

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

**WEBSITE: [www.bethel.k12.ct.us](http://www.bethel.k12.ct.us)  
BHS SCHOOL CODE #070-025**

**STUDENT AGENDA BOOK  
2021 - 2022**

**"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)**

*(\$25.00 replacement fee for lost agenda book)*

**Cover Design by:** Skye Greene, Class of 2022

## TABLE OF CONTENTS

<b>PART I: WELCOME</b>	5
<b>PART II: MISSION, CORE VALUES, BELIEFS &amp; VISION OF THE GRADUATE</b>	6
<b>PART III: NEW BELL SCHEDULE</b>	7
<b>PART IV: BETHEL HIGH SCHOOL INFORMATION</b>	
1. Administrative & Advisor Class Assignments	8
2. Advisory Program	8
3. Agenda Books	8
4. Announcements	8
5. Books and Equipment	9
6. Buses	9
7. Cafeteria	9
8. Calendar of Events	9
9. Detentions	10
10. Emergency Procedures (Fire Drill & Lock Down)	10
11. Fliers/Posters	11
12. Hall Passes	11
13. Lockers	11
14. Lost and Found	11
15. Masks	12
16. Parking Privileges	12
17. Privileges for Juniors/Seniors	12
18. Recognition Programs	13
19. School Closings, Snow Storms, etc.	13
20. Visitors	13
21. Working Papers	13
<b>PART V: ACADEMICS</b>	
1. Academic Departments	14
2. Academic Concerns	14
3. Extra Help	14
4. Global Competencies	15
5. Courses and Credit	15
6. Promotion Requirements	15
7. Graduation Requirements	15
8. Adding/Dropping Courses	17
9. Honor Roll	17
10. Grading System and Weights	17
11. Transfer Credits	19
12. Courses for College Credit	19
13. Loss of Credit	20
14. Summer School	20
15. Community Service/Service Learning	20
16. Standardized Tests and Dates	20
17. Homework	21

18. Academic Progress Updates	22
19. Examinations	22
20. Independent Study	22
21. Capstone Program	22
22. National Honor Society	23
<b>PART VI: STUDENT SUPPORT SERVICES</b>	
1. School Counseling Services	25
2. Health Services	26
3. School Resource Officer	28
4. Psychological Services	28
5. Social Worker Services	28
6. Substance Abuse Counselor Services	28
7. College and Career Center	28
8. Library Learning Commons	29
<b>PART VII: STUDENT ACTIVITIES</b>	
1. Participation Requirements	31
2. Athletics	32
3. Clubs and Organizations	34
4. Class Office	34
5. Student Government	34
6. Honor Societies	34
7. Dances	34
8. Field Trips	35
<b>PART VIII: SCHOOL POLICIES</b>	
1. Academic Integrity Policy	36
2. Attendance	37
3. Bullying & Safe School Climate	40
4. Cell Phone Policy	44
5. Dress Code	45
6. Harassment	46
7. Out of School Misconduct	47
8. Search & Seizure	47
9. Suspension Procedures	50
10. Technology Policy	51
11. Tobacco, Alcohol, Drugs	56
12. Weapons and Dangerous Instruments	59
<b>PART IX: SCHOOL DISCIPLINE</b>	
1. Major Offenses	60
2. Minor Offenses	61
<b>PART X: DAILY CALENDAR</b>	
<b>PART XI: THE SUPPLEMENTAL SECTION</b>	
<b>PART XII: HALL PASSES</b>	

## **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**



Christopher M. Troetti  
*Principal*

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

Gary M. Lawlor  
*Associate Principal*



Mari Lerz  
*Assistant Principal*

September 2021

Dear Students,

We are excited to start a new school year and to see everyone back in the building. The pandemic has taught us many lessons: to be patient and kind; to appreciate and safeguard our health, to help and protect one another. As educators, we are committed to making your educational experience engaging, rigorous and worthwhile. Furthermore, we will always advocate for your academic, social and emotional needs throughout the school year. We are **HERE** for **YOU!**

This year, we will be following a new bell schedule which will incorporate 4 block periods, Wildcat Time, and lunch waves. On A-Days, periods 1-4 will meet; on B-Days, periods 5-8 will meet. Lunch will be scheduled during the 3<sup>rd</sup> block each day.

We appreciate your partnership and cooperation as we navigate this new schedule and new rules/expectations. 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 have an **AWESOME** year!

Sincerely,

Christopher M. Troetti  
Principal

Gary M. Lawlor  
Associate Principal

Mari Lerz  
Asst. Principal

**PART II: MISSION, CORE VALUES, BELIEFS &  
VISION OF 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 will need to demonstrate skills and knowledge which will prepare them for college and/or career readiness. These skills are sometimes referred to as 21st Century Skills; we call them the *Global Competencies*. Our expectation is that students who graduate from the Bethel Public Schools will be proficient in the following skill areas: Critical Thinking, Creativity and Innovation, and Collaboration. Students will be continuously assessed in each of these areas. For more information, the Global Competency Rubrics can be found in the Supplemental Section of this Agenda Book.

**PART III: NEW BELL SCHEDULE**

This is the bell schedule for a REGULAR SCHOOL DAY. Other bell schedules for delayed openings, half days, etc will be shared with students in September.

