

**BETHEL HIGH SCHOOL
BETHEL, CONNECTICUT 06801
(203) 794-8600**

**WEBSITE: www.bethel.k12.ct.us
BHS SCHOOL CODE #070-025**

**STUDENT AGENDA BOOK
2020-2021**

"Attitude is Everything"

Christopher Troetti, Principal
Gary Lawlor, Associate Principal
Mari Lerz, Assistant Principal

This agenda belongs to:

Student's Name: _____

Student's Number _____
(5 digits)

(There will be a replacement fee for a lost Agenda Book)

Cover Design by: Brody Trew, Class of 2021

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NEASC ACCREDITATION STATEMENT

Bethel High School is accredited by the New England Association of Schools and Colleges, Inc., a nationally recognized organization whose affiliated institutions include elementary school through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by NEASC indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs.



NON-DISCRIMINATION POLICY

The Bethel Public Schools do not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, genetic information, protected veteran status or any other basis prohibited by law. The Bethel Public Schools provide equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the Bethel Public Schools nondiscrimination policies should be directed to: Dr. Kristen Brooks, Assistant Superintendent, Title IX Coordinator, or Christine Sipala, Director of Special Education and Pupil Services, Section 504 District Coordinator; 1 School Street; Bethel, CT 06801

PART I: WELCOME BACK!



Bethel High School

DAVID W. DEAKIN EDUCATIONAL PARK
300 WHITTLESEY DRIVE · BETHEL, CONNECTICUT 06801
P 203.794.8600 F 203.778.7448



Christopher M. Troetti
Principal

Gary M. Lawlor
Associate Principal

Mari Lerz
Assistant Principal

September 2020

Dear Students,

To say that we are living in unusual times is truly an understatement. Despite what is happening in the world around us, we are excited to welcome you back to school. Our steadfast commitment to you, your education, and your wellbeing is our top priority, as always. We will continue to advocate for your academic, social and emotional needs as we navigate these challenging times together.

In doing so, we must be cautious and careful every step of the way. The school experience may feel extremely different this year. There are new rules, new expectations, and new schedules. We need your partnership in following these critical guidelines so that we can keep EVERYONE safe and healthy.

Please don't hesitate to reach out to us (your administrators, teachers, counselors, etc.) if you have any questions or need our support.

Together, as Wildcats, we will manage these challenging times.

Sincerely,

Christopher M. Troetti
Principal

Gary M. Lawlor
Associate Principal

Mari Lerz
Asst. Principal

**PART II: MISSION, CORE VALUES, BELIEFS &
VISION FOR THE GRADUATE**

MISSION STATEMENT

The mission of Bethel High School is to develop lifelong learners who are emotionally, intellectually, and socially competent and are committed to the betterment of their community, while having the confidence to pursue their aspirations in an ever-changing world.

CORE VALUES

Wildcat PRIDE

1. Perseverance
2. Respect
3. Integrity
4. Dependability
5. Empathy



BELIEFS

- We believe that developing caring and supportive relationships are essential for the physical, social-emotional, and intellectual development of our students.
- We believe civically engaged students are able to effectively communicate, make informed decisions, problem solve and contribute to society.
- We believe that perseverance is a habit of mind to be fostered and enhanced throughout our community of learners.
- We believe that a challenging and personalized curriculum fused with technology fosters students' intellectual curiosity, innovation, critical thinking and collaboration.
- We believe that educational excellence benefits the entire community and is the shared responsibility of the students, families, educators, staff and citizens.

OUR VISION OF THE GRADUATE

We know that in the age of information and the shift to a global economy, students who graduate from the Bethel Public Schools are going to need to demonstrate skills and knowledge, which prepare them for college and/or career readiness. In literature, these skills are sometimes referred to as 21st Century Skills, which we are now referring to as global competencies. We expect that students who graduate from the Bethel Public Schools be proficient in all skill areas. These areas include: Collaboration, Creativity and Innovation, and Critical Thinking. We also felt that it was critical to develop a common definition of each competency, key skills embedded within the competency and define "what it looks like" when a student is demonstrating those skills in the form of rubrics. The rubrics can be found in the Supplemental Section.

PART III: NEW SCHOOL RULES FOR 2020-21

MORNING PROCEDURES:

- Students cannot enter the building until after 7:30 a.m.
- Parent Drop off at Front Entrance after 7:40 a.m. or when the last bus leaves; Drop Off in Upper Lot only.
- Parent Drop off at Back Entrance after 7:30 a.m.
- Students must WEAR MASK on the bus and upon entry to building.
- **Upon arrival, students must report directly to their 1st Block class.** They must not congregate in the hallways. Teachers will make sure the classrooms are open.
- A Grab-and-Go Breakfast will be available in the cafeteria.

LUNCH PROCEDURES:

- The Lunch Procedures are still under review and will be shared with students/parents once they have been finalized.

AFTERNOON PROCEDURES:

- No Final Bell at the end of the day. Instead we will announce dismissals.

BELL SCHEDULES:

- The daily Bell Schedules and Rotation Calendar will be emailed to all students and parents. We recommend that you print out a copy of this and keep it on your refrigerator and inside your Agenda Book. Please note that these schedules are subject to change.

CLASSROOM GUIDANCE:

- At the beginning of each class period, teachers will take attendance for ALL students (those in class and those who are participating from home). Students will lose credit if they accumulate over 10 absences in a class.
- Students must sit at the same desk every day (teacher will assign seats).
- Students are not to share any materials with other students. This includes educational equipment and personal items.
- Students will assist in cleaning equipment (computers and desks) after use.
- For PE, students will not be changing for class. Students must dress appropriately on PE days. Locker rooms will not be used during the school day.
- For Choral/Band classes, students will be spaced out by 12 ft.
- Students (and parents) must not record daily lessons per our Responsible Use-Tech Policy.

DISTANCE LEARNING WEDNESDAYS:

- There will be a separate time schedule for Distance Learning Wednesdays. Once determined, this schedule will be emailed to students/parents.
- On Wednesdays, students are required to log-into Zoom at the beginning of each class. Attendance will be taken.

REMOTE LEARNING:

- Students who select the remote learning option must still be present for class at the scheduled class time for a true synchronous learning experience.
- All classes will be maintained on Google Classroom.
- Teachers will use Zoom (not Google Meets) for students at home.
- After direct instruction and/or teacher direction, students may be able to log off to complete assignments in Google Classroom
- Special education, intervention and EL services will also be provided synchronously as they would in school.
- Students should note that teachers will be unable to provide feedback quickly as they are managing students in the classroom simultaneously.
- Students on distance learning must ideally pick up materials, supplies, textbooks prior to the first day of school.

MASKS:

- Students are required to bring their own masks to school (and a spare).
- Masks must be worn on the bus, when entering and exiting the building during all passing times, and when students cannot maintain a physical distancing of 3-6ft.
- Mask Breaks may be allowed in the classroom if students are seated 3-6ft apart **and at the discretion of the teacher.**

HALLWAY/PASSING PROCEDURES:

- The Hallways will be set up for one-way traffic only. Students must follow the directional arrows.
- Stairwells will be designated as UP/DOWN. Students must use the appropriate stairwell.
- Students are not to congregate in the hallways.
- Students must wear their MASK during passing time.

BATHROOM BREAKS:

- Students will not be able to use the bathroom during passing time. Bathrooms will be locked during passing times.
- Students will be able to use the bathroom during class time with a pass from their teacher. Students must use their Agenda Book passes! Only one student out of the classroom at a time.

- Students may not congregate in the bathrooms.
- Students must wash their hands before leaving the restroom.

HEALTH & HYGIENE:

- All students are required to do health screenings daily prior to coming to school. This includes temperature checks and the checklist for COVID symptoms.
- Students and staff must not attend school if presenting with COVID symptoms.
- Students and staff should not report to school if tested for COVID and still awaiting results, even if asymptomatic.
- Students & staff will be sent home if presenting with symptoms.
- Students and staff must engage in frequent hand washing or sanitizing upon arrival to school, before and after meals, after bathroom use, after coughing or sneezing, upon arrival to Health Office, and after outside activities.
- If staff or students travel to other states/countries listed as having high infection rates, they must quarantine for 14 days.

ATHLETICS:

- Coaches, officials, and support staff will wear masks.
- Athletes must wear masks when they are not engaged in physical activity.
- Sharing of equipment, food, or water will not be permitted.
- Equipment will be disinfected between use.
- Athletes are expected to do daily health screenings.
- Locker Room Procedure:
 - Individual teams will be assigned times to change after school.
 - Locker room will not be open after practices (Exception will be football so pads can be dropped off and disinfected between practices).
 - Locker room supervisor will be present to enforce social distancing guidelines.

EXTRACURRICULAR ACTIVITIES:

- Extra-curricular activities will only occur if they can meet public health guidelines.
- No in-person field trips.

