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

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

STUDENT AGENDA

2012-2013

"Attitude is Everything"

Christopher Troetti, Principal
Gary Lawlor, Associate Principal
TBD, Assistant Principal

This agenda belongs to:

Student's Name:_____

Student's Number _____
(5 digits)

($25.00 replacement fee for lost agenda book)

Cover Design:

Harper Stevenson, Class of 2013

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BETHEL HIGH SCHOOL
MISSION STATEMENT

Bethel High School believes in developing life-long learners who are responsible citizens and independent, critical thinkers prepared to meet life's challenges.

BETHEL PUBLIC SCHOOLS'
MISSION STATEMENT

The Bethel Public Schools, as a learning community devoted to the academic and social growth of our children, creates educational opportunities that inspire competence, creativity, teamwork and a drive to excel. In an environment of trust and respect, high expectations for student performance are evident in the discussion, actions, and policies of all staff, administrators, the Board of Education, and parents.

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.

SEXUAL HARASSMENT AND
NON-DISCRIMINATION POLICY

The Bethel Board of Education does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability, or age in its programs and activities. The following person has been designated to handle inquires regarding the non-discrimination polices:

Dr. Janice Jordan
Associate Superintendent
Bethel Board of Education
1 School Street
P.O. Box 253
Bethel, Ct 06801
(203) 794-8613

SECTION I: BETHEL HIGH SCHOOL ROTATION

BELL SCHEDULE

SECTION II: SCHOOL PROCEDURES

1. AGENDA BOOKS

All students are provided with an Agenda Book to help manage time and plan their day so that they can take an active part in controlling their academic achievement. The Agenda Book also acts as a Student Handbook containing sections on discipline, academics, services, activities, etc. Bethel High School requires that all students bring the Agenda Book to school every day. If students wish to have 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. The cost for a new book will be $25.00*).

2. CALENDAR OF EVENTS

A complete up to the minute listing of events can be found on our website at www.bethel.k12.ct.us on the Bethel High School page. Just click on 'Full Calendar' under Upcoming Events. ***Please note: All dates are subject to change***

3. ANNOUNCEMENTS

Announcements will be made at the beginning of Block III and at the end of the school day. Students desiring to have announcements made must obtain approval from their faculty advisor and/or administrator.

4. BUSES

Bus drivers have the same authority as teachers, including the assignment of seats (if necessary), and supervision of conduct. If necessary, they will report unacceptable conduct to the administration. For the safety of all individuals, it is essential that all students be sitting in a seat and behaving in an appropriate manner. Smoking in a school bus is against the law in Connecticut. It is also against the law to use the emergency door when there is no emergency.

5. BOOKS AND EQUIPMENT

Bethel High School furnishes students with textbooks and equipment required for all courses. They 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 original payment receipt must be presented to the Main Office. The student is also responsible for Media Center materials that have been lost or damaged. Failure to clear financial obligations will limit participation in school activities, e.g., dances and sports, and in having transcripts mailed.

6. CAFETERIA

All students are required to eat their lunch in the cafeteria. Students should enter the cafeteria in an orderly manner.

- Students are responsible to pick up after themselves in the cafe.
- Students who throw food, paper, etc. are accountable for their behavior.
- During the lunch waves students are allowed to go to the Media Center and/or lavatories.
- Students are not allowed to leave the building except for designated lunch areas.

7. DRIVING PRIVILEGES

All students who wish to park a car on school grounds must obtain a parking permit from the School Resource Officer. The cost for this permit is $50.00 and is nonrefundable. Parking Permits will be sold during the first two weeks of school. Cars without permits will be given a ticket. Only seniors will be allowed to park in the senior lot. All other students will use the parking lot assigned for underclassmen. **Failure to follow these regulations will result in a discipline referral.** Remember: DRIVE SLOWLY on school grounds. Cars MUST be parked between the white lines, and 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 3:00 P.M.

8. FIRE DRILLS/EMERGENCIES

Please follow the classroom procedure posted in each classroom. Students must leave the building in a quiet and orderly manner as quickly as possible through the designated fire exit doors.

REMEMBER: When the alarm sounds, you are to stop all work immediately and follow the teacher's instructions for leaving the building. Signs indicating the appropriate stairs and exits are posted in each room. Students should leave the room in a single file and follow the posted directions. They should leave books, papers, etc., except for personal belongings on desks. No running, talking, or disorderly conduct will be tolerated. If any exit is blocked, students should follow the teacher's directions. If the corridor is smoke filled, they should stay below the smoke. If the alarm is sounded during lunch period, students should use the nearest exit and proceed to the football field. If the alarm is sounded during passing time, they should use the nearest exit and proceed to the area designated for their previous class. Once outside the building, students should report to and remain with their teacher in their assigned area for the entire evacuation period. Classes should stand at a safe distance from the building and should not block the driveways. Each teacher will take attendance after the class arrives at its assigned area.