<b>A-DAY</b>		<b>B-DAY</b>	
<b>Period 1</b>	7:50-9:08 <i>78 minutes</i>	<b>Period 5</b>	7:50-9:08 <i>78 minutes</i>
<b>Period 2</b>	9:12-10:30 <i>78 minutes</i>	<b>Period 6</b>	9:12-10:30 <i>78 minutes</i>
<b>Wildcat Time*</b>	10:34-11:12 <i>38 minutes</i>	<b>Period 7</b>	10:34-12:26 <i>112 minutes</i>
		A-Lunch 10:34-11:04	
		B-Lunch 11:15-11:45	
		C-Lunch 11:56-12:26	
<b>Period 3</b>	11:16-1:08 <i>112 minutes</i>	<b>Period 8</b>	12:30-1:48 <i>78 minutes</i>
A-Lunch 11:16-11:46			
B-Lunch 11:57-12:27			
C-Lunch 12:38-1:08			
<b>Period 4</b>	1:12-2:30 <i>78 minutes</i>	<b>Wildcat Time*</b>	1:52-2:30 <i>38 minutes</i>

\*Students will report to their Advisory Classroom for Wildcat Time. The agenda for Wildcat Time will differ on A & B days. In general, Wildcat Time will involve advisory lessons, club/activity meetings, along with extra help & support and work & study time. Seniors and Juniors who qualify for privilege will be excused from Wildcat Time on B-Days only.

**PART IV: BETHEL HIGH SCHOOL INFORMATION**

**1. ADMINISTRATIVE & ADVISOR CLASS ASSIGNMENTS**

<b>GRADE</b>	<b>YEAR</b>	<b>ADMINISTRATOR</b>	<b>ADVISORS</b>
Grade 9	Class of 2025	Ms. Lerz	Ms. Mallick & Mr. Sarrazin
Grade 10	Class of 2024	Mr. Lawlor	Ms. Winstanley & Mr. Wilda
Grade 11	Class of 2023	Ms. Lerz	Ms. Kenney & Mr. Fox
Grade 12	Class of 2022	Mr. Lawlor	Ms. Bradshaw

**2. ADVISORY PROGRAM**

All students at BHS are assigned to an Advisory group for their four years of high school. Students report to their Advisory classroom during Wildcat Time. 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 3-4 times per month on A-days. Attendance is mandatory.

**3. AGENDA BOOKS**

All students receive an Agenda Book. This book is a tool to 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 Hall Passes located at the back of the Agenda Book (*Should students lose their Agenda Book, they may purchase a new book (minus hall passes) for \$25.00.*

**4. ANNOUNCEMENTS**

Students may submit announcements to the BHS Main Office to publicize events. Announcements are will be made at the beginning of the 2<sup>nd</sup> block and sometimes at the end of the day.



## **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 the administration. For the safety of all individuals, it is essential that all students are seated and behave in an appropriate manner. Students who misbehave on the school bus will receive disciplinary consequences and may be removed from the bus.

## **7. CAFETERIA**

The cafeteria is open every day for breakfast. Lunch is served on all days except half-days. Students should enter the cafeteria in an orderly manner. Students are responsible to pick up after themselves and clean their tables before they exit the cafeteria. Students who throw food, paper, etc. are held accountable for their behavior. During lunch, students are able to use the restrooms outside the cafeteria and near the Main Office. Students may also be permitted to eat in the Main Lobby near the Front Desk. Students may go to the Library Learning Commons during their lunch block, but food is not allowed in the LLC. Students are not allowed in any academic wings during lunch (i.e. Math, English, Social Studies, Science, World Language, etc.). Students who are found roaming the hallways during lunch are subject to disciplinary action. In addition, students are not allowed to leave school grounds during lunch. Students who leave grounds without permission will be suspended. 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 2:35pm. 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 a dangerous intruder is nearby, you may need 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**

Students are required to be in assigned areas at all times. Agenda Book passes are used if a student wishes to use the lavatory or visit the nurse. 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. LOCKERS**

We encourage ALL STUDENTS to sign up for a locker to keep their belongings safe. We will issue students a lock since no personal locks may be used. If students would like a PE locker, those locks may be purchased from Ms. Dombroski for \$5.00 per lock. These lockers are assigned by the PE teachers. Lockers for Band/Orchestra students will be assigned by the Music Dept. Please note: the school is **NOT** responsible for lost or stolen property. The school reserves the right to inspect lockers periodically to ensure neatness and cleanliness. Under school board policy, lockers may be inspected if the administration has reason to suspect that injurious material is kept on school property. If you have any questions regarding locks, please contact Ms. Dombroski in the Main Office.

#### **14. LOST AND FOUND**

A lost and found area is maintained near the cafeteria. It is critical that students not bring large amounts of money or other valuables to school and to keep their valuables locked at all times.

## 15. MASKS

The Bethel Public Schools will follow the latest CDC and DPH guidance on mask protocols. Students must wear masks indoors and on buses. Students are required to bring their own masks to school (and a spare). More information will be provided at the start of school.

## 16. 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 beginning the second week 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 Junior Parking Lot. **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.

## 17. PRIVILEGES FOR JUNIORS/SENIORS

**\*NEW FOR 2021-22 School Year:** *Qualified* seniors and juniors will have the privilege to arrive late or leave early if they have a Learning Lab during Periods 1, 4, 5, and 8. In addition, qualified seniors and juniors will be excused from Wildcat Time on B-Days (when Wildcat Time is at the end of the day) unless there is a scheduled school event (i.e. pep rally, assembly).

In order to earn this privilege at the start of this school year, students must be in good academic standing. Any student who failed more than two classes in semester 2 of the previous school year will not be initially eligible. Students who are eligible for privilege will be given the privilege agreement which must be signed by both the parent and student and submitted to Mrs. Niessing in the School Counseling Office. Academic eligibility for this privilege will be reviewed after every quarter.

This privilege will be revoked for the following reasons:

- 2 or more failing grades
- Habitual tardiness and/or frequent absences
- Other disciplinary offenses per the discretion of the Administrator

**Reminder:** Students may not leave school grounds without permission/privilege. Students are required to be in the building for Learning Labs that fall during Periods 2, 3, 6, 7.

## **18. RECOGNITION PROGRAMS**

*Principal's Positive Phone Calls:* Once a teacher recommends a student, the principal will contact the parent 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.

## **19. 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](http://www.bethel.k12.ct.us) or [www.ctweather.com](http://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.

