexcused:** The student is not allowed to receive credit for make-up work that is completed for these absences. Students with an unexcused absence may not participate in after-school extracurricular activities on the day of that absence. Reasons for an absence to be considered unexcused include: parent does not report or submit a note for an absence within two (2) days upon return to school, the excuse for the absence is not authorized (see Authorized excuses above), or the student has exceeded the number of Parent-excused absences within one semester without a medical or legal note.

Unauthorized absences include, but are not limited to:

- a. Failure to call in or submit a note with an authorized excuse (see Authorized Excuses above) within two (2) days of the absence.
- b. Failure to obtain approval prior to a pre-planned absence
- c. Any excused deemed unauthorized by the principal
- d. Student has exceeded the number of Parent-excused absences within one semester without a medical or legal note.
- e. Truancy
- f. Suspension/Expulsion

3. Tardies

- a. *Tardy to School:* Students who arrive after first period begins but before 8:00am will be considered tardy.
 - 1st Tardy in the Semester – warning
 - 2nd – 4th Tardy in the Semester – assigned detention
 - 5th and subsequent Tardies in the Semester – assigned Saturday School
 - Every three (3) unexcused Tardies to school will be considered one unexcused absence for court truancy purposes.
- b. *Tardy to Class:* Students who arrive to class (periods 2-7, including intervention) after class begins. (See bell schedule page 4.)
 - 1st – 3rd Tardy per class per semester – documented and disciplinary consequences determined by teacher
 - 4th Tardy per class per semester – detention assigned by teacher with parent notification
 - 5th Tardy per class per semester – Office referral

OTHER TYPES OF ABSENCES

1. SCHOOL-RELATED ABSENCES AND FIELD TRIPS - Students who are to be absent from one or more class due to a school-related function or field trip must complete a FIELD TRIP ABSENCE FORM to be filled out by their teachers. It is necessary for the student to adhere to the due dates and make-up work given to the student by the teachers in order to be given credit for the work. Forms will be duplicated and students will receive a copy of the FIELD TRIP ABSENCE FORM for their records.
2. PRE-PLANNED ABSENCES AND FAMILY VACATIONS - Students who are to be absent from school due to a pre-planned absence or a family vacation must complete a VACATION ABSENCE FORM to be filled out by the parent and teachers. The form must be completed and approved by the principal at least five (5) days prior to the first day of the absence in order for the absences to be considered excused. Students will only be allowed up to five (5) days for vacation as long as the student has not exceeded the FIVE allowable Parent-Excused days that semester (See Attendance Policy page 5). Vacation absences may not be authorized during State-mandated or district/building-wide tests, such as PARCC testing or semester exams.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

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.

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. *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.
2. Early Release or Late Arrival: When a student arrives to school late or leaves school early, it is 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.
3. School-related Absences & Field Trips: Any work due during the school-related absence or field trip 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.

TRUANCY

Truancy is defined as the accumulation of unexcused absences a student acquires within a school year without a legitimate excuse from a licensed professional. In addition, absences, even with parent approval, if excessive and/or interfere with a student's education may be interpreted as truant.

In accordance with local and state truancy laws, the school districts must notify a student's parent or guardian in writing of chronic and habitual truancy. The district will also file a complaint jointly against a child and the child's parents/guardians in the juvenile court of the county in which the student resides (ORC 3313.663(B) and ORC 2919.222) if the child is habitually or chronically truant to school.

The district will notify a student's parent/guardian of unexcused absences and the possible disciplinary action associated with truancy as follows:

HABITUALLY TRUANT:

- 5 days of unexcused absences in one semester – first warning letter sent home
- 7 days of unexcused absences in one semester – second warning letter with assigned Saturday School
- 12 days of unexcused absences in one school year – third warning letter with two assigned Saturday Schools; attendance officer from juvenile court notified

CHRONICALLY TRUANT:

- 7 consecutive unexcused absences – first warning letter sent home with assigned Saturday School
- 10 unexcused absences in one month – second warning letter sent home with TWO assigned Saturday School; attendance officer from juvenile court notified
- 12 unexcused absences in one month – third warning letter with assigned out-of-school suspension

SCHOOL POLICIES AND PROCEDURES

Agenda Books

Students will be issued agenda books at the beginning of the school year. Students should 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"). 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 remain on the bus until 7:20am at which time they will be released to go directly to their lockers. Students who are dropped off to school should arrive no earlier than 7:15am and must enter the main entrance doors and remain there until 7:20am. Students should not be in the hallways, classrooms, locker rooms, or bathrooms before 7:20am.
2. After School Hours – Students who ride the bus home will report to the bus pick-up area 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 cafeteria for supervision 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 the

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 for their locker room locker during the sports season they are involved in.