VISITOR POLICY:

- No visitors allowed in the building except those legally mandated.
- Parent meetings will be conducted via Zoom.
- Outside speakers will not be allowed in the building.

PART IV: BETHEL HIGH SCHOOL INFORMATION

1. ADMINISTRATIVE & ADVISOR CLASS ASSIGNMENTS

GRADE	YEAR	ADMINISTRATOR	ADVISORS
Grade 9	Class of 2024	Mr. Lawlor	TBD
Grade 10	Class of 2023	Ms. Lerz	Mr. Fox & Ms. Kenney
Grade 11	Class of 2022	Mr. Lawlor	Ms. Bradshaw & Ms. Warren
Grade 12	Class of 2021	Ms. Lerz	Ms. Musser

2. ADVISORY PROGRAM

All students at BHS are assigned to an Advisory group for their four years of high school. The purpose of the program is to strengthen the connection between faculty members and students, to promote a positive school culture, to foster discussions on a variety of topics in order to keep students engaged and informed about their community/world, and to disseminate important information. Students, staff members, various clubs/groups are encouraged to plan advisories for the school community. Advisories take place 2-3 times per month. Attendance is mandatory.

3. AGENDA BOOKS

All students will receive an Agenda Book. This book will assist students with daily planning, time management, and academic achievement. The Agenda Book acts as a Student Handbook containing sections on school procedures, policies, academics, services, discipline, and activities. Students are required to bring the Agenda Book to school every day. If students need a hall pass, they must use the passes located at the back of the Agenda Book. Should students lose their Agenda Book, they may purchase a new one for a nominal fee.

4. ANNOUNCEMENTS

Students may submit announcements online via the BHS News page, <https://sites.google.com/bethel.k12.ct.us/bhsnews/home>.

5. BOOKS AND EQUIPMENT

In most situations, students will receive the textbooks and equipment they need for their courses. These items must be returned in good

condition. If they are lost or damaged, the student is financially responsible for replacements or repairs. If the lost article is found after payment, the school will arrange for a refund. The student is also responsible for materials that have been lost or damaged from the Library Learning Commons. Failure to clear financial obligations will limit participation in school activities. In addition, transcripts will be withheld for students who do not take care of their financial obligations. This will impact a student's ability to enroll at a college/university.

6. BUSES

Bus drivers have the same authority as teachers, including the assignment of seats and supervision of conduct. They will report unacceptable conduct to administration. It is essential that all students are seated and behave in an appropriate manner. It is against the law to use the emergency door when there is no emergency. Students who misbehave on the school bus will receive disciplinary consequences and may be removed from the bus. **Students are required to wear masks on the school bus at all times.**

7. CAFETERIA

The cafeteria is open every day for breakfast. Lunch will be served on all days except half-days. Students should enter the cafeteria in an orderly manner **wearing masks, spaced 6ft apart**. Students are responsible to pick up after themselves and clean their tables/desks after they finish eating. Lunchroom procedures for the 2020-21 school year are still to be determined. Once the process is finalized, it will be shared with students and parents.

More information about our School Food Service can be found on the BHS website under the School Info tab (Lunch Information/Forms). Here, you can find menus, directions for setting up an online account for meal payments, and applications for free/reduced meals.

8. CALENDAR OF EVENTS

A complete up-to-the-minute listing of events can be found on our website on the BHS Calendar link.

9. DETENTIONS

--Teacher Detentions

Teachers can assign their own detentions. Students will be given one day's notice of any detention. The scheduled date and length of the detention are at the discretion of the individual teacher. Students who fail to serve a teacher detention will be referred to the administration.

--Office Detentions

Office detentions are assigned for failing to abide by school rules. Students must arrive at the detention room by 2:19 P.M. The detention is 60 minutes long. Students late to the detention room will not be allowed to enter and they will be assigned another detention. If students are absent on the assigned day, they will be assigned another detention. While in the detention room, students must do their schoolwork. Students are not allowed to leave to get books, materials or use the bathroom. If students are sleeping, talking, or being unproductive, they will be removed from the detention room and assigned another detention date. **If students do not serve their detention or re-assigned detention, they will be assigned in-school suspension.**

10. EMERGENCY PROCEDURES

--Fire Drills/Evacuations:

When the fire alarm sounds, everyone is required to stop all work and leave the building as quickly as possible. Students and staff members will report to one of the three evacuation locations: (Upper Senior Lot, Side Senior Lot, Lower Baseball Field). Signs are posted in each classroom indicating the appropriate stairwells and exits to use. No running, talking, or disorderly conduct will be tolerated. If the corridor is smoke filled, please stay below the smoke. If an exit is blocked, follow the teacher's directions OR find another exit. If the alarm is sounded while you are in the cafeteria, you must use the nearest exit and proceed to the lower baseball field. If the alarm is sounded during passing time, you must exit the building from the nearest exit and report to the closest evacuation location. Once outside the building, you will check in with your last period teacher in the assigned evacuation area. If you cannot find your teacher, please check in with a teacher or administrator in charge of the evacuation area. Classes should stand at a safe distance from the building and should not block the driveways.

--Lock Downs:

If Bethel High School goes into a Lock Down, staff members and students must use common sense. Once a lock down is in progress, students must follow the teacher's directions and find a safe place to hide. Students must not talk and they should silence their cell phones. All rooms should be locked with lights off. Everyone should move away from the doors/windows. If time, students/staff should barricade the doors. Everyone must remain calm. If you are ever stuck in an unsupervised location (i.e. restroom, hallway, etc) and there is a violent intruder in the building, you must do everything you can to protect yourself. In this moment, you must decide to: RUN, HIDE or FIGHT.

RUN: If you are in a position to run to safety, do it! Don't hesitate!

HIDE: If the dangerous intruder is nearby, the best option may be to hide.

FIGHT: If it is too late to run or hide, you may need to fight for your life. Do it!

The conclusion of a lock down drill will be made via announcement. However, during a real lock down a police officer/administrator will unlock you from your room/office.

11. FLIERS/POSTERS

In order to post any flier/poster or advertisement, students/staff members must receive administrative approval. The posters/fliers should be attractive and not in any sense degrading. They must only be posted on the "Announcement" bulletin boards.

12. HALL PASSES

Agenda Book passes are used if a student wishes to use the lavatory or visit the nurse/staff member. If school personnel need to see a student, the staff member will issue his/her own pass. Students must not loiter in unsupervised areas.

13. LOST AND FOUND

A lost and found area for valuables and lost books is maintained near the Main Office and near the cafeteria. Students must not bring large amounts of money or other valuables to school.

14. PARKING PRIVILEGES

All students who wish to park a car on school grounds must obtain a parking permit from Ms. Tamburino in the In-School Suspension Room. Permits will be available the first two weeks of school. Cars without permits will be given a ticket. Only seniors will be allowed to park in the senior lot. All other students will use the parking lot assigned to underclassmen.

Remember: Drive slowly on school grounds. Cars **MUST** be parked between the white lines; students may not take up two parking spaces. Parking on school grounds is a privilege and may be revoked at any time. Students are not allowed to park in the faculty lot until after 3pm. Failure to follow these rules will result in disciplinary consequences.

15. PRIVILEGES FOR JUNIORS/SENIORS

Qualified seniors and juniors may arrive late or leave early when learning labs fall at the beginning or end of the day. Both students and parents must sign an agreement in order to qualify for this privilege. **This privilege will be revoked for failing grades, class cuts, habitual**

tardiness, and other major offenses. Students must sign out and may not leave school grounds without permission. **Reminder:** Learning labs that fall before a regularly scheduled class require students to remain in the building. Students will be suspended if they leave school grounds when they are not permitted to do so.

16. RECOGNITION PROGRAMS

PRINCIPAL'S POSITIVE PHONE CALLS

This program is designed to recognize a student's classroom or extracurricular achievements. Once the teacher recommends the student, the principal will contact parents by phone to congratulate them on their child's success.

BHS SCHOLARS

Every quarter, each department submits nominations to the principal to honor exemplary BHS students.

17. SCHOOL CLOSINGS, SNOW STORMS, ETC.

When it is necessary to close school due to inclement weather or have an unscheduled early dismissal, the "Schools Closed" or "Early Dismissal" announcement will be made over the radio & television stations (Channel 3, 6, & 8), websites (www.bethel.k12.ct.us or www.ctweather.com), *Twitter* (@BethelCTSuper), and text message via our SchoolMessenger communication system. *There will be no school activities, including athletics, on days when school is closed due to inclement weather.* Depending on the situation, we may activate a distance learning schedule during a school closure.

18. WORKING PAPERS

Working papers may be obtained in the Main Office. A written promise of employment is necessary to obtain working papers.

PART V: ACADEMICS

1. ACADEMIC DEPARTMENTS

If students or parents have any questions related to a certain department (i.e. curriculum, course offerings, field trips, etc), please contact the chairperson of that department.