## **20. VISITORS**

During a normal school year, our policy is to accept visitors who have legitimate business at the school. Parents are always welcome. Visitors must show their identification before they enter the building. Once permitted, guests will sign in and obtain a pass to their desired location. Parents or others who wish to visit a particular class are asked to give the Main Office 24 hours notice of their visit. Former students may visit BHS after 2:30pm. Students/individuals who wish to shadow a BHS student/staff member must receive consent from the Principal at least one week before the visit. Please note: this guidance is subject to change if there are any COVID restrictions.

## **21. 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>TBD</i>	
NJROTC	<i>Mark Dwinells</i>	dwinellsm@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 at least one day after school for extra help either by appointment or during their scheduled hour. Students should

schedule extra help appointments with their teachers at mutually agreeable times. Extra Help at Bethel High School is also offered through:

- ASAP (After School Assistance Program)
- Class Webpages (Google) with various links
- Khan Academy Support
- Math Lab in the LLC
- Tutoring by National Honor Society Members (as scheduled)
- Various Habits of Mind Intervention Labs
- World Language Help Desk in the LLC
- Writing Center in the LLC

#### **4. GLOBAL COMPETENCIES**

In order to promote and measure 21<sup>st</sup> century skills for all students, educators at the Bethel Public Schools developed Global Competency rubrics in the areas of critical thinking, creativity & innovation, and collaboration. Students will be provided opportunities to use these skills across disciplines and grade levels. Teachers will assess and give feedback to students using the Global Competency rubrics throughout the school year. The rubrics can be found in the supplemental section.

#### **5. COURSES AND CREDIT**

Bethel High School has adopted a block schedule this school year. On A-Days, Periods 1-4 meet and on B-Days Periods 5-8 meet. The blocks are 78 minutes in length. Students are required to carry a minimum of seven credits per year. A full-year course carries one Carnegie unit. Elective/semester courses carry .5 Carnegie units.

#### **6. PROMOTION REQUIREMENTS**

Promotion to 10 <sup>th</sup> Grade:	5.0 Carnegie Units
Promotion to 11 <sup>th</sup> Grade:	11.0 Carnegie Units
Promotion to 12 <sup>th</sup> 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 Class of 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 (40 hours)
- Capstone Program – 1 credit (.5 junior and senior year)
- Elective courses – 5.5 credits

**For the Class of 2023, 2024, 2025 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. 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.

<b>Distinguished Honors</b>	Average of 93.0 or better in each course with no mark below “A”
<b>High Honors</b>	Average of 90.0 or better with no mark below “B-”
<b>General Honors</b>	Average of 85.0 or better with no mark below “C+”

**10. 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 (i.e. taken at Bethel High School) will be counted toward class rank. 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. We do not calculate a GPA for transfer students until they have completed three semesters at Bethel High School. After three semesters, a transfer student will receive a weighted GPA based upon course work completed at Bethel High School and the transfer credits used to meet requirements for graduation. 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.

## **11. 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.*

## **12. COURSES FOR COLLEGE CREDIT**

Bethel High School 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 rigor 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 Bethel High. We strongly encourage all students to take advantage of one or more of these offerings. Descriptions of courses can also be found in the *Program of Studies*.

**--A.P. CLASSES:** AP (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 30-59 (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 or through the Keystone online program 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 2022 and 2023 must complete 40 hours of community service (due to COVID restrictions) and students in the Class of 2024 and 2025 must complete 60 hours of community service. These hours must take place **at a non-profit organization by the conclusion of junior year.** 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

PSAT	SAT	ACT	NGSS	AP DATES
*10/13/2021	10/2/2021	10/23/2021	*April 2022	*May 2-6
*3/23/2022	11/6/2021	12/11/2021		*May 9-13
	12/4/2021	2/12/2022		
	3/12/2022	4/2/2022		
	*3/23/2022	6/11/2022		
	5/7/2022	7/16/2022		
	6/4/2022			

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

### **--AP (Advanced Placement) Tests**

Students enrolled in an AP Class are required to take the AP exam scheduled for May 2022. According to the College Board, “the 2022 AP Exams will be administered in schools as paper-and-pencil exams over two weeks in May: May 2-6 and May 9-13. AP Coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by the College Board is not permitted under any circumstances.” More information can be found at: [apcentral.collegeboard.org](http://apcentral.collegeboard.org)

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

These tests are given annually to juniors and seniors either at Bethel High School or at a high school in a neighboring town. 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. NOTE: **SAT I** and **SAT II** tests cannot be taken on the same day. All juniors will participate in the SAT School Day in Spring 2022.

### **--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** may be administered to all Grade 9-10 students in the fall and spring. The PSAT-NMSQT will only be administered to Grade 11 students in October 2021.

### **--NGSS (Next Generation Science Standards Assessment)**

The NGSS assessment is administered to all juniors in the spring of 2022. 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.

## **17. HOMEWORK**

Homework is an extended school activity to be completed at home or beyond the class session. It prepares a student for the next class meeting by providing practice and enhancing the class experience in order to apply concepts/skills learned in class. BHS teachers post homework assignments on Google Classroom. For any questions about homework assignments, students and/or parents should contact the individual teachers.

## **18. 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. These updates are not mailed home so students and parents are asked to check Power School at this time.

## **19. EXAMINATIONS**

Examinations will be given in January and June.

- 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 8:30am 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.

## **20. INDEPENDENT STUDY**

Students may take independent study for either .5 or 1.0 credit in any subject area provided they have a sponsoring teacher and the approval of the counselor, department head and administrator. The student and sponsoring teacher must present to the principal a detailed course of study including the student's goals, objectives, materials to be used, a meeting schedule, and grading criteria. Grading is Pass/Fail.