9. 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, they will issue their own passes. **Hall passes will not be given to any student after 1:45 P.M.**

10. LOCKERS
Students are assigned a locker for their personal use. The school takes no responsibility for the security of the locker contents. Locks provided by the school may be purchased for **$5.00** through the main office. **Please Note: Only students who have purchased a lock from the school will have access to their locker. No personal locks may be used.**
The school reserves the right to inspect lockers periodically to ensure neatness and cleanliness. The school also reserves the right to inspect the locker of an individual student. **Under school board policy, desks and lockers may be inspected if the administration has reason to suspect that injurious material is kept on school property.**

11. LOST AND FOUND
A lost and found area for valuables and lost books is maintained in the Main Office. It is critical that students not bring large amounts of money or other valuables to school.

12. MESSAGES
Since the school does not have a messenger service, students are not called to the phone except in cases of dire emergency. Parents are asked to remind students of out-of-school obligations and appointments beforehand, as the school cannot stop the learning process to deliver messages of a routine nature.

13. POSTERS
Posters are displayed only with approval of the school administrators. Posters should be attractive and not in any sense degrading and posted only on approved boards.

14. SCHOOL CLOSINGS, SNOW STORMS, ETC.
When the weather is unusually severe and the opening of school is questionable, log onto the BHS website: **www.bethel.k12.ct.us** or listen to one of the following stations beginning at 6:30 a.m.:

WLAD	**AM**	**Danbury 800**
WINE	**AM**	**Brookfield 940**
WICC	**AM**	**Bridgeport 600**
WEBE	**FM**	**Bridgeport 108**

WEZN	**FM**	**Bridgeport 100**
WFSB	**Channel 3**	**Hartford**
WVIT	**Channel 6**	**W. Hartford**
WTNH	**Channel 8**	**New Haven**

There will be no school activities, including sports practices, on days when school is closed due to inclement weather. In the case of early dismissal, delayed opening or school cancellation, the Superintendent will notify the above radio and television stations.

15. JUNIOR/SENIOR PRIVILEGES

Qualified seniors may arrive late or leave early when study hall falls at the beginning or end of the day. Qualified juniors may only leave early. They are not permitted to arrive late to school. Both students and parents must sign an agreement in order to qualify for this privilege. **This privilege will be revoked for failing grades, class cutting, habitual tardiness, and other major offenses.** Students must sign out and may not leave school grounds without permission. Reminder: Study Halls that fall before a regularly scheduled class require students to remain in the building.

16. VISITORS

It is the desire of the Bethel Board of Education to encourage parents and responsible groups to visit our school. However, the Board also recognizes its responsibility to protect the students and preserve the process of education. The school policy is to accept only those visitors who have legitimate business at the school Parents are always welcome. All visitors must sign in and obtain passes at the entrance to the school. 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 who wish to visit BHS will not be permitted to do so until 2:15pm.

Please Note: Students who wish to shadow a BHS student must receive prior consent from the Principal at least one week before the visit takes place.

17. WORKING PAPERS

Working papers may be obtained in the Main Office from 8:00 a.m. to 2:00 p.m. A birth certificate and a written promise of employment are necessary to obtain working papers.

SECTION III: SCHOOL POLICIES

1. ACADEMIC DISHONESTY 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, the consequences will be severe.

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
- **Collaborating** by working with another (student, parent, tutor, etc.) when independent work is required.
- **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)
- **Promoting** another student's academic dishonesty
- **Submitting** the same work for different assignments

Consequences

If a student violates the Academic Dishonesty 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 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. TECHNOLOGY

Bethel Public Schools (the "District") 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. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities, to establish expectations, and to monitor student behavior when using technology.

Access to District technology resources is provided to students who act in appropriate and responsible ways. 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. Just as students are responsible for making good behavior decisions in a classroom or on school grounds, they are responsible for making good decisions when using District technology resources or personal technology in a manner that impacts the school environment.

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.

Definitions

District Technology Resources:

For the purposes of the District's BYOT policy, "District Technology Resources" refers to District's computers, District issued personal data devices (including Smartphones, Blackberries, PDAs, Smartphones, other mobile or handheld devices) and instructional technologies; communications and data management systems; informational

technologies and the Internet; and a variety of other technology resources in order to promote educational excellence.

Personal Technology:
For the purposes of the District's BYOT policy, "personal technology" refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, net books, Smartphones, network access devices, and other electronic signaling devices.