DEPARTMENT	CHAIR	CONTACT INFORMATION
Applied Studies	<i>Mark Doolan</i>	doolanm@bethel.k12.ct.us
Art	<i>Rebecca Lacey</i>	laceyr@bethel.k12.ct.us
Athletics	<i>Mark Caron</i>	caronm@bethel.k12.ct.us
English	<i>Katherine Burke</i>	burkek@bethel.k12.ct.us
Mathematics	<i>Jen Variale</i>	varialej@bethel.k12.ct.us
Music	<i>Manny Arboleda</i>	arboledam@bethel.k12.ct.us
NJROTC	<i>Mark Dwinells</i>	dwinellsm@bethel.k12.ct.us
PE/Health	<i>Stacie Kaye</i>	kayes@bethel.k12.ct.us
School Counseling	<i>Leanne Fuccillo</i>	fuccillo@bethel.k12.ct.us
Science	<i>Ray Turek</i>	turekr@bethel.k12.ct.us
Social Studies	<i>Jessica Galbraith</i>	galbraithj@bethel.k12.ct.us
Special Education	<i>Meghan Stabile</i>	stabilem@bethel.k12.ct.us
World Language	<i>Andreia Dovale</i>	dovalea@bethel.k12.ct.us

2. ACADEMIC CONCERNS

If you have any concerns about a class or questions regarding your grade/progress in the class, it is important that you speak to your teacher immediately. If you are unable to resolve the issue, you should then speak with the department chairperson. If the situation is still not resolved, you may then speak to your counselor followed by your administrator. Please adhere to this chain of communication:

- teacher
- dept. chairperson
- counselor
- administration

3. EXTRA HELP

Teachers are available for extra help by appointment. Students should schedule extra help appointments virtually with their teachers at mutually agreeable times. Extra Help at Bethel High School may also be offered through other means soon to be determined.

4. GLOBAL COMPETENCIES

In order to promote 21st century learning expectations for all students, the Bethel Public Schools developed global competency rubrics in the areas of critical thinking, creativity & innovation, and communication & collaboration to measure students' achievement of these expectations. These rubrics can be found in the supplemental section.

5. COURSES AND CREDIT

Students are required to carry a minimum of seven credits per year. A full-year course carries one Carnegie unit. A full-year course, which includes a laboratory period, carries 1.2 Carnegie units. We also offer semester courses which carry .5 Carnegie units.

6. PROMOTION REQUIREMENTS

Promotion to 10 th Grade:	5.0 Carnegie Units
Promotion to 11 th Grade:	11.0 Carnegie Units
Promotion to 12 th Grade:	17.0 Carnegie Units

Failure to achieve the required number of credits for promotion will result in a change in the student's class assignment (i.e. student shall be retained in grade). Students who are retained in grade will be notified over the summer.

7. GRADUATION REQUIREMENTS

To qualify for a Bethel High School diploma, students must complete, with a minimum grade of D- (60), a total of 25 Carnegie units/credits. Students must be enrolled in a minimum of seven classes per semester. Students must earn their credits from the required areas of study and elective areas. Students should select courses that satisfy their interests, prepare them for further education, and teach them skills with which to enter the world of employment.

For the Graduating Classes of 2021 and 2022:

Courses shall be distributed in the following manner:

- English – 4 credits
- Social Studies – 3 credits (1 credit World History, 1 credit U.S. History)
- Civics - .5 credit
- Mathematics – 3 credits (Accounting may fulfill one credit of this requirement)

Science – 3 credits (1 credit Biology)
Physical Education – 1.5 credits
Health Education – .5 credit (1 semester)
Fine Arts – .5 credit (Art, Music or Theater Arts)
Applied Studies – 1 credit (.5 Personal Finance)
Digital Technology – 1 credit (see *Program of Studies*)
Approved and Documented Service Learning - .5 credit
Capstone Program – 1 credit (.5 junior and senior year)
Elective courses – 5.5 credits

For the graduating class of 2023, 2024 and thereafter:

Courses shall be distributed in the following manner:

● **Humanities**

English – 4 credits
Social Studies – 3.5 credits (1 credit World History, 1 credit U.S. History, .5 Civics)
Fine Arts - .5 Credits Art, Music or Theater
Humanity Elective - 1 credit (English, Social Studies, Art, Music, Culinary or Child Development)

● **STEM**

Mathematics – 3 credits (Accounting may fulfill one credit of this requirement)
Science – 3 credits
Digital Technology – 1 credit (see *Program of Studies*)
Applied Studies - .5 credit (.5 credit Personal Finance)
STEM Elective - 1.5 credits (Mathematics, Science or Engineering)

● **World Language, Physical Education and Health**

World Language - 1 credit
Physical Education – 1 credit
Health and Safety – 1 credit (.5 9th grade health)

● **Approved and Documented Service Learning - .5 credit**

● **Capstone Project – 1 credit (.5 junior and senior year)**

● **Elective courses – 2.5 credits**

In addition, students must demonstrate competency in the Bethel School District’s performance expectations—currently defined by the PSAT benchmarks and the NGSS Science assessment. Any student scoring below the proficiency mark will be required to take additional coursework and/or complete an alternative assignment/assessment.

8. ADDING/DROPPING COURSES

A great deal of time and effort on the part of the staff is devoted to developing an individual program for each student. Once the school year begins, students must not seek any schedule/program changes

unless the reason is compelling. A course and/or program should be selected with the idea of completion in mind. Trying a subject and then dropping it is not permitted. Therefore, it is essential that students and parents put sufficient time and thought into the process to assure a satisfactory program. School counselors will make changes for only the following reasons:

1. *Incomplete schedule or insufficient credits*
2. *A course scheduled in error by the school*
3. *As a result of courses failed in June*
4. *As a result of successful completion of summer school*
5. *Student submitted a **Schedule Change Form** with signatures from teachers, parent, dept. chair and their administrator who gives the final approval.*

A Withdraw Fail (WF) grade will be given for dropping a course after the first 5 weeks of school, for reasons other than those stated above.

9. TRANSFER CREDITS

Transfer credits used to meet the requirements for graduation shall be granted upon approval of the Superintendent of Schools or his/her designee as follows:

- *Credits earned at an accredited public high school prior to registration at Bethel High School.*
- *Credits earned prior to registration at Bethel High School at a private school approved by the Connecticut State Department of Education.*
- *Credits for courses receiving prior approval from the high school principal or his/her designee when taken at a secondary or institution of higher learning.*
- *Credits for courses passed during participation in an overseas program or during enrollment in a secondary school in another country are subject to verification.*

10. HONOR ROLL

Honor roll is determined once all grades are submitted and stored for each marking period. A minimum of 6 courses must be carried to qualify for the Honor Roll.

Distinguished Honors	Average of 93.0 or better in each course with no mark below "A"
High Honors	Average of 90.0 or better with no mark below "B-"
General Honors	Average of 85.0 or better with no mark below "C+"

11. GRADING SYSTEM & WEIGHTS

The Bethel High School grading system has incorporated a “weighting system” for all courses offered in the curriculum. Since courses differ in their levels of academic challenge, the weighted class rank provides a more accurate representation of students’ academic achievement.

The weighted system of grading does **NOT** affect honor roll calculations. It is used **ONLY** for the purpose of calculating class rank. All courses offered at Bethel High School have been assigned to a level of instruction. Numerical values have been assigned to each grade a student may earn at each level of instruction (see table).

GRADE	PERCENT	Academic Level 3/4	College Prep Level 2	Honors Level 1	A.P.
A+	97-100	4.00	4.33	4.83	5.33
A	93-96	3.67	4.00	4.50	5.00
A-	90-92	3.33	3.67	4.17	4.67
B+	87-89	3.00	3.33	3.83	4.33
B	83-86	2.67	3.00	3.50	4.00
B-	80-82	2.33	2.67	3.17	3.67
C+	77-79	2.00	2.33	2.83	3.33
C	73-76	1.67	2.00	2.50	3.00
C-	70-72	1.33	1.67	2.17	2.67
D+	67-69	1.00	1.33	1.83	2.33
D	63-66	.67	1.00	1.50	2.00
D-	60-62	.33	.67	1.17	1.67
F	59 and Below	0.00	0.00	0.00	0.00

P=Pass I=Incomplete W=Withdraw WF=Withdraw Failing

Pass/fail courses cannot be included in the calculation of class rank. Only courses which are awarded Bethel High School credit will be counted toward class rank. A transcript of work completed in another high school will be attached to the Bethel High School transcript as part of a student’s permanent record. Courses taken out-of-district for enrichment and personal growth will not be considered toward high school ranking in Bethel but may be included on the high school transcript. A student’s class rank will be calculated after the completion of each semester of sophomore, junior, and senior year. For members of the graduating class, the determination of the valedictorian and salutatorian will be based on courses taken through the seventh semester.