## **21. CAPSTONE PROGRAM**

The BHS Capstone Experience is an individualized program for all students. This program engages students in long term exploration and reflection into a broad spectrum of topics and culminates with a project during the senior year that focuses on an interest, career path or academic pursuit that synthesizes classroom study and real world perspective, and demonstrates personalized learning. The goal of the Bethel High School Capstone Experience is to allow students to create and pursue an educational objective or opportunity that cannot be pursued during the normal school day and is above and beyond the traditional academic curriculum. The Capstone experience spans all four years; it is a **graduation requirement** worth 1.0 credit. During grades 9, 10 and 11, students will be asked to complete tasks and assignments that explore personal interests, career desires and their

student success plans. During grade 12, students will apply a number of academic, technical, and personal skills to plan, design, implement and present a final project that will earn them one (1) Capstone credit needed for graduation.

## **22. 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 required BHS community service hours needed for graduation. Additionally, the candidate must have completed a targeted service project in their community for a minimum of 20 hours. 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, as well as in the classroom, 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 school, his/her

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:** The chart below highlights the Grade 9-12 assignments for the 2021-22 school year:

<b>Counselor Assignments</b>	<b>Class of 2025 9<sup>th</sup></b>	<b>Class of 2024 10<sup>th</sup></b>	<b>Class of 2023 11<sup>th</sup></b>	<b>Class of 2022 12<sup>th</sup></b>
Mason	A-De	A-C	A-Di	A-Di
Fuccillo	Di-J	D-J	Do-K	Do-K
Caridi	K-Ph	K-Q	L-Q	L-Q
DeBenedetto	Pi-Z	R-Z	R-Z	R-Z

**School Counseling Appointments:** Students are assigned to a School Counselor when they enter high school as they transition from middle school to high school. Students will remain with the same counselor throughout their high school career. Each year, the school counselors will work with students on a variety of topics including but not limited to course selection, academic success, career exploration, student success plans, post-secondary planning, the college search and application process as well as personal issues. These programs are delivered through small group workshops, classroom discussions, advisory, assembly, and evening programs. Students can schedule appointments with their school counselors during a Learning Lab/free time. Appointments should not be scheduled during a class. If a student is not able to find an appointment during his/her Learning Lab, the student should email the school counselor directly. To schedule an appointment with your counselor, please scan the QR code below:



**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 or Mrs. Hook to explain withdrawal procedures and receive the appropriate paperwork.

## **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.

•**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 9<sup>th</sup> graders. The examination can be completed by a licensed physician, advanced practice registered nurse, or a physician assistant. Any physical dated after July 1<sup>st</sup> of 2021 will meet this requirement. Any 9<sup>th</sup> grade student who does not have a completed physical on file will not be allowed to start 10<sup>th</sup> 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 our school psychologist, Ms. Correira, in the Student Services Office.

### **5. SOCIAL WORKER SERVICES**

Two social workers, Ms. Holleran and Ms. Bolduc, are available to help students/families with personal problems. The offices are located in the Student Services Suite. In addition, we have a licensed clinical social worker, Ms. Schmitt, from the Community Health Center working at BHS. Ms. Schmitt provides students and families access to individual, group and family counseling services. If students are interested in this service, please sign up at [sbhc1.com](http://sbhc1.com) or complete/return an enrollment form to school personnel or Ms. Schmitt.

### **6. SUBSTANCE ABUSE COUNSELOR SERVICES**

The Student Assistance Counselor, Ms. Levine, 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, Ms. Conley, 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: all incoming 9<sup>th</sup> graders are automatically eligible based upon successful completion of 8<sup>th</sup> grade.</i>
Winter	Initial Eligibility is based on 1 <sup>st</sup> Marking Period Grades. Students with more than 1 failing grade for the 1 <sup>st</sup> Marking Period will be declared academically ineligible. Eligibility is reviewed again once 2 <sup>nd</sup> Marking Period grades are reported.
Spring	Initial Eligibility is based on 2 <sup>nd</sup> Marking Period Grades. Students with more than 1 failing grade for the 2 <sup>nd</sup> Marking Period will be declared academically ineligible. Eligibility is reviewed again once 3 <sup>rd</sup> 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.

**--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>	
Girls Swim Co-op <i>V</i>		
Golf <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 Club	PRIDE Club
#BHS Reads	Let's Talk Politics	Ski Club
Black Student Alliance	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	

### 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 are 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.

#### **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.

## 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. 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. **Please note: Any student who is absent from school (excused or unexcused) cannot attend ANY after school activity or 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. Students should refer to these guidelines:

***Absent - 1-3 days:*** Students should refer to Google Classroom OR contact their teacher via e-mail.

***Absent - 4 or more days:*** Parents may request that assignments be made available to students who are absent 4 or more days because of illness. These requests should be made to the Attendance Office at the high school. Please allow at least 24 hours before picking up the assignments in the Attendance Office.

***Absent ISS:*** Students assigned to In-School-Suspension are usually given 24 hours notice. During the interim, the ISS monitor will collect work from the student's teachers so that the student does not fall behind in his/her classes.

***Absent OSS:*** It is the responsibility of the student to bring textbooks home before leaving for OSS. School work will be requested from all of the student's teachers. Parents will have to make arrangements to pick up the school work from the Main Office as students serving OSS may not enter the school grounds.

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

### **3. 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 and Investigating Complaints of 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.

#### **V. Responding to Verified Acts of Bullying**

- A. Following investigation, if acts of bullying/teen dating violence are verified, the Safe School Climate Specialist shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or the guardians of the students who commit such acts of bullying.
- B. The Safe School Climate Specialist or designee shall develop a Student Safety Support Plan for any student against whom acts of bullying and/or teen dating violence were directed. Such a support and intervention plan will include safety

measures designed to protect against further acts of bullying or teen dating violence. The plan may include counseling, discipline, and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee. A Behavior Plan will also be developed for the students who engage in bullying behavior.

C. Notice to Law Enforcement:

If the principal of a school (or his/her designee) reasonably believes that any verified act of bullying or teen dating violence constitutes a criminal offense, he/she will notify appropriate law enforcement.