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 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 Electronic Devices

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 electronic devices, including cellphones, turned off and stored in their lockers. CELL PHONES MUST NOT BE ON THEIR 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. 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 privileges. Students and parents should be aware that all computers, electronic devices and their contents are property of Bethel Local Schools.

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.

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. 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” (as defined in “Attendance”) 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 (as defined in “Attendance”). For participation in athletic 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”).

Fees

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 if a payment plan has not 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:

\$200 per HS sport per child (grades 9-12)

\$100 per MS sport per child (grades 7-8)

\$50 HS Band; \$50 HS Choir

Note: There is a family cap of \$500 for the year for ALL activities

Field Trips

Field trips are academic activities that are typically held off school grounds. Each student must have a written permission form signed by his/her parent/guardian before participating in the field trip and turned into the supervising staff member by the assigned due date prior to the trip.

Students may be withheld from field trips in order to fulfill academic obligations in other classes, if they are experiencing academic difficulty, if they have had excessive absences, have been suspended or have had a history of disciplinary actions. Students are responsible for following the “Pre-Planned Absence” policy and guidelines as described in “Absences”.

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 order 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.

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 the cafeteria. Students will be expected to follow the Student Code of Conduct in the gym during the lunch period as set form by the

administration and supervisors. The Lunch Supervisors and Principal reserve the right to adjust, alter, or impart specific rules and regulations as necessary to ensure the safety and security of all students during the lunch time.

Hall Passes

The **ONLY** hall pass that will be honored in Bethel Middle School is that which is found in the back of the Student Agenda. 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 demerit and/or disciplinary action for behavior.

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 articles kept in student lockers without locks. Lockers remain the property of Bethel Local Schools and are subject to search at any time.

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 are encouraged to 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.

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 in the immediate area in which they were eating. Students are to dispose of their trash in trash containers at the rear of the cafeteria. Recycling should be used when possible and available.

Students will **ONLY** be allowed to use the restrooms in the Middle School Hallway (C-Hall) during and will only be permitted to use those restrooms when permission is explicitly granted from the lunch supervisors in the cafeteria. Once students enter the gymnasium after eating lunch, students will not be permitted to leave the gym; therefore, they must use the restroom prior to entering the gym. Classroom areas and hallways are off-limits to students during lunch time.

Parents can set up accounts for students by sending in cash or check for the account. Students will be informed when the account is running low. Parents can use the "Pay-For-It" App (downloaded to your personal device), the online link from the district webpage, or send money with the student to add money to the student's account. 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.

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 a 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, immunizations against meningitis and HPV are recommended by not required for school attendance.

Medicine in School

Students are not to bring medicine to school under ordinary circumstances. 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 office or school website. 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.

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. 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.

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 many 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. 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, sign a register, and receive and wear a visitor badge. 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 notify the secretary that they are 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 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.

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+	99-100	Superior	4
A	95-98	Superior	4
A-	93-94	Superior	4
B+	91-92	Above Average	3
B	86-90	Above Average	3
B-	84-85	Above Average	3
C+	82-83	Average	2
C	75-81	Average	2
C-	73-74	Average	2
D+	71-72	Below Average	1
D	67-70	Below Average	1
D-	65-66	Below Average	1
F	0-64	Failing	0

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. **For the high school and the middle school** 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 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 insubordinate for skipping class.

ATHLETICS

Students in grade 7 and 8 are permitted to participate in OHSSA-sanctioned sports offered at Bethel Middle School. Students should consider their participation in athletics a privilege and not a right. Involvement in the athletic program is earned and not given. All rules and regulations pertaining to athletics and conduct must be strictly adhered to throughout the academic year, as set forth in the Athletic Handbook.

ELIGIBILITY

All participants in athletics must maintain a 2.0 grade point average (GPA) and have no more than one (1) F in the nine weeks preceding participation. Also, participants must pass five (5) full units, in addition to PE, in the nine-week grading period preceding participation (as per OHSSA regulations).

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.

NEW FOR 2016-2017 SCHOOL YEAR

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:

- Date
- Student name
- Reason for request
- Name & address of the care provider/baby sitter
- Whether the request is for AM, PM or both
- Phone number
- Parent/guardian signature