12. COURSES FOR COLLEGE CREDIT

Bethel High offers a number of courses that will provide students with college credit. Earning college credit while in high school allows students to save money on future college tuition, to graduate college earlier, to experience the rigors of university courses and to explore different majors. Below is a list of ways that students are able to earn college credit while still attending BHS. We strongly encourage all students to take advantage of one or more of these offerings. Course Descriptions can also be found in the *Program of Studies*.

--**A.P. CLASSES:** Advanced Placement courses give students the chance to try college-level work in high school and to gain valuable skills and study habits for college. If a student achieves a “qualifying” grade on the AP Exam, there are many colleges that give credit for his/her efforts. A student’s efforts pay off in the form of AP awards, time and money saved in college, and the chance to be challenged by studying a subject in depth. All students enrolled in AP courses must pay for the test in the fall and take the test in May. If students cannot pay the amount in full, they must meet with Ms. Lerz to set up a payment plan.

--UCONN/WCSU/NVCC COOPERATIVE PROGRAMS:

Bethel High School has partnered with the University of Connecticut, Western Connecticut State University, and Naugatuck Valley Community College in order to provide college-level courses to Bethel High students. These courses carry university credit provided the student meets initial participation and academic requirements.

13. LOSS OF CREDIT

If a student loses credit in a course due to excessive absences (over 10 in one semester), that student will make an appeal to the Attendance Review Committee. Students will complete a Reinstatement of Credit Form. The Attendance Committee will review the student’s appeal and decide whether or not credit should be reinstated.

14. SUMMER SCHOOL

If a student receives a final grade between 40-59 (F) in any course, the student will be eligible to enroll in a Summer School Credit Recovery course to make up the class and receive credit. Upon earning a passing grade in the summer school course, a "P" and the applicable credit will be added to the permanent transcript. If a course is not offered through Bethel Summer School, it may be taken at another area summer school with PRIOR administrative approval. Please note: financial assistance is not offered with summer school courses.

15. COMMUNITY SERVICE/ SERVICE LEARNING

BHS students are required to participate actively in their local community and give back in a variety of ways. As a graduation requirement, students in the Class of 2021, 2022, and 2023 must complete 40 hours of community service **at a non-profit organization by the conclusion of their junior year.** At this time, students in the Class of 2024 must complete 60 hours of community service. To receive credit for this requirement, students must bring in evidence of **all** of their hours at one time. This evidence includes letters from the organizations in which they worked on formal letterhead. These letters should state the student's name, number of hours completed with the organization, the type of work completed, and it should be signed by the student's supervisor. All letters that document the total hours must be submitted to Ms. Hook in the Counseling Office. If this requirement is not fulfilled, students will not receive their diploma or participate in the graduation ceremony.

16. STANDARDIZED TESTS AND DATES

--SAT I and SAT II (Scholastic Aptitude Test)

These tests are given annually to juniors and seniors either at BHS or at neighboring school. The **SAT I** is a Reasoning Test that measures critical thinking skills needed for academic success in college. The test is divided into three sections: critical reading, math, and writing. **SAT II** tests are subject-specific tests in English, social sciences, sciences, world languages, and math. **SAT I** and **SAT II** tests cannot be taken on the same day. All juniors will participate in the SAT School Day in the spring of 2021.

--PSAT (Preliminary Scholastic Aptitude Test)

This is a reasoning test which assesses many skills that are important to students' success in college. The scores of junior test takers are also used in determining National Merit Scholarships. The **PSAT** will be administered to all Grade 9-10 students in both the fall and spring. Grade 11 students will take the PSAT in the fall of 2020 and the SAT in the Spring of 2021.

--NGSS (Next Generation Science Standards Assessment)

The NGSS assessment is administered to all juniors in the spring of 2021. This assessment will require students to use information, observations, and data to think and act like scientists. Questions will challenge students to show a deeper understanding of their scientific knowledge by making sense of the natural world and solving problems. The test is untimed and administered on a computer.

<u>PSAT DATES</u>	<u>SAT DATES</u>	<u>ACT DATES</u>
*10/14/2020	08/29/2020	09/12/2020
*03/24/2021	09/26/2020	09/13/2020
	10/03/20	09/19/2020
	*10/14/2020	10/10/2020
	*11/07/2020	10/17/2020
	12/05/2020	10/24/2020
	03/13/2021	10/25/2020
	*03/24/2021	12/12/2020
	05/08/2021	02/06/2021
	06/05/2021	04/17/2021
		06/12/2021
		07/17/2021

***This test will be administered at Bethel High School.**

Please note: All testing dates are subject to change during the pandemic.

17. ACADEMIC PROGRESS UPDATES

Academic progress updates, also known as interims, are made by teachers during the halfway point of each marking period. Teachers will update their grades, make comments on individual assignments, and provide general feedback on a students' progress. Students and parents are asked to check Power School to view these updates.

18. EXAMINATIONS

Examinations will be given in January and June. The exam is worth 10% of the semester average. The marking periods are worth 45% each.

- A student who fails to report for a midterm or final exam without a legitimate reason will receive a zero.
- If a student is absent from an exam due to illness, a parent must notify the Attendance office no later than 8:20a.m. on the morning of the exam. Arrangements will be made for make-up examinations only for students who report their absence. Otherwise, the make-up exam is at the discretion of the teacher.
- Seniors with an "A-" average (90 or higher) at the end of a semester course (electives) or at the end of a year-long course may be exempt from final exams in that course. If an exam is required for college credit and the student wishes to earn the college credit, then he/she must take the exam even if the student maintains an "A-" average.

Please note: Midterm and Final Exams may be eliminated during the pandemic. If the exams are removed, the marking periods within each semester would count as 50% each.

19. CAPSTONE PROGRAM

The BHS Capstone Program is a four-year program which counts as a 1-credit graduation requirement. Throughout the program, students will complete such things as personality and interest inventories, conduct career explorations and reflect on possible future careers. Many of these activities will take place in academic classes, advisories and school counseling developmental guidance workshops. Students are awarded 1 credit their senior year for completing specific tasks and assignments. All of these tasks are designed to help students identify interests that they might pursue for their senior year Capstone project.

Freshman year students will conduct career explorations and update their Student Success Plan.

During freshman year students will complete:

- Strengths Explorer
- the 9th grade Student Success Plan survey

Sophomore year requirements will include career exploration and updating the Student Success Plan. Other specific tasks will help guide the student in the direction of their capstone project.

During their sophomore year students will complete:

- A career interest profiler
- A 10th grade Student Success Plan survey

Junior year requirements include tasks and activities to help guide students toward choosing a Capstone pathway. Students will participate in Career Pathways Day, complete a career research paper in English class and will review their student success plan and write a project proposal paper in their history class. By the close of junior year, students will have selected their capstone pathway for their senior year.

Senior year students will have chosen a pathway and will focus on completing their capstone project. Students will be required to create a project/experience that focuses on an interest, career path or academic pursuit that aligns with their Student Success Plan and demonstrates their ability to apply the knowledge and skills they acquired during their high school career. To earn their 1 credit capstone requirement, students must successfully complete and present their culminating project during the first semester of their senior year to a capstone committee. Students will be enrolled in a first semester Capstone course in order to provide support and direction for their project.

20. NATIONAL HONOR SOCIETY

“The purpose of this organization shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the pupils of the American Secondary Schools.”

Candidates for the NATIONAL HONOR SOCIETY become eligible for membership by maintaining a 3.4 weighted grade point average for the first two years of high school. Scholarship, however, is only one of the requirements necessary for induction into the society. Candidates must also give evidence of their leadership abilities, their character traits of honesty and reliability and their willingness to render service (to fellow students, school, and community). To meet the service requirement, candidates must have completed the BHS community service hours and have participated in targeted projects in their community. Candidates’ credentials and qualifications are then assessed by their current and former teachers and other designated members of the staff. The selection of members is made by a majority



vote of a faculty council. If a student is not selected in junior year, he/she may become eligible in senior year by maintaining the 3.4 GPA through the senior year up to the time of selection, and meeting all the other qualifications.

LEADERSHIP is considered highly important for membership. The number of offices held and the quality of leadership in class, club, and sport organizations are extremely important. Leadership roles in community activities are also considered.

SERVICE is defined not only as membership in school and other organizations, but is also defined in terms of the value of contributions made. What contribution has this candidate made to his/her school, classmates, and community? What is the student’s attitude toward service?

CHARACTER is perhaps the most difficult quality to define. Besides considering positive qualities of personality, the committee considers such things as the student’s standards of honesty and reliability, the student’s concern and respect for others, and the student’s willingness to cooperate both in and out of class.