Applicable Standards for Use of District Technology Resources
In addition to the general principles set forth in this Student Responsible Use Policy, the use of District technology resources may be affected by a number of other legal and ethical principles. While it is not possible to list all potentially applicable laws, regulations, and local standards, the following are provided:

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 ™ 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.

13. 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. 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

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. As part of the monitoring and reviewing process, the District will retain the capacity to bypass any individual password of a student or other user. *The District technology security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes*. The District's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to; oversight of Internet site access, the right to review emails sent and received, the right to track students' access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing.

- 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.

- 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 Student Responsible Use 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.

Students, parents, and guardians should recognize that the nature of the use of District technology resources extends outside of the school itself and into off-campus remote locations such as homes. 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.

3. **TOBACCO, ALCOHOL, and DRUG POSSESION, USE, and/or SALE (including Performance-Enhancing Substances)**

5131.6(a)

Recognizing that drug or alcohol abuse and dependency can seriously impair a student's ability to learn, the Board is committed to educating students about the dangers inherent in the use of alcohol, drugs, and tobacco through its health education and special programming for this purpose. Pursuant to the Board of Education's goal to maintain a drug, tobacco, and alcohol-free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving the possession, sale, and/or use of illegal substances or substances used illegally. This policy refers to the following:

- Tobacco
- 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.

5131.6(b)

Privacy Rights

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate any controlled substances, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel of the student, his/her property, the school premises, and the school grounds. Privileged communication between a certified or paraprofessional employee and a student concerning drug abuse shall remain confidential between student and professional, except in cases where the employee is obtaining physical evidence of a controlled substance, and/or where there is an immediate threat to, or where students' health, safety, and welfare may be jeopardized.

Illegal Activities

Use, possession, sale or distribution of any controlled substances, including prescription drugs, or drug paraphernalia in violation of state law or Board of Education policy is prohibited at any time on school premises, on school grounds, or at any school-sponsored activity. If a student is under the influence of any controlled substance, or engaged in the illegal activity of possessing or selling controlled substances, the police will be notified, his/her parent(s)/guardian will be contacted, he/she will be suspended from school, referred to a Student Assistance Counselor, and considered for expulsion. In cases of the illegal activity of possessing or selling any controlled substance, students will be referred to the appropriate law enforcement authorities. If a student is arrested and is awaiting trial for possession of, or possession of with intent to sell any controlled substance in or on school property or at a school-sponsored event, the student will not be allowed to attend school without the permission of the Superintendent, per the guidelines set forth in Policy #5114.

Notification of Policy

Annually, students and parents will be notified through the student handbook, or through other means, of the possible disciplinary sanctions for violation of this policy.

5131.6(c)

Principals shall include statements in school handbooks and on school websites to the effect that:

1. the unlawful manufacture, distribution, dispensing, possession or use of controlled substances are prohibited in school, on school grounds, on school transportation and at school sponsored activities;
2. compliance with the standards of conduct stated in the student handbook is mandatory;
3. a violation of this policy will subject students to disciplinary action up to and including expulsion and referral for prosecution;
4. Connecticut Interscholastic Athletic Conference (CIAC)-controlled activities, as described on the CIAC website at www.casciac.org, and which are sponsored by the high school or middle school are included in this policy and accompanying administrative regulations;
5. the CIAC may impose sanctions on athletes beyond those applied by the District for the use of performance-enhancing substances;
6. the definitions below shall be delineated in the student handbooks and other venues for communicating information to students and parents about this policy.

Definitions

Controlled Substances includes any alcohol or malt beverage, any drug listed as a controlled substance, chemical abuse substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood. This includes controlled drugs as defined in C.G.S. 21a-240(8) as well as the intentional misuse of prescription drugs or over-the-counter drugs. Examples of the above include, but are not limited to, cocaine, cocaine derivatives, “crack,” “ice,” beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances and any capsules or pills not registered with the school nurse, annotated within the student’s health record, and given in

accordance with the District's policy for the administration of medication to students in school.