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

#### **4. 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)

##### **5. DRESS CODE POLICY**

Bethel High School recognizes that clothing is an important aspect of a student's freedom of expression. However, Bethel High School has a legitimate interest in protecting the health and safety of its students and in seeing to it that there are no disruptions in the educational process. Students who go to extremes in dress and/or grooming can expect to be counseled, asked to change and possibly disciplined. Students must present an appearance that demonstrates self-respect, respect of others and respect for the importance of learning. Any form of clothing that disrupts the educational process will not be permitted.

State law requires that footwear be worn at all times in public places. All garments displaying profanity or promoting drugs, alcohol, tobacco, or sexual references are not permitted. Accessories that could be deemed dangerous or hazardous, such as metal spikes or chains, are not to be worn.

Clothing which reveals bare midriffs, the torso or exposes underwear is not permitted. Clothing which can be deemed a safety hazard to the wearer, such as slippers, heels over 3" or pants that drag on the floor, is also not permitted. Students should recognize that some clothing which is appropriate in other settings, is not appropriate for school; such items include pajamas, bathing suits, shorts or skirts which are too short, clothing with excessive holes or clothing which is dirty.

Hats and/or head coverings are permitted so long as they don't present a safety hazard or disrupt the educational process.

Students must remember that they are dressing for school, not the beach or the dance club. The final determination of what is considered appropriate dress will rest with the administration.

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

## **6. HARASSMENT POLICY**

### **Sex Discrimination and Sexual Harassment**

It is the policy of the Bethel Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board of Education employees, or third parties subject to the control of the board. Students, Board employees, and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

#### Definitions

**Sex discrimination** occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

**Sexual harassment:** In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal, or physical. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering, and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets, or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

#### Complaint Procedure

1. It is the express policy of the Bethel Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Timely reporting of

complaints facilitates the investigation and resolution of such complaints.

2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she should make a written complaint to Ms. Mari Lerz, Bethel High School Title IX Coordinator.

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

## **7. OUT OF SCHOOL MISCONDUCT**

Students may be suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is severely disruptive of the educational process, the Administration and Board of Education may consider, but such consideration shall not be limited to, the following actions:

- A. Whether the incident occurred within close proximity of a school;
- B. Whether other students from the school were involved or whether there was any gang involvement;
- C. Whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, and whether any injuries occurred;
- D. Whether the conduct involved the use of alcohol;
- E. Whether the off-campus activity involved the use of drugs; or
- F. Whether the conduct involves harassment, hazing, bullying, or cyberbullying.

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

## **8. SEARCH & SEIZURE POLICY**

### **1. Search of a Student and His or Her Effects**

- A. All searches of students shall be conducted or directed by an authorized school administrator, i.e., the principal or assistant principal, in the presence of a witness.
- B. A search of a student's handbag, gym bag, cellular telephone, personal electronic device or similar personal property carried by a student may be conducted if there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. A student's other effects are also subject to the same rule. Effects may include motor vehicles located on school property.

- C. A search of a student's person may be conducted only if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Metal detectors, breathalyzers and/or drug sniffing dogs may be used to detect the presence of contraband, including weapons, drugs or alcohol, in furtherance of this policy and to the extent authorized by law.

## **2. Search of a Locker, Desk and Other Storage Area**

- A. The Board of Education provides lockers, desks, gym baskets and other storage areas in which pupils may keep and store personal belongings and materials provided by the Board of Education. Such storage areas are the property of the Board of Education.
- B. No pupil shall keep or store personal belongings or materials provided by the Board of Education in any storage area other than one provided by the Board of Education and designated for his/her use by the school administration.
- C. Each pupil shall be responsible for maintaining any storage area assigned to him/her for his/her use in an orderly and sanitary condition.
- D. No pupil shall keep or store in a storage area assigned to him/her for his/her use any item the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of self or others (such as matches, chemicals, ammunition, weapons, drugs, tobacco, alcoholic beverages, etc.).
- E. The use of lockers and other storage areas by pupils is a privilege. At all times such storage areas remain the property of the Board of Education. If the school administration reasonably suspects that a pupil is not maintaining a storage area assigned to him/her in a sanitary condition, or that the locker contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found. The school administration may authorize law enforcement officials to search lockers/storage areas.
- F. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition.



Items not submitted to the police department shall be disposed of as directed by the building principal.

### **3. Search of School Property Using Trained Detection Dogs**

When necessary to protect the health and safety of students, employees or property, and for the purpose of detecting the presence of illegal substances or contraband, including alcohol and/or drugs, the Board shall permit the administration to invite law enforcement agencies or other qualified agencies or individuals to search school property with specially trained dogs.

The use of trained detection dogs is subject to the following:

- A. All school property such as lockers, classrooms, parking areas, student cars, and storage areas may be searched.
- B. The Superintendent or his/her designee shall authorize the search and the Principal or his/her designee shall be present while the search is taking place.
- C. Dogs shall not be used in rooms occupied by persons except as part of a program designed to inform students/parents of the capabilities of the dogs. Individual(s) shall not be subjected to a search by dogs.
- D. Parents and students shall be notified of the Board's policy concerning search and seizure and this regulation, which shall be publicized to students. Specific dates of planned searches need not be released.
- E. When conducting a search of an individual or his/her effects based upon a dog's signal, the Principal or his/her designee shall conform to the requirements of the Board's policy and regulation pertaining to searches of a student, his/her effects and/or locker searches.
- F. The administration of the district shall have sole authority for determining internal disciplinary action in regard to illegal substances or contraband on school property.
- G. Although detection dogs may be under the control of law enforcement agencies, the Superintendent or his/her designee shall have sole determination as to when a sweep of school property will be conducted.
- H. When detection dogs are employed within the school building, the school should follow standard protocol for emergency procedures prior to the dogs and their handlers entering the building.