PART VI: STUDENT SUPPORT SERVICES

1. SCHOOL COUNSELING SERVICES

Counseling Assignments for the 2020-2021 school year:

Counselor Assignments	Class of 2024 9th	Class of 2023 10th	Class of 2022 11th	Class of 2021 12th
Mason	A-C	A-Di	A-Di	A-Di
Fuccillo	D-J	Do-K	Do-K	Do-La
Caridi	K-Q	L-Q	L-Q	Le-Q
DeBenedetto	R-Z	R-Z	R-Z	R-Z

School Counseling Appointments: Students are assigned to a School Counselor when they enter high school. They will remain with the same School Counselor throughout their high school career. Each year, School Counselors meet with their students either individually or in small groups to discuss transition into high school, academic planning and post-secondary planning. Students are always welcome to request an appointment.

- Students may request to see their School Counselor for:
- Course selections/academic planning/program changes
 - Graduation requirements
 - Counseling (academic and personal issues)
 - Post-secondary planning

If you would like to schedule an appointment with your School Counselor - please scan the QR code below:



Once you scan the QR code, you will be redirected to the School Counseling “Schedule an Appointment” page. Please click the name of your School Counselor and then log into your Bethel High School gmail account. You will see a list of appointment blocks that are open for you to select. To schedule an appointment, double click on the time block. Please only book appointments during your free time. Meetings may also be held via Zoom. A reminder will be sent to you prior to your appointment with the location of the meeting.

Sending Transcripts: The Bethel High School Counseling Office sends three (3) transcripts to colleges or other institutions without charge. Additional transcripts are charged \$5.00 each and sent upon payment. Transcripts cannot be released without the written consent of the students and/or his/her parent or guardian. Therefore, it is necessary for the student and/or parent to sign a “Transcript Request” form giving Bethel High School permission to send the transcript to the institution.

Withdrawing from School: If a student is moving to another school district or leaving school for other reasons, he/she should ask the school counselor to explain withdrawal procedures.

2. HEALTH SERVICES

The Health Office is located in the main hallway opposite the auditorium. School nurses are available to provide emergency care for students due to accidents or sudden illness. Except in the case of an immediate illness/injury or emergency, students should report to class or learning labs and request a pass to the nurse. It is essential that emergency phone numbers, including parents’ work numbers and emergency contacts are on file in the health office. Students cannot be dismissed from school due to illness without the permission of the school nurse and parent/guardian. The nurse can be contacted at 794-8600 ext. 1262.

•**Injury:** If a student has been injured and requires the services of a physician, it is important the school nurse is made aware of this situation to make appropriate accommodations. The health/medical information reviewed by the nurse from the doctor should include: Diagnosis and recommendations; physical activity restrictions/limitations, and necessary treatment/nursing interventions. If a student has a doctor’s note that restricts him/her from participating in Physical Education classes, that student will also be restricted from participating in athletics or other physical extracurricular activities. If physical activity restrictions are imposed,

the student must obtain a clearance note from the physician in order to return to or participate in PE or athletics.

NOTE: all students diagnosed with a concussion will be kept out of PE class until final written clearance by a licensed health care provider is received in the Health Office. Final clearance includes clearance of all academic restrictions as well as full return to unrestricted participation in Physical Education classes.

•Illness: If a student is sick, the student should remain home for the health and safety of all other students. If seen by a physician for medical treatment, bring documentation for the student's medical file. If a student is being treated with medications for any contagious disease, the student should be medicated a minimum of 24 hours prior to returning to school (i.e. Strep throat). If a student has a fever of 100.4 or greater, he/she should remain home and "fever free" for 24 hours (without medication such as Advil/Tylenol) before returning to school.

•School Accident Insurance: This insurance may be available for a nominal charge in September. It insures all accidents (excluding interscholastic athletics) that may occur during school-related activities. Information will be announced in September.

•Medication: Bethel Board of Education policy requires a physician's order for **all** medications including both prescription and "over the counter" non-prescription medication. A new "Authorization for Medication" form must be completed for each academic school year. In order for the school nurse to administer medication during the school day, the Medication Administration form must be completed by **both** the physician and the student's parent/legal guardian. Medication is not allowed to be carried by students during the school day. The only exception is inhalers or Epipens, again with the proper written permission. "Authorization for Medication" forms can be obtained in the Health Office and on the BHS website.

•Physical Examinations: Bethel Board of Education policy, **5141.3(a)**, along with State Mandate **C.G.S. 10-206** requires a complete physical examination for all 9th graders. The examination can be completed by a licensed physician, advanced practice registered nurse, or a physician assistant. Any physical dated after July 1st of 2020 will meet this requirement. Any 9th grade student who does not have a completed physical on file will not be allowed to start 10th grade until this state requirement is met. It is important that the school nurse be kept updated on any changes of a student's

medical condition or medication pertinent to a student's full and safe participation in school.

Students participating in any athletic activity as defined by C.I.A.C are required to have a complete physical examination **annually** before the student starts to practice. All students and parents/guardians must sign into Family ID (found on the BHS website under Athletics at <https://www.familyid.com/pages/home>) prior to the start of an athletic season and complete all sections within Family ID in order to be approved for participation. Please note: a physical is valid for 13 months from the time of the exam.

3. SCHOOL RESOURCE OFFICER

Bethel High School's School Resource Officer (SRO) is an officer of the Bethel Police Department who applies a community-policing philosophy within the school environment. The SRO patrols and provides a policing function. The officer is proactive and attempts to solve problems in partnership with the school community. The SRO is a resource for Bethel High School who is trained to "keep the peace" so that students can learn.

4. PSYCHOLOGICAL SERVICES

School psychologists assist students to better understand and manage learning, emotional, and behavioral difficulties. Students may request an appointment with the school psychologist in the Student Services Office.

5. SOCIAL WORKER SERVICES

Two social workers are available to help students/families with personal problems. The offices are located in the Student Services Suite.

6. SUBSTANCE ABUSE COUNSELOR SERVICES

The Student Assistance Counselor provides assessment, short-term counseling, and referrals to students and their families. The counselor runs student groups for life skills building and academic achievement. She also provides education to faculty, parents and community on adolescent issues and substance abuse.

7. COLLEGE & CAREER CENTER

The College and Career Center is open five days a week as a resource to assist students in all phases of their post high school planning. Students can find information about college, technical schools, careers, as well as military service information. The Career Center coordinator is available to meet with students individually to assist with completing

college applications, resume writing, scholarships and more. Students are welcome to visit the career center when they have free time during the day and both before and after school on scheduled days. Students visiting during lunch or a learning lab must have a signed pass from a sending teacher and sign in upon entering.

The CCC provides assistance connecting students to our web-based resource, Naviance Student, which provides college and career exploration information and activities. It also plays a vital role in tracking the college application process. In the fall and winter, the center hosts visits from colleges, universities and technical schools. These admissions representatives provide an overview of their school, and answer student questions. Visits are hosted in the CCC during the school day and open to seniors and juniors only. Students must sign up in advance via their Naviance Student account.

8. LIBRARY LEARNING COMMONS

The BHS Library Learning Commons is a useful place to visit both in-person and virtually for researching information, completing school assignments, and browsing for reading choices. Students can access a wide variety of resources from the LLC including print selections, online databases, citation creation tools, and research organizers. Students are encouraged to visit the LLC's webpage and/or contact the Library Media Specialist for more information about and for access to our many available resources.

- **Passes:** Students must have a pass to visit the LLC and must check in at the front desk when they enter. If a student needs to leave when signed into the LLC, a Library Learning Commons staff member must be notified.

- **Hours:** Hours for the LLC are listed online and posted on the front door of the Library Learning Commons. Hours are subject to change due to special schedules and circumstances.

- **Borrowing policies:**

---Library materials may be checked out for 20 school days (approximately 4 weeks) and may be renewed as often as needed. There is an overdue fine of 5 cents per school day (with a maximum fine of \$2.00 per overdue). Any lost, damaged, or missing materials will be added onto a student's account at an appropriate replacement cost. Students are encouraged to speak with LLC staff about any questions or concerns about the library's borrowing policy as special arrangements can be made for any owed materials. We just want you to enjoy reading!

---Digital resources (including e-books and databases) are available for student and staff use via the LLC's webpage. Digital resources are automatically returned after a specified lending period. Special requests can be made for materials in digital format. Please contact the LLC staff for more information.

---School-issued devices will be checked out from the LLC by the Library Learning Commons Specialist, Library Paraeducator, Library Media Tech and/or IT staff. These devices and their care will be detailed in the Blended Learning Environment Family-School Partnership Guidelines & Agreement. Devices should be returned to the LLC or IT staff by the specified date for the school year and/or for that device type.

- **Technology Use:** Students are encouraged to bring and use their own and/or school-issued devices in the LLC. Students are reminded that technology utilized during school hours should be used for academic reasons and should refer to the district's Acceptable Use Policy for further information.
- **Technology Assistance:** LLC staff and student library interns work to help BHS community members with technology issues and will assist in communication with district IT staff.
- **Extra Help:** Academic assistance for a variety of subject areas can be accessed via the LLC, including writing, math, world language, science and research assistance. Please visit the LLC webpage and/or contact the Library Media Specialist for details.