Performance-Enhancing Substances include any performance-enhancing drug, including anabolic agents or steroids, used for the intent of bodybuilding and muscle enhancement of physical ability and not for a valid medical purpose as defined by a physician; includes, but is not limited to, those performance-enhancing drugs, substances, or supplements identified on the CIAC comprehensive list reflected below:

1. Pharmacological agents (prescription or nonprescription) taken in doses that exceed the recommended therapeutic dose or taken when the therapeutic indicators are not present;

2. Agents used for weight control, including stimulants, diet pills, diuretics, and laxatives, when the user is in a sport that has weight classifications or that rewards leanness;
3. Agents used for weight gain, including over-the-counter products advertised as promoting increased muscle mass;
4. Physiologic agents or other strategies used to enhance oxygen-carrying capacity, including erythropoietin and red blood cell transfusions (blood doping);
5. Any substance that is used for reasons other than to treat a documented disease state or deficiency;
6. Any substance that is known to mask adverse effects or the ability to detect another performance-enhancing substance; and
7. Nutritional supplements, including Creatine, taken at levels greater than required or to replace deficits created by a disease state, training program, and/or participation in sports.

Distribution or Sale of Controlled Substances means to deliver, sell, pass, share, or give any alcohol, drug or mood altering controlled substance, as defined by this regulation, from one person to another or to aid in its use.

Possession of Controlled Substances means to possess or hold, any alcohol, drug, or mood altering substance determined to be illegal, or as defined by this regulation, on one's person, in one's personal belongings, one's locker, car, backpack, etc.

Drug paraphernalia includes any instrument, utensil or item, which in the school administrator's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include, but are not limited to, roach clips, pipes, and bowls. Reference should be made to C.G.S. 21a-240.

Substance-Abuse Assessment is an evaluation conducted by a professional to determine the student's overall health and condition in relation to use of a controlled substance or drug.

Student Support Team is a designated team of school staff members typically including, but not limited to, an administrator, school nurse, school counselor, school psychologist, social worker, Student Assistance Counselor, and teacher(s).

Disciplinary Action

Students who violate this policy will be subject to disciplinary action which includes, but is not limited to, suspension or expulsion, and/or a program recommended by the Student Assistance Counselor. Student athletes, who violate this policy, participating in CIAC-controlled activities, shall also be declared ineligible for such activities in accordance with CIAC policy and regulation. The Superintendent shall issue procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action.

The following guidelines for reporting alleged violations are to be followed:

1. If a District employee suspects student drug abuse, the employee shall refer the matter to the Student Assistance Counselor and administration for evaluation. Following the evaluation, disciplinary action may be imposed if the situation warrants.

2. If a District employee obtains physical evidence of controlled substances from a student in school, on school grounds, on school transportation vehicles or at a school sponsored event, the employee shall turn the student and the controlled substance, if possible, over to the school principal or designee. The principal or his/her designee will notify law enforcement personnel and shall surrender possession of the controlled substance to the proper authorities within the time period required by state law.

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, and may be administered at middle school dances.

The following procedures will be followed:

1. At all dances and proms, <u>all</u> 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 <u>not</u> 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.

Inhalants

In addition to the prohibitions pertaining to controlled substances contained in this policy, no student shall inhale, ingest, apply, use, or possess glue which can be abused, aerosol paint, or any substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to directions for use, cautions or warnings appearing on a label of a container of the glue, paint aerosol or substance; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person's eyesight, thinking process, balance or coordination.

For purposes of this policy, inhalants are defined, but not limited to, the following:

Nitrous Oxide – Laughing Gas, Whippets, C02 Cartridge
Amyl Nitrite–"Locker Room," "Rush," "Poppers," "Snappers"
Butyl Nitrite – "Bullet," "Climax"
Chlorohydrocarbons – Aerosol Paint Cans, Cleaning Fluids
Hydrocarbons – Aerosol Propellants, Gasoline, Glue, Butane

No student shall intentionally, knowingly, or recklessly deliver or sell potentially abusable inhalant materials as listed above to another student.

5131.6(g)

No person shall intentionally use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an

abusable glue, aerosol paint or substance or other substance that contains a volatile chemical.

Performance-Enhancing Drugs

In addition to the prohibition pertaining to alcohol, street drugs and inappropriate use of prescription drugs or over-the-counter drugs, tobacco, and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, such as Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician. Bodybuilding and enhancement of athletic ability and performance are not considered valid medical purposes.

School personnel and coaches will not dispense any drugs, medication, or food supplements except as in compliance with Connecticut State law, district "Administration of Medications" policy, and as prescribed by a student's physician, dentist, physician assistant, or advanced practice registered nurse.

Students shall be made aware of the dangers of steroid abuse and that such abuse, unauthorized possession, purchase, or sale will subject them to disciplinary action and CIAC sanctions.

It is the expectation of the Board that district schools, as members of the Connecticut Interscholastic Athletic Conference (CIAC), require all athletes playing in CIAC-controlled sports to be chemical free.

Tobacco Use by Students

There shall be no smoking or any other unauthorized use or possession of tobacco by students in any school building, or school vehicles at any time or on any school grounds during the school day, or at any time when students are subject to the supervision of designated school personnel. An ongoing program of student assistance and counseling will be offered to provide support for students who wish to break the smoking habit.