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

## **9. SUSPENSION PROCEDURES**

### **In-School Suspension (ISS)**

In-School Suspension is a serious disciplinary measure used by the BHS Administration when students behave inappropriately in school or during school activities. The goal of In-School Suspension is to hold students accountable for their actions and to offer them a quiet place to reflect on their misbehavior. Students are expected to continue their academic studies while in ISS. Class assignments are completed in a quiet atmosphere with a staff member in charge. No passes will be given from ISS. There will be no pullouts for any classes or support services, unless specified by an administrator. Students will be escorted to the cafeteria and to the bathroom prior to the regularly scheduled lunch periods. Students will eat their lunch in the ISS Room. Students in ISS may not participate in any extracurricular activities on the day(s) of the suspension. This includes school days, weekends and vacation periods. Attendance at any school-sponsored event before the suspension is completed will be cause for additional suspension and possible loss of involvement in future activities. A behavior log is kept for time spent in ISS. Any disruptive behavior will result in further corrective action.

To be credited with a full day of ISS, students must fulfill the following requirements:

- Students must inform their teachers of the ISS and ask for assignments that can be completed in the ISS Room.
- Students will report directly to In-School Suspension Room on the assigned date(s) at 7:50 a.m. Students arriving late to ISS may be given another full day of ISS.
- Students must bring all necessary assignments, books, etc. needed for the day. No visits will be allowed to the Library Learning Commons.
- Students will sit in assigned seats.
- Students will work diligently on their assignments.
- Students are expected to comply with all directives from the ISS monitor.
- Students will not communicate with other students unless given permission by the ISS monitor.
- Students will give their cell phone to the ISS monitor during the school day. Cell phones will be returned to students at 2:30.
- Students must complete a restorative/reflective assignment in ISS.
- Students may also be assigned to work with the custodians during their day of ISS.

### **Out-of-School Suspension (OSS)**

A student who has been suspended out of school is not allowed on the Educational Park grounds at any time and may not attend ANY school function during this time. Work will be compiled for the student on suspension and can be picked up by a parent or sibling in the BHS Attendance Office. Students should also check Google Classroom for homework assignments and contact their teachers via email for more information about classwork/homework. **Please note:** A student's egregious behavior may also result in a longer period of non-participation or non-attendance at school activities beyond the term of suspension. The length will be determined by the administration.

\*For further information about Suspension and Expulsion/Due Process Procedures, please refer to the Parent/Student Handbook.

### **10. TECHNOLOGY POLICY**

Bethel Public Schools is pleased to offer students access to District computers and instructional technologies, communications and data management systems, informational technologies and the Internet, and an array of other technology resources to promote educational excellence and innovation. While using District and personal technology resources on school property, in school vehicles and buses, at school-sponsored activities, or using District technology resources via off-campus remote access, each student must act in an appropriate, ethical manner consistent with school, District, and legal guidelines. Prior to being allowed access to the Internet at school or through technology resources provided through the District, students and their parents must sign the District's Responsible Use Agreement acknowledging their responsibilities. Students must comply with all District regulations and protocols to be permitted the use of District technology resources.

The District's technology resources are provided to students to conduct research, access curriculum resources, enhance parent and student involvement in the educational process, complete assignments, and communicate effectively. The District grants access to its District technology resources as a privilege for students who conform to behavioral expectations with respect to use of technological resources.

If a student violates any of these rules, his/her use of the District's technology resources may be terminated and future access may be denied. A violation may also result in a prohibition on the use and/or possession of personal technology on school property. Formal disciplinary action may also result. If possible criminal activity is discovered, the proper law enforcement authorities may be notified.

Disciplinary action for students shall be in accordance with existing discipline policies and may include suspension or expulsion.

#### **STANDARDS FOR USE OF DISTRICT TECHNOLOGY RESOURCES**

1. The District technology resources shall only be used to access educational information and to promote learning activities both at school and home, including the facilitation of communications between the home and school.
2. Students shall not load personal software or programs on District computers, nor shall they download programs from the Internet without the approval of their instructor.
3. Virtual and physical vandalism shall not be tolerated. Any intentional act by a student that damages or interferes with performance of District technology hardware, software, operating systems, or communication and data management systems will be considered vandalism and will be subject to school discipline and/or appropriate criminal or civil action.
4. Not all access to the Internet can be supervised. Students agree not to send, access, submit, publish, display, or print over the Internet or the District network, or using the District technology resources, any defamatory, abusive, obscene, profane, sexually- oriented, threatening, offensive, or illegal material. The use of District technology resources in a manner intended to injure or humiliate others by disclosure of personal information (whether true or false), by personal attacks on others, by disparaging statements, expressed toward any person, or by disparagement of any person's or group's race, color, religion, national origin, gender, sexual orientation, or disability are strictly prohibited. Cyberbullying, as defined in Board policy 5131.913, is also specifically prohibited. It shall be the student's responsibility to immediately report any inappropriate use to the student's teacher or another staff member.
5. Although the District uses software filters to block known inappropriate web sites and prohibit access to harmful materials accessed from a District network, the District does not filter or block access to harmful materials accessed from District-provided technology resources that are being used outside of the District network. Even in the best of circumstances, filtering technology is not perfect and therefore may, in effect, both interfere with legitimate educational purposes and allow some objectionable material to be viewed.