PART VII: STUDENT ACTIVITIES

1. PARTICIPATION REQUIREMENTS

Participation in Bethel High School's extracurricular and athletic activities program is considered a privilege, not a right. Participants in extracurricular and athletic activities are acting as representatives of the school and the community. As such, the participants are expected to maintain high standards of academic performance and social behavior and adhere to all school rules/policies. Students must not bully, harass, haze or taunt any other student/individual. Students must behave appropriately on all forms of social media. Students are prohibited from using, possessing, distributing any illicit drug. This includes steroids, alcohol, tobacco, marijuana, prescription medication, narcotics, vaping products, etc. Students must not host or participate in any event (on or off campus) that involves the use of illicit drugs/alcohol. Failure to adhere to this code of conduct will result in disciplinary measures and suspension from the extracurricular activity/athletic team.

Consequences for Possession/Use of Tobacco, Alcohol, Drugs, & Vape Products:

The first offense will result in a minimum 60-day suspension from all extracurricular/athletic activities and will include loss of leadership roles. Students will have the opportunity to reduce the duration of the suspension to a minimum of 21 days (3 calendar weeks) if they meet the following conditions:

- Research and respond to a published article relating to the student's infraction.
- A minimum of 2 meetings with school social worker or school counselor to discuss the behavior.
- Publicly apologize to extracurricular group/teammates and to advisors/coach.
- For a drug infraction, the student must pass a drug test conducted by a private facility. Student is responsible for the cost of the drug test.

If a student has a second offense during the same calendar school year, the student will be removed from all extracurricular activities for the remainder of the school year. Please note that the consequences for each offense can be adjusted according to the severity of the situation and the discretion of the administrator.

In order to practice, play, or participate, all students must be in school no later than 8:20 am on the days of games, practices, dances, performances, and other after-school activities/events. No early dismissals will be granted to students on days of practices/games. Students leaving school for medical reasons may not participate in practices/games/events without medical and administrative approval. If the student misses a practice/game/club meeting for any reason, he/she should contact the coach/advisor. Unexcused absences from practices, games, and club meetings/events may result in dismissal from the team/club. Students who are suspended or who are scheduled to serve teacher or office detentions are required to do so and may not participate in any activity until the suspension/detention has been served.

--Academic Eligibility

In order to participate in extracurricular and athletic activities, students must meet the following academic eligibility criteria:

Season	Academic Eligibility Criteria
Fall	Initial Eligibility is based on Semester Two Final Grades for the year. Students with more than 1 failing Semester Two Final Grade will be declared academically ineligible. <i>Please note:</i> all incoming 9 th graders are automatically eligible based upon successful completion of 8 th grade.
Winter	Initial Eligibility is based on 1 st Marking Period Grades. Students with more than 1 failing grade for the 1 st Marking Period will be declared academically ineligible. Eligibility is reviewed again once 2 nd Marking Period grades are reported.
Spring	Initial Eligibility is based on 2 nd Marking Period Grades. Students with more than 1 failing grade for the 2 nd Marking Period will be declared academically ineligible. Eligibility is reviewed again once 3 rd Marking Period grades are reported.

2. ATHLETICS

Bethel High School supports numerous varsity and junior varsity athletic teams during the fall, winter, and spring under the rules of the Connecticut Interscholastic Athletic Conference. The athletic programs contribute greatly to the participating students and to the school as a whole. In turn, students can contribute to the athletic program by participating actively as a fan or athlete. Please note: some athletic events may be postponed, cancelled, or altered during the pandemic.

--Athletic Code of Conduct

All athletes recognize that it is a privilege and honor to represent Bethel High School and the community of Bethel while participating on an athletic team. Athletes shall always conduct themselves with an attitude that is positive, exhibits pride and is representative of the Bethel community. Students must display exemplary sportsmanship and conduct toward teammates, opponents, opposing fans, officials, and others.

--Resolving Conflicts

For any athletic issues, the following steps should be taken:

- First, the athlete must address the concern with his/her coach.
- If the situation is not resolved, then the athlete should meet with the Athletic Director.
- If the situation is still not resolved, the parents and athlete may request a meeting with the coach and Athletic Director.

--Spectator Code of Conduct

All spectators at Bethel High School co-curricular activities including athletic events are expected to follow this code of behavior:

1. *Refrain from booing, taunting, heckling and the use of inappropriate language.*
2. *Respect decisions made by athletic contest and school officials.*
3. *Attendance at any event is not a license to verbally assault others or to be generally offensive or abusive.*
4. *Any spectator failing to follow these guidelines will be removed from the event and could be banned from future BHS events for the remainder of the season and/or school year.*

--Medical Eligibility

Medical eligibility is granted only to those students who have a current annual physical on file in the Health Office. If a student has a doctor's note that restricts him/her from participating in Physical Education classes, that student will also be restricted from participating in athletics or other physical extracurricular activities.

The Bethel High School Athletic teams include:

FALL	WINTER	SPRING
Football <i>V, Froshmore</i>	Basketball <i>V, JV</i>	Baseball <i>V, JV, F</i>
Cross Country <i>V</i>	Wrestling <i>V, JV</i>	Softball <i>V, JV</i>
Soccer <i>V, JV</i>	Boys Swim Co-op <i>V</i>	Track and Field <i>V</i>
Field Hockey <i>V, JV, F</i>	Ice Hockey Co-op* <i>V</i>	Lacrosse <i>V, JV</i>
Volleyball <i>V, JV</i>	Indoor Track <i>V, JV</i>	Tennis <i>V</i>
Cheerleading <i>V</i>	Cheerleading <i>V</i>	Golf <i>V</i>
Girls Swim Co-op <i>V</i>		

**Additional Fees for this sport*

Students and parents should refer to the *BHS Athletic Handbook* for further information/policies related to BHS Athletics.

3. CLUBS AND ORGANIZATIONS

Joining a club or organization is a good way to meet students with similar interests. Each club is supervised by a faculty advisor. Bethel High School offers the following clubs, committees and organizations:

BeTV	Kindness Committee	PRIDE Club
#BHS Reads	Let's Talk Politics	Ski Club
Coffee & Christ	Marching Band	Social Justice Club
Dance Team	Math Team	Student Ambassadors
E-Sports	Mirage	Student Government
Future Business Leaders Association (FBLA)	Mock Trial	Wildcat Word
Future Educators	Model United Nations	Wildcats are Responsible (WAR)
Jazz Band	Musical	Winterguard
Key Club	On Stage Players	

Please note: Some clubs/activities may not be offered during the pandemic.

4. CLASS OFFICE

Students interested in running for Class Office must submit their speech/application to Ms. Musser, the Director of Student Activities. The offices are: President, Vice-President, Secretary, and Executive Board. Elections take place in the spring.

5. STUDENT GOVERNMENT

The Student Government serves as a forum for the expression of student opinion and as an instrument for democratic self-government. Student Government helps set school social calendars, homecoming events, provides community service, and assists at school functions.

6. HONOR SOCIETIES

Students at Bethel High School may apply for membership in various honor societies: National Art Honor Society, National Science Honor Society, National Honor Society, Tri-M Honor Society, Math Honor Society (Mu Alpha Theta), and the World Language Honor Society.

7. DANCES

During the year, dances may be held in the high school or at an off-campus facility. These dances are chaperoned by faculty members and administration. For the Winter Semi-Formal and the Junior and Senior Prom, students may bring a guest provided that the guest is school-aged

(20 years old or under). This must be requested when purchasing dance tickets. Students and guests must arrive together. The BHS student is responsible for the guest's behavior. In matters of dispute as to what is acceptable behavior while attending any school function, the administrator on duty will make the final decision.

Students absent during the school day may not attend school-sponsored functions. In order to attend a school dance, students must be in school by 8:20 a.m. There will be no unauthorized early dismissals or late arrivals. Students are not permitted to leave the building and return to the dance unless given permission to do so by an administrator. All school obligations must be met to attend (e.g. lost book fines, missing library books, class dues, parking fines, etc.). Students will not be reimbursed money if they are unable to attend a dance (e.g. medical, personal, disciplinary reasons, etc.).

All school rules are applicable and enforced at the functions. ***The use of alcoholic beverages, drugs, and tobacco/vaping products while attending any school activity is strictly prohibited.*** Upon entry to all dances, students (and their belongings) will be searched and breathalyzed. Parents will be notified in cases involving alcohol, drugs, or unacceptable behavior.

Please note: Dances will not be possible during the pandemic.