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

4. ATTENDANCE

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. Also, students absent during the school day may not attend school-sponsored functions.

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. The following guidelines will be helpful in addition to Moodle.

Absent - 1-3 days: Students should refer to Moodle.

Absent - 4 or more days: Parents may request that assignments be made available to students who are absent for 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 at least twenty-four hours notice. During the interim, the ISS monitor will get the student assignments from all subject teachers to cover the full time period assigned to ISS.

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 Attendance Office as students serving OSS may not enter the school grounds.

Homebound Instruction: Any student who must remain home from school for medical reasons for at least 3 weeks may be entitled to homebound instruction. Parents should call the student's school counselor to discuss the situation.

TRUANCY

Because chronic school attendance problems and lack of school punctuality often impact the entire community as well as the school, student, and family involved, truancy will be referred to Juvenile Court to assist each school with students who are truant or habitually truant (as defined below). Each Building Principal may make a referral to Juvenile Court when the specific interventions made to remediate truant or habitually truant students have not been effective. A truant is any student under the age of sixteen (16) who has four (4) unexcused absences in one month, or has ten (10) unexcused absences in one academic year. A habitual truant is any student who has twenty (20) unexcused absences within an academic year.

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. To provide the Attendance Office with *written explanations signed by the parent/guardian* for any tardiness-to-school or early dismissal for any reason, and to obtain authorization (pass) to class after sign-in at the Attendance Office;
3. 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 to them.

Definitions:

Excused Absences

Students receive an excused absence when they are absent from school for the following reasons:

a. Illness or injury of the student. The district reserves the right to require a physician's or other appropriate certification for absences in excess of five (5) consecutive days or a total of fifteen (15) days in any school year.
b. Serious illness of a family member which necessitates the absence of the student.
c. Death in the immediate family.
d. Religious holiday.
e. Approved school activities.
f. Suspension or expulsion.
g. Limited absences from school for special activities with parental consent, subject to the prior approval of the principal. Students who plan to be absent for reasons other than those listed above should complete a form which is available in the school office. Each form must be signed by the parent/guardian prior to the planned absence. Students will be expected to make up the work missed. Unless a student has an intended illness, all make-up privileges will be completed when the student returns to school within an appropriate amount of time.
h. Such other exceptional circumstances as approved by the principal

Unexcused Absences

These absences are those which do not come under any of the definitions of excused absences. An unexcused absence will be classified as truancy.

Changes of Classification

An unexcused absence may be changed to an excused absence within five (5) school days of the date of the absence. This may occur if a

parent verifies the legitimacy of the absence by calling the school within five (5) school days of the absence. If the unexcused absence is changed to an excused absence, the school office will notify the student's teacher(s) of the change in classification.

Truant

Any student, age seven to sixteen, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.

Habitual Truant

Any student, age seven to sixteen, who has twenty (20) unexcused absences within a school year.

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, a half-way Attendance Alert will be issued after five (5) absences. Loss of credit will occur at ten (10) absences. In order to restore credit students will request an 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. Guidance Appointments (pass is needed).
4. Nurses' Office (pass is needed).
5. Special meetings, assemblies, sports, school activities and related travel.
6. In-School Suspension.
7. Out-of-School Suspension.

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

The Attendance Policy is not designed to deny credit to a student who, through no fault of his/her own, was unable to come to school due to legitimate illness or other conditions described earlier in this policy. The Attendance Review Committee will ask only that documentation be provided substantiating the absences. It is when unexcused absences (cut or truancies) are intermixed with the absences that a problem arises. When a student deliberately chooses to be absent from class, he/she is intentionally violating the intent of the policy. The allowable days of absences should be considered an insurance policy against illness and not an opportunity to miss class.

When a student accumulates 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. All documents must be returned within 3 (three) weeks of notification. An attendance review committee, comprised of teachers and guidance counselors, will review all appeal documents received.
***To see the entire policy, refer to the Parent/Student Handbook of Selected Policies, Procedures and Regulations**

TARDINESS: BHS will provide details concerning disciplinary action for tardiness at the start of the 2012-13 school year.

5. **BULLYING**
In accordance with Bethel Board of Education policy, **bullying** shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, and which *acts are committed more than once against any student during the school year*. Additionally, any form of cyberbullying committed *once* by student(s) at school using school electronic devices, or from home computers or cell phones, or from any other personal electronic device, or done through the use of social networking sites of any kind is expressly forbidden. In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Board policy. The determination that conduct does not constitute bullying under state law and Board policy, however, does not restrict the right of the Administration and of the Board of Education to impose appropriate disciplinary consequences for student misconduct.