6. The use of the District technology resources is not private. Students should not expect that files stored on or transmitted via the District's resources will be confidential. All digital transmissions are subject to monitoring by District employees and other officials. Digital storage is the District's property, and as such, network administrators may review files and communications to maintain system integrity and ensure that students are using technology responsibly.
7. The District denies any responsibility for the accuracy of information obtained from the Internet or on-line resources.
8. The District makes no warranties of any kind, expressed or implied, for the technology resources it provides to students.
9. Copyright ©, Trademark <sup>TM</sup> and/or Registered ® laws must be adhered to at all times. All materials from the Internet and other digital resources, including graphics, which are used in student projects or reports, must be properly cited. Copyrighted, Trademarked or Registered materials may not be placed on the Internet without the permission of the author.
10. Students shall not post or transmit their own or other's personal information such as home addresses, telephone numbers, or other personal identifying information. Last names and photos shall never be posted without the permission of all identifiable subjects.
11. The use of District technology resources involves the use of a password, network access code, or other identifying or validating code. Such passwords and codes are to be protected as private information provided to the individual user for their sole use and purpose. Such passwords and codes shall not be disclosed by student to others. Students are specifically prohibited from gaining or seeking to gain unauthorized access to District technology resources, from using another person's password under any circumstances, and from trespassing in or tampering with any other person's folders, work or files.
12. Students shall not use District technology resources to conduct business activities or use District technology resources for any personal purpose, or in a manner that interferes with the District's educational programs. Students shall not use District technology resources for advertising, promotional or commercial purposes or similar objectives, including the purchase of any items or services.

Students may bring personal technology, including computers, SMART Phones, network access devices, net books, other

personal computers or other electronic signaling devices to school provided that such technology is used for instructional purposes. Students shall abide by the instructions provided by teachers and other school staff in the use of such personal technologies. **Please refer to the BHS Cell Phone Policy for further guidance.**

Access to the Internet or other District technology resources from personal technology is limited to wireless access points on the school campuses or other access devices away from school. Access to the Internet or other District technology resources from personal technology is not available via hardwired connections.

#### **NETWORK ACCESS BY STUDENTS USING PERSONAL TECHNOLOGY RESOURCES**

Students accessing the District's wireless network must abide by the protocols outlined in the District's "Bring Your Own Technology (BYOT)" policy and the following administrative regulations:

- Students are fully responsible for all of the personal technology they bring to school.
- Students will access the District's wireless network using their school account log-ins and passwords. Students are advised that the District's network administrators have the capability to identify users and to monitor all BYOT devices while they are logged on to the network.
- Students and parents should be aware that the District is not liable for any student's personal technology that is lost, stolen, or damaged.
- No personal technology can be used during any assessments or tests, unless otherwise directed by the teacher.
- Students must immediately comply with teachers' requests to shut down personal technology devices or close their screens. Personal technology devices must be in silent mode when not in use, and put away when directed by a teacher or other school staff member. **Please refer to the BHS Cell Phone Policy for further guidance.**
- Students are not permitted to record/videotape/photograph staff members without their consent.
- Students are not permitted to transmit or post photographic images or videos on public and/or social-networking sites which they have taken of any person on school grounds.

- Personal technology devices must be charged prior to bringing them to school and must operate using their own batteries while at school.
- To ensure appropriate network filtering, students will only use the BYOT wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G networks.
- Students will be held accountable for knowingly infecting the District's technology resources with a virus, Trojan, malware, or any program designed to damage, alter, destroy, or provide access to unauthorized data or information. These actions are a violation of the Student Responsible Use Policy and will result in disciplinary consequences and criminal prosecution, if applicable. The District has the right to collect and examine any personal technology device that is suspected of causing problems or is the source of an attack or virus infection.
- Students may only access electronic files or Internet sites which are relevant to the classroom curriculum and/or suggested by a teacher or other staff member for educational purposes. Students are prohibited from processing or accessing information related to "hacking," altering, or bypassing network security policies, and they will be subject to disciplinary consequences and criminal prosecution, if applicable.
- Students should be aware that printing from personal technology devices will not be possible at school.
- Students should not physically share their personal technology devices with other students.
- A student's personal technology device may be searched by District personnel if there are "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school."

#### **CONSEQUENCES FOR VIOLATING THE DISTRICT TECHNOLOGY POLICY**

Misuse of district and personal technology resources on school property, in school vehicles and buses, at school-sponsored activities, as well as using District technology resources via off-campus remote access, may result in disciplinary action up to and including suspension, expulsion, or appropriate criminal or civil action. A violation may also result in a prohibition on the use and/or possession of personal technology on school property. This policy shall be used in conjunction with Bethel Board of Education policies and other local,

state and federal laws and regulations. The District's jurisdiction to enforce student behavior and discipline policies and rules shall apply whether the misuse or violation is at school or away from school as long as the District's technology resources are being used in an inappropriate manner. Please refer to the BHS Cell Phone Policy for further information on consequences.

\*To review the complete Responsible Use Policy for Use of District Technology Resources and the Bring Your Own Technology Policy, please refer to the Parent/Student Handbook.

### **11. TOBACCO, ALCOHOL, and DRUG POSSESSION, USE, and/or SALE POLICY (Including Performance-Enhancing Substances)**

It is the policy of the Board of Education to prevent and prohibit the possession, use, or sale of any drug (except as duly authorized through the school nurse), or drug paraphernalia at any time on school property, at school-sponsored events, or on school-provided transportation. Additionally, the Board of Education is committed to preventing and prohibiting the possession, use, and sale of alcohol, tobacco, and controlled substances on school grounds and at school-sponsored events.

Any student in District schools found to be using, or in possession of, or under the influence of intoxicants, mood-altering drugs or substances, or look-alike drugs, or in possession of any related drug paraphernalia during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation, or off school grounds when such student's conduct violates the substance abuse policy and results in serious disruption of the educational process shall be subject to severe disciplinary consequences, up to and including suspension and expulsion. These consequences apply to all students, including all student athletes and students involved in co-curricular and extra-curricular activities.

Pursuant to the goal of the Board of Education to maintain a drug and alcohol-free school district, the school shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession or use of tobacco and behavior-affecting substances. These substances shall include, but not be limited to the following:

- Tobacco & Vaping products
- Alcohol
- Inhalants
- Stimulants
- Possession of, misuse, or illegal sale of prescription drugs



- Possession of, misuse, or illegal sale of over-the-counter drugs
- Street drugs, including but not limited to, marijuana, heroin, and cocaine
- Anabolic steroids, hormones, analogues, diuretics, and other performance-enhancing substances including Creatine supplements

Searches to locate drugs, alcohol, tobacco, and drug paraphernalia are matters relating to health and safety and constitute reasonable grounds for searches by school personnel.