8. FIELD TRIPS

Throughout the school year, teachers conduct field trips to provide students with meaningful enrichment experiences. Such trips require a substantial commitment from each participant both in time and money, so only students interested in working to achieve the goals of each field trip should participate. Students should not pay for any field trips if they are not eligible to attend. Students may not be reimbursed money if they are found to be ineligible. In order to attend a field trip, students must meet the following criteria:

- Must have parental permission to attend. A permission form must be submitted prior to leaving the school.
- Must be academically eligible (students failing more than one class are not eligible to attend; seniors in poor standing are not eligible to attend)
- Must not have a disciplinary record that would preclude them from attending the trip.
- Must have medical clearance from the school nurse to attend. If a student has a life-threatening allergy that requires the use of an epi-pen, the student must supply the Health Office with a

current medication order and epi-pen in order for the student to participate in any field trip.

Please note: Field Trips will not take place during the pandemic.

9. BETHEL ABROAD PROGRAM

In order to broaden students' awareness of other cultures and countries, the Bethel Abroad program takes students to various destinations. In 2012, students traveled to London, Paris, and Barcelona. In 2014, students ventured to Italy; in 2016, students visited France and Spain; and in 2018, students traveled to Hawaii. In the summer of 2020, we will be taking students to Costa Rica. Students may apply for the program in the fall, make payments throughout the year, and attend the trip during the summer. The Costa Rica trip has been rescheduled for the Summer of 2021. It is organized by Ms. Andreia Dovale.

PART VIII: SCHOOL POLICIES

1. ACADEMIC INTEGRITY POLICY

Bethel High School Students are expected to act with integrity at all times. It is imperative that BHS students take responsibility for their work and their learning. If a BHS student performs an act of academic dishonesty, there are serious consequences.

Examples of Academic Dishonesty

- **Cheating** by giving, receiving, or sharing information, copying from another student or source, and/or using unauthorized materials or electronic devices, etc. This also applies to sharing Google Docs. Oftentimes, students will share their work with others in order to “help” their peers, but this is not appropriate when independent work is required. These students will also receive disciplinary consequences.
- **Collaborating** by working with another student, parent, tutor, etc. when independent work is required. Google Docs and other material should not be shared with another student unless the assignment explicitly calls for collaboration. A teacher may call into question a document that has been shared with another.
- **Failing** to cite sources
- **Falsifying** citations, sources and/or results
- **Plagiarizing** someone’s work (Taking the words, and/or thoughts of another person and representing them as one’s own). This also applies to submitting another student’s work through Google Docs.
- **Promoting** another student’s academic dishonesty
- **Submitting** the same work for different assignments/different classes and/or different teachers.

Consequences

If a student violates the Academic Integrity Policy, the following steps will be taken:

- The student, parent, and administrator will be notified.
- A referral will be sent to the office. The student may receive a warning, a detention, or an in school suspension depending on the situation.
- The student will receive a ZERO for that assignment. The student will not be able to make up the work.

- Advisors for the various Honor Societies will be notified. This offense may hinder a student's ability to be accepted into an Honor Society; it may also result in the student's dismissal from an honor society.
- Evidence of this offense will remain in the student's disciplinary file. This offense may hinder a student's opportunity to receive certain scholarships.

2. BHS Cell Phone Policy

Our priority is to provide an optimal learning environment for our students. Over the years, cell phone use at Bethel High School has become a serious disruption to the educational process. Since every student at BHS is issued a Chromebook, there is no reason for students to use their cell phone in class unless otherwise directed by their teacher.

Therefore, *unless specifically directed by the teacher*, **cell phones are strictly prohibited from use within classroom/instructional time.** Student cell phones should be stored in a student's backpack/purse and out of sight during class. Teachers *may have* their own rules regarding cell phone use/storage. Students must adhere to the individual teacher's classroom rules regarding electronic device use/storage.

The consequences for violating this policy include:

- 1st offense: Teacher Warning/Confiscation
- 2nd offense: Phone is brought to the Main Office for Parent Retrieval; Administrative Referral
- 3rd offense: Phone is brought to the Main Office for Parent Retrieval; Administrative Referral and In-School Suspension
- 4th offense: Phone is brought to the Main Office for Parent Retrieval; Administrative Referral, In-School Suspension; Loss of Cell Phone privilege (cell phone is no longer allowed in the school building)

Students will have opportunities to use their cell phones during the school day. Students are permitted to use a cell phone/electronic device in these locations provided they are not part of a class, extra help session, etc:

- In the library
- In the cafeteria
- In the hallways
- In learning labs (this does *not* include intervention labs)

3. ATTENDANCE POLICY

The Bethel Board of Education believes that regular, on-time student attendance at all grade levels is the cornerstone of any student's education; therefore, the Board obliges parents and students to assign the highest priority to regular and punctual attendance to school. The Board of Education also believes that irregular attendance, tardiness to school, and frequent early dismissals deprive students of critical educational opportunities which cannot be replicated with make-up work and which may cause students to fall seriously behind academically. **NOTE: Any student who is absent from school (excused or unexcused) cannot attend ANY after school activity/event.**

DEFINITIONS OF EXCUSED and UNEXCUSED ABSENCES

A student's absence will be considered **excused** if written documentation of the reason for the absence has been submitted within ten days of the student's return to school or meets the following criteria:

- A. For **absences one through nine**, a student's absences from school are considered excused when the student's parent/guardian approves such absences and submits appropriate documentation with signature; and
- B. For **the tenth absence and all absences thereafter**, a student's absences from school are considered excused for the following reasons:
 - a. Student illness verified by an appropriately licensed medical professional;
 - b. Religious holiday;
 - c. Mandated court appearances (documentation required);
 - d. Funeral or death in the family or other emergency beyond the control of the student's family;
 - e. Extraordinary educational opportunities pre-approved by district administrators and in accordance with CSDE guidance
 - f. Lack of transportation that is normally provided by a district other than the one the student attends;

An **unexcused absence** is any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

TRUANCY

A *truant* is any student under the age of eighteen (18) who has four (4) unexcused absences in one month, or has ten (10) unexcused absences in one academic year. When a student is truant, the administrator will schedule a meeting with the parent/guardian and appropriate school personnel to review and evaluate the reasons for the student's truancy.

Administration may also utilize outside resources such as the Department of Children & Families to assist in the prevention of truancy matters.

CHRONICALLY ABSENT

A *chronically absent child* is any student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at school during the current school year.

PARENT & STUDENT ATTENDANCE RESPONSIBILITIES

Students should *never* be absent from school or late to school without parental knowledge and consent. Bethel High School defines a school absence as missing more than one-half (1/2) of the school day, and a class absence as missing more than one-half (1/2) of the class period. Parents or guardians of high school students are directly responsible for the following so that the high school can report and verify student absences:

1. To call the Attendance Office no later than 9:00 AM *each time a student is absent to explain why that student is not in school*;
2. In addition to the phone call on the morning of a child's absence alerting the school of that absence, parents must follow-up their phone call with one of the following:
 - A. written documentation for each incidence of the student's absence within 10 days of the student's return to school that includes the parent's signature;
 - B. written and signed documentation from the school official (usually the Attendance Office Secretary) who spoke with the parent about the child's absence;
 - C. written and signed note confirming the absence by a licensed medical professional.
3. To provide the Attendance Office with an explanation for any tardiness-to-school or early dismissal requests for any reason, and to obtain authorization (pass) to class after sign-in;
4. To check the web-based attendance record regularly in order to monitor student attendance patterns from home;
5. To provide the high school Attendance Office with current telephone and/or cell phone numbers (or other reliable means of contacting the parent/guardian) during the school day so that student absences can be quickly reported.

ATTENDANCE ALERT SYSTEM

Parents and students must make every effort to keep school absences to a minimum. All absences from school or classes are tracked using specific codes by the Attendance Alert System. Attendance Alerts are the mechanism for making parents and students aware that course credits may be in jeopardy due to poor attendance. For all courses, loss

of credit will occur after ten (10) absences. In order to restore credit, students must appeal to the Attendance Review Committee.

The following absences *do not* count toward loss of credit:

1. Field Trips (maximum of 3 field trips per semester)
2. Office Appointments (pass is needed)
3. Administrative Approval of Absence
4. School Counseling Appointments (pass is needed)
5. Nurses' Office (pass is needed)
6. Special meetings, assemblies, sports, school activities and related travel
7. In-School and Out of School Suspensions

The following absences *do* count toward possible loss of credit:

1. Absences for any reason other than those listed above
2. Early dismissal (if more than half the class period is missed)
3. Class Cut

APPEALS

Once a student exceeds 10 (ten) absences, a letter will be sent home indicating the classes in which the student has lost credit. Enclosed with the letter will be an Appeal Document for each class where credit was lost. The appeal document must be filled out by the student, their parent/guardian, and the students' teacher. An Attendance Review Committee, comprised of teachers and school counselors, will review all appeal documents.

TARDINESS

Tardiness to school or class is highly disruptive to the educational process. Any student tardy to school (or class) by more than 20 minutes is considered absent. When students are tardy to class, they will be issued a tardy detention by the teacher. If they do not serve this detention, they will eventually be suspended. Once students accumulate over 10 tardies in a course, they will be suspended for one school day. When students are tardy in the morning, they will be issued a detention by the Front Desk. If students do not serve this detention, they will be referred to ISS. Morning tardies must be called in by the parent on the **day of** the tardy. These tardies will not be excused at a later date.

MAKE-UP WORK

Whenever a student has an excused absence from school he/she must take steps to complete missed work upon his or her return. If a student cuts a class or is unexcused, the teacher may not allow the student to make up the missing assignment/assessment. This is within the teacher's prerogative.

***To see the entire Attendance policy, refer to the Parent/Student Handbook of Selected Policies, Procedures and Regulations**

4. BULLYING & SAFE SCHOOL CLIMATE POLICY

I. Prohibition against Bullying and Retaliation for Reporting

The Bethel Board of Education expressly prohibits any form of bullying, teen dating violence or harassment behavior on school grounds; at a school-sponsored or school-related activities, functions, or programs whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by the Board of Education; through the use of an electronic device or an electronic mobile device owned, leased, or used by Board of Education; or through the use of any privately owned electronic device.

The Board also prohibits any form of bullying, teen dating violence or harassment behavior outside of the school setting if such behavior (i) creates a hostile environment at school for the student against whom such bullying, teen dating violence or harassment was directed, (ii) infringes on the rights of the student against whom such bullying, teen dating violence or harassment was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.

The Board includes in its bullying, teen dating violence and harassment prohibitions any written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or gender expression, socio-economic status, academic status, physical appearance, or mental, physical, developmental, or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

In addition to prohibiting student acts which constitute bullying, teen dating violence or harassment, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying, teen dating violence or harassment.

Students who engage in bullying behavior, teen dating violence or in harassment in violation of Board Policy #5131.911 and the District Safe School Plan shall be subject to school discipline, suspension and expulsion, and shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student

discipline, suspension and expulsion, and shall be consistent with state and federal law.

II. Definition of Bullying

- A. **"Bullying"** means the repeated use by one or more students of a written, verbal, or electronic communication, such as cyberbullying, or a physical act or gesture **by one or more students** repeatedly **directed at or referring to** another student attending school in the same district that:
1. causes physical or emotional harm to such student or damage to such student's property;
 2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 3. creates a hostile environment at school for such student;
 4. infringes on the rights of such student at school; or
 5. substantially disrupts the education process or the orderly operation of a school.
- B. Bullying shall include, but not be limited to, a written, verbal, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

III. Other Important Definitions

- A. **"Cyberbullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone, or other mobile electronic devices, or any electronic communications.
- B. **"Mobile electronic communication"** means any hand-held or other portable electronic equipment capable of providing date communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, an electronic tablet, a smartphone, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.
- C. **"Electronic communication"** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any

nature transmitted in whole or in part by a wire, radio, electro-magnetic, photo-electronic, or photo-optical system;

- D. **"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- E. **"Outside of the school setting"** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased, or used by the Bethel Board of Education;
- F. **"School climate"** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.
- G. **"School-Sponsored Activity"** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Bethel Board of Education. This includes all school-sponsored field trips.
- H. **"Teen Dating Violence"** means any act of physical, emotional, or sexual abuse, including stalking, harassment and threatening that occurs between two students who are currently in or have been in a dating relationship.

IV. Procedures for Reporting Bullying and Teen Dating Violence

- A. Students and parents (or guardians of students) may file written reports of bullying or teen dating violence using the form provided by the schools and found in the main offices and the counseling offices in each school. Written reports of bullying or teen dating violence must be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying or teen dating violence, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist in the building and all reports shall be forwarded to the District and school-based Safe School Climate Specialists for review and actions consistent with this Plan.
- B. Students may make anonymous reports of bullying or teen dating violence to any school employee, but we strongly encourage students to go directly to a building administrator. A student may also request anonymity when making a report, even if the student's identity is known to the school employee. All anonymous complaints shall be reviewed and reasonable action will be taken to address the situation. No disciplinary action shall be taken solely on the basis of an anonymous complaint.

- C. In investigating reports of suspected bullying and/or teen dating violence, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved.

***To see the entire policy, refer to the Parent/Student Handbook of Selected Policies, Procedures and Regulations.**

5. ALL OTHER SCHOOL POLICIES:

To access all other school policies, such as Dress Code, Harassment, Hazing, Out of School Misconduct, Search and Seizure, Suspension procedures, Technology, Tobacco, Alcohol, Drug Possession, Use and/or Sale, Weapons & Dangerous Instruments, you will find them posted on the BHS website under “Student Handbook”. You will also find district policies on the Bethel Public Schools’ website under Board of Education → Policies → Student Series 5000.

PART IX: STUDENT DISCIPLINE

1. MAJOR OFFENSES & CONSEQUENCES

BEHAVIOR	CONSEQUENCE
Arson	10 Days OSS Police Referral, Possible Expulsion
Assault	10 Days OSS Police Referral, Possible Expulsion
Bomb Threat	10 Days OSS Police Referral, Possible Expulsion
Bullying/Cyberbullying	Up to 10 Days ISS/OSS Possible Expulsion
Creating an Unsafe Environment	Up to 10 Days ISS/OSS Depending on Severity, Possible Expulsion
False Alarm or tampering with fire alarm system	10 Days OSS Police Referral, Possible Expulsion
Fighting	Up to 10 Days ISS/OSS
Harassment	Up to 10 Days ISS/OSS
Hazing	Up to 10 Days ISS/OSS
Possession, use, transmission, suspicion of use, manufacture, distribution, sale of drugs, alcohol, or other harmful substances during school hours or school sponsored events	Confiscation of items Up to 10 Days ISS/OSS Police Referral Juvenile Summons/Ticket Possible Expulsion
Racial or other Discriminatory Slurs/Drawings/Images/Gestures, etc	Up to 10 Days ISS/OSS Possible Expulsion for continued offenses
Sexual Misconduct/Harassment	Up to 10 Days ISS/OSS Police Referral, Possible Expulsion
Use of/ Possession of Tobacco products/ Electronic Cigarettes/Vaping products/Lighters	Confiscation of items Juvenile Summons/Ticket 1 st Offense-1 day ISS 2 nd Offense 2 days ISS
Violation of Technology Agreement	Up to 10 days ISS/OSS depending on severity and/or loss of privileges
Theft or possession of stolen goods	Up to 10 days ISS/OSS Police Referral, Possible Expulsion
Threats to Staff/Students	5-10 days ISS/OSS depending on severity, Possible Expulsion
Vandalism	Up to 10 days ISS/OSS Police Referral, Possible Expulsion Restitution
Weapon Possession	10 Days OSS Police Referral, Possible Expulsion

2. MINOR OFFENSES & CONSEQUENCES

BEHAVIOR	Offense	Consequence
Cheating/Plagiarism	1 st Offense 2 nd Offense 3 rd Offense	Warning, Zero on Assignment, Referral to NHS 1 Office Detention, Zero, etc 1 Day ISS, Zero, etc
Cutting Class	1 st and 2 nd Offense Continued Offenses	1 Office Detention 1 Day ISS
Failure to Serve Detention	1 st Offense 2 nd Offense	Re-Assigned Detention 1 Day ISS
Failure to Serve In-School Suspension	1 st Offense	May not return to class until ISS is served
Forgery (Notes, Documents)	1 st Offense 2 nd Offense	1 Day ISS Up to 5 Days ISS
Gambling, Card-Playing	1 st Offense 2 nd Offense	1 Office Detention 1 Day ISS
Inappropriate use of electronic devices/cell phones	1 st Offense 2 nd Offense Continued offenses	See new cell phone policy on pages 49-50
Inappropriate use of school equipment	1 st Offense 2 nd Offense	1 Office Detention 1 Day ISS
Insubordination (open defiance of authority)	1 st Offense 2 nd Offense Continued offenses	1 Office Detention or ISS depending on severity Up to 5 Days ISS Up to 10 Days ISS
Leaving School Grounds	1 st Offense 2 nd Offense	1 Day ISS 2 Days ISS
Lying / Providing False Information	1 st Offense 2 nd Offense	1 Office Detention or ISS depending on the severity
Disruptive/Inappropriate Behavior (<i>chewing gum, spitting, littering, loitering in an unsupervised area, throwing objects, etc</i>)	1 st Offense 2 nd Offense	Warning or Office Detention 1 Day ISS
Obscene Language, Gestures, Attire	1 st Offense 2 nd Offense	Warning or Office Detention 1 Day ISS
Tardiness	1 st – 10 th Offense 11 th Offense & After	Detention assigned by teacher or front desk 1 Day ISS

Please note that the consequences for each offense can be adjusted according to the severity of the situation and the discretion of the administrator.