- **Location**. Bullying behavior in violation of Board policy may occur on school grounds, at a school-sponsored activity, or on a school bus, or at a school bus stop. Bullying behavior in violation of Board policy may also occur off-campus and outside of any school-sponsored activity, via electronic equipment and electronic resources such as the Internet and social networking sites. School administrators are authorized to impose bullying behavior penalties if the behavior is seriously disruptive of the educational process, or markedly interrupts or severely impedes the day-to-day operation of the school.
- **Misconduct Committed More Than Once.** Bullying behavior in violation of Board policy must be "committed more than once against any student during the school

year." An isolated incident, however egregious, is not bullying under state law and Board policy. Similarly, numerous acts of misconduct against different students do not constitute bullying under state law and Board policy. Conversely, where there are multiple incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual, during the school year, the responsible administrator shall develop a *case-specific intervention* to address such repeated incidents of bullying, which may include both counseling and discipline.

- **Ridicule, Harassment, Humiliation, and/or Intimidation.** Bullying behavior is more than misconduct. Such behavior is marked by the perceived intent to ridicule, harass, humiliate, or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others, or was communicated to others, how the perpetrator interacted with the victim, and the perceived motivation of the perpetrator.
- **Types of Conduct.** Bullying can take many forms, and can include many different behaviors having the overt intent to ridicule, harass, humiliate, or intimidate another student. Examples of conduct that could constitute bullying include:

    1. Physical violence and/or attacks;
    2. Verbal taunts, name-calling and put-downs, including taunts based on race, ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics such as socioeconomic status or physical appearance;
    3. Threats and intimidation (through words or gestures);
    4. Cyberbullying, including "sexting," as defined in Board policy;
    5. Extortion or stealing of money and/or possessions.

I. Complaint Process

A. Publication of the policy and regulations against bullying

As of July 1, 2009, this policy and the applicable regulations were included in the school district's publications of the rules, procedures, and standards of conduct in each school's student handbooks.

B. Appropriate school personnel

All school administrators are charged with the responsibility of taking reports of bullying and appropriately investigating them. Reports may be made to any administrator or to Bethel's Bullying Prevention Coordinator, Dr. Janice Jordan, Associate Superintendent of Schools, at 203-794-8613 and jordanj@bethel.k12.ct.us

C. Formal written complaints

Students and their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the alleged conduct, the number of such incidents, the target of such suspect bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any administrator or with the school district's Bullying Prevention Coordinator, Dr. Janice Jordan, Associate Superintendent of Schools, at 203-794-8613 and jordanj@bethel.k12.ct.us, for review and action in accordance with Section III below.

Cyberbullying (The Use of Technology to Harm Others)

The Bethel Board of Education defines cyberbullying as the use of electronic devices to harm others, and includes

- Sending or posting electronic messages, digital pictures or images, or postings on web sites, blogs, or social networking sites for the purpose of harassing, humiliating, teasing, intimidating, threatening, or terrorizing another person;
- Creating, posting, accessing, distributing, viewing, or possessing any electronic messages, digital images, social networking content, or other electronic or print material for the purpose of harassing, humiliating, teasing, intimidating, threatening, or terrorizing another person.

Any form of cyberbullying committed *once* by student(s) at school using school electronic devices, or from home computers or cell phones, or from other electronic devices, or done using social networking sites of any kind is expressly forbidden. Students must be mindful that cyberbullying activates disciplinary consequences after the *first* incident.

Students are prohibited from using any electronic device, including cell phones, to access and/or distribute such material at school, on school grounds, at a school-sponsored event, or on a school bus. Publication, access, and/or distribution of such material while in school will be considered disruptive to the educational process by school officials and assumed intended for access within school by students. All forms of harassment using technology of any type are violations of this policy and the district's Responsible Use Policy (RUP) and procedures.

All district network users, including student users, are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, "sexting," or other antisocial, illegal, or inappropriate behaviors such as those referenced in the cyberbullying definition are expressly prohibited.

Students, teachers, and other staff members who believe they have been the victims of such misuses of technology as described in this policy should not erase the offending material. Except in the case of pornographic images or "sexting" images, a copy of the material should be brought to the attention of the school principal or assistant principal. In the case of "sexting" images, the student, teacher, or staff member should show the school administrator the image on the electronic device, and local law enforcement officials will be contacted immediately.
***To see the entire policy, refer to the Parent/Student Handbook of Selected Policies, Procedures and Regulations**

6. 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. **A student who fails to serve an assigned teacher detention will be referred to the administration.**

OFFICE DETENTIONS

Office detentions are assigned for failing to abide by school rules. Students must arrive on time at the detention room by 2:19 P.M. The detention is 60 minutes long. Students late to the detention room will not be allowed to enter. Students will then be assigned another detention. **If students are absent on the assigned day, they should report to detention on the first day they return to school**. While in detention room, students must be doing work. They are not allowed to

leave the detention room to get books, materials or to use the bathroom. **If students are sleeping, talking, or being unproductive, they will be removed from the detention room, and assigned another detention date.**

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

7. DRESS CODE

Bethel High School encourages the maximum development of the student. Good work habits and an atmosphere in which proper attitudes may be fostered are prerequisites in attaining this goal. Student dress and grooming are highly personal matters. The school does have a legitimate interest, however, in protecting the health and safety of its people 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 and possibly to be disciplined. Students are expected to present an appearance that demonstrates self-respect, respect of others, and respect for the importance of learning.
Outdoor coats and jackets, bare midriffs, and any other revealing clothing are not permitted. State law requires that footwear be worn at all times in public places. No hats or head coverings are to be worn in the school building. All garments displaying profanity or promoting drugs, alcohol, tobacco, or sexual reference will not be permitted. This includes "spike accessories" and metal "link" chains. The final determination of what is considered appropriate dress will rest with the administration.

The following are examples what NOT to wear at BHS: spaghetti straps/camisoles, tube /halter tops, shorts and skirts shorter than 3" above the knee, bare midriffs/backs, exposed cleavage, exposed underware, pajamas, slippers, heels over 3", holes/dirty pants, pants dragging on the floor and sleeveless shirts (boys).

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

8. HARASSMENT

It is the policy of the Bethel Board of Education to maintain a working and learning environment that is free from sexual and other unlawful harassment. The Board will not tolerate the harassment of or by any student based on sex, sexual orientation, race, color, national origin, religion or creed, physical or mental disability. All forms of harassment are prohibited whether verbal, physical or visual, and regardless of the medium through which it occurs. Such harassment violates state and federal law.

Students are prohibited from harassing teachers, administrators or other school personnel on the basis of sex, sexual orientation, race, color, religion, creed, national origin, ancestry, marital status, age, physical, or mental disability, or veteran status.

Sexual Harassment and Non-Discrimination Policy

It is the policy of the Bethel Board of Education to maintain a working and learning environment that is free from sexual and other unlawful harassment. The Board will not tolerate the harassment of any applicant, employee, independent contractor, volunteer, student, or visitor based on sex, sexual orientation, race, color, religion, creed, national origin, ancestry, marital status, age, physical or mental disability, genetic predisposition or carrier status, or veteran status. All forms of harassment are prohibited whether verbal, physical, or visual, and regardless of the medium through which it occurs. Such harassment violates Title VII of the Civil Rights Act of 1964, the Connecticut Fair Employment Practices Act, and/or Title IX of the Education Amendments of 1972.

This policy prohibits sexual and other unlawful harassment by employees, teachers, students, administrators, Board members, volunteers, and others contractually or otherwise under the control of the school system. It also protects against harassment by any third person who is on school premises, at a school workplace or who otherwise comes in contact with school personnel in connection with their employment at the school system.

Students are prohibited from harassing teachers, administrators or other school personnel on the basis of sex, sexual orientation, race, color, religion, creed, national origin, ancestry, marital status, age, physical, or mental disability, or veteran status.

Unwelcome speech or conduct of an offensive or hostile nature based on an individual's race, color, national origin, sexual orientation, disability or religion is also prohibited by this policy.

It is the express policy of the Bethel Board of Education to encourage students who are victims of sexual, racial or other harassment as defined by Board policy no. 5145.42 to promptly report such complaints. Timely reporting of complaints facilitates the investigation and resolution of such complaints.

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

9. HAZING

It is the policy of this school district that no student shall participate in or be a member of any secret fraternity, sorority or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing.

Definitions

"Hazing" means committing an act against a student, or coercing a student into committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order

for the student to be initiated into or affiliated with a student organization, or for any other purpose.
*To see the entire policy, refer to the Parent/Student Handbook of Selected Policies, Procedures and Regulations

10. OUT OF SCHOOL MISCONDUCT

Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and is a violation of a publicized Board policy, even if such misconduct occurs off-school property and during non-school time.

In compliance with judicial decisions, the Board considers conduct which is "severely disruptive of the educational process" to mean conduct that "markedly interrupts or severely impedes the day-to-day operations of the school."

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

11. SUSPENSION PROCEDURES

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. All work for the student on suspension is available in the Attendance Office on the Main Floor or on the Bethel High School website: moodle.bethel.k12.ct.us. It is the responsibility of the parent/guardian to arrange for a pick-up time for the work by someone other than the suspended student. **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.**

In-School Suspension (ISS)

In-school suspension is a disciplinary measure that may be utilized by the administration of Bethel High School in accordance with the established policy and administrative regulations. The goals of ISS are:

1. To hold students accountable for their actions which resulted in their presence in ISS.
2. To insure that students continue their academic studies while in ISS. In-School Suspension is a serious disciplinary action. Class assignments are completed in a quiet atmosphere with a monitor in charge. To be credited with a full day of ISS, students must fulfill the following requirements without exception:
   - Students will report directly to In-School Suspension Room on the assigned date(s) immediately after homeroom period. <u>Students arriving late to ISS may be given another full day of ISS.</u>

- Students must bring all necessary assignments, books, etc. needed for the day. No visits will be allowed to the Media Center.
- No passes will be given from ISS.
- There will be no pullouts for any classes or support services, unless specified by the PPT or an administrator.
- Students will sit only in assigned seats.
- **There will be no communication among students.** No notes, hand signals, talking, or other disruptive behavior will be allowed.
- No food, drink, gum, or candy is allowed in the ISS Room.
- Students will be escorted to the cafeteria, lockers, and to the bathroom prior to the regularly scheduled lunch periods. Students will eat their lunch in the ISS Room.
- Students have the right to make up work missed without any penalty being assessed to their grade.
- Students in ISS may not participate in any extracurricular activities until suspension is completed. This includes school day, weekend 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.
- Writing on desks/walls/counter will result in another day in ISS.
- Students will be required to complete an ISS assignment each day they are assigned.
- A behavior log is kept for time spent in ISS. Any disruptive behavior will result in further corrective action.

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

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.

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

13. DISCIPLINE GRID

BEHAVIOR	Offense	Consequence
Cheating/Plagiarism	1st Offense 2nd Offense	Zero on Assignment, Referral to NHS 1 day ISS
Agenda Book Missing	1st offense 2nd Offense	Verbal Warning 1 Office Detention
Cutting Class period by period	1st Offense 2nd Offense 3rd Offense	1 Office Detention 2 Office Detention ISS
Tardiness	1st – 10th Offense 11th Offense & After	Detention Slip assigned by teacher Referral to Office / ISS
Forgery (Notes, Documents)	1st Offense 2nd Offense	1 Day ISS Up to 5 Days ISS
Leaving School Grounds	1st Offense 2nd Offense	1 Days ISS 2 Days ISS
Failure to Serve Detention	1st Offense 2nd Offense	2 Office Detentions 1 Day ISS
Failure to Serve In-School Suspension	1st Offense	May not return to class until ISS is served
Gambling, Card-Playing	1st Offense 2nd Offense	1 Office Detention 1day ISS
Gum Chewing	1st Offense 2nd Offense	Verbal Warning 1 Office Detention
Hats/head covering worn during school hours	1st Offense 2nd Offense	Verbal Warning 1 Office Detention, Item given to the Main Office
Insubordination (open defiance of authority)	1st Offense 2nd Offense	1 Office Detention or ISS ISS to be determined by administrator
Misbehavior and/or Disruption in the Classroom, Cafeteria, Study Halls, Library, Bus	1st Offense 2nd Offense	1 Office Detention 1 Day ISS
Littering	1st Offense 2nd Offense	Verbal Warning 1 Office Detention
Loitering in unauthorized area (i.e. student parking lot)	1st Offense 2nd Offense 3rd Offense	Verbal Warning 1 Office Detention ISS
Lying to Avoid Blame/ Responsibility	1st Offense 2nd Offense	Verbal Warning 1 Office Detention
Obscene Language, Gestures, Attire	1st Offense 2nd Offense	Verbal Warning/or 1 Office Detention ISS / OSS

Creating an Unsafe Environment	1st Offense	Up to 5 Days ISS
Spitting	1st Offense 2nd Offense	Verbal Warning 1 Office Detention
Throwing Objects	1st Offense 2nd Offense	Verbal Warning 1 Office Detention
Inappropriate use of Ipods, walkman, mp3player	1st Offense 2nd Offense Continued offenses	1 Office Detention 2 Office Detentions and Parent Retrieval of Item ISS and loss of use
Use of cell phone	1st Offense 2nd Offense 3rd Offense Continued Offenses	Phone given to the main office Parent Retrieval of Item 1 Office Detention ISS

MAJOR OFFENSES & CONSEQUENCES

BEHAVIOR	**CONSEQUENCE**
Arson	