### **BREATH-ALCOHOL TESTING**

With health, well-being, and safety of all students in mind, breath-alcohol testing may be available during the school day and at other school sponsored activities. It will be used to minimize doubt regarding utilization of alcohol, to address denial of alcohol use, to enable students to obtain help when needed, and to reinforce the commitment of the Board of Education regarding alcohol and drug use. To maintain the health and well-being of all guests, breath-alcohol testing will be administered at all high school dances and proms to all participants.

The following procedures will be followed:

1. At all dances and proms, all students are subjected to breath-alcohol testing. Students and parents are notified ahead of ticket sales that if students attend these events, they must submit to breath-alcohol testing. Students who refuse to submit to this testing will not be permitted to attend the function.
2. During the regular school day or during a school-sponsored field trip or other school activity, a student suspected of alcohol consumption will be stopped by an administrator who will formally charge the student with use of alcohol.
3. Upon hearing the charge, the student may opt to refute the charge by subjecting himself/herself to a breath-alcohol test. If a student refuses to take the breath-alcohol test, the administrator will use their observations of the student to determine if the student has been drinking, and disciplinary consequences will be assigned based on those observations by the administrator.
4. The breath-alcohol test will be administered by trained personnel immediately at the event.
5. The test results will be used to either refute the charge of the administrator or to support the charge related to the use of alcohol.

6. Students will be subject to discipline when their breath-alcohol test results are positive or when they opt not to submit to the breath-alcohol testing.

Any student found to be in possession of or using controlled substances (drugs, alcohol, inhalants, or any performance-enhancing substances) shall be subject to disciplinary actions per Board Policy 5114.

#### **SALE OR DISTRIBUTION OF CONTROLLED SUBSTANCES**

It is the policy of the Board to prevent and prohibit the sale and/or distribution of any drug, alcohol, or controlled substance at any time on school property, at school-sponsored events or on school-provided transportation.

Any student in District schools found to be selling or distributing any controlled substance, including illegal drugs, prescription drugs, alcohol, and performance-enhancing substances during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school provided transportation, or off school grounds shall be subject to severe disciplinary consequences including mandatory expulsion from school and referral to law enforcement officials. These consequences apply to all students, including all student athletes, and those students involved or not involved in co-curricular and extracurricular activities.

School properties are allowed to be inspected by school authorities to preserve the health and safety of students. Searches to locate drugs, alcohol, and drug paraphernalia are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel. Students who violate this policy will be subject to disciplinary consequences.

Any student found to be involved in the sale or distribution of controlled substances (drugs, alcohol, inhalants, and performance-enhancing drugs) shall be subject to disciplinary actions per Board Policy 5114.

#### **POSSESSION OF TOBACCO, CHEWING TOBACCO, USE OF TOBACCO PARAPHERNALIA, SMOKING PARAPHERNALIA**

Any student found to be in possession of tobacco or smoking paraphernalia shall be subject to disciplinary actions per Board Policy. **\*To see the entire Tobacco, Drug, and Alcohol Policy, please refer to the Parent/Student Handbook.**

## **12. WEAPONS AND DANGEROUS INSTRUMENTS**

Possession of firearms or dangerous weapons on school grounds is a violation of criminal law. Therefore, any violation of this regulation shall be reported to the local law enforcement agency and, where students are involved, parents or guardians will be notified. Students found to have violated this policy shall be expelled from school in accordance with Board Policy 5114. Others possessing firearms will be subject to immediate police arrest. If any weapons are in a student's possession off school grounds without a permit to carry them or if they are used in committing a crime, the Board shall consider this as grounds for expulsion.

**\*To see the entire policy, refer to the Weapons and Dangerous Instruments Policy #5131.7 in the Parent/Student Handbook.**

**PLEASE NOTE:** This Agenda Book does not include ALL school/BOE policies. To review all school/BOE policies, please refer to the Bethel Public Schools website. Under "Board of Education", select "Policies", then select the "Student Series 5000" to review specific school-based policies.

**PART IX: STUDENT DISCIPLINE**

**1. MAJOR OFFENSES & CONSEQUENCES**

<b>BEHAVIOR</b>	<b>CONSEQUENCE</b>
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, Possible Expulsion
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 <sup>st</sup> Offense-1 day ISS 2 <sup>nd</sup> 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 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	Warning, Zero on Assignment, Referral to NHS 1 Office Detention, Zero, etc 1 Day ISS, Zero, etc
Skipping Class	1 <sup>st</sup> and 2 <sup>nd</sup> Offense Continued Offenses	1 Office Detention 1 Day ISS
Failure to Serve Detention	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	Re-Assigned Detention 1 Day ISS
Failure to Serve In-School Suspension	1 <sup>st</sup> Offense	May not return to class until ISS is served
Forgery (Notes, Documents)	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	1 Day ISS Up to 5 Days ISS
Gambling, Card-Playing	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	1 Office Detention 1 Day ISS
Inappropriate use of electronic devices/cell phones	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense Continued offenses	See Cell Phone Policy
Inappropriate use of school equipment	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	1 Office Detention 1 Day ISS
Insubordination (open defiance of authority)	1 <sup>st</sup> Offense 2 <sup>nd</sup> 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 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	1 Day ISS 2 Days ISS
Lying / Providing False Information	1 <sup>st</sup> Offense 2 <sup>nd</sup> 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 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	Warning or Office Detention 1 Day ISS
Obscene Language, Gestures, Attire	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	Warning or Office Detention 1 Day ISS
Tardiness	1 <sup>st</sup> – 10 <sup>th</sup> Offense 11 <sup>th</sup> 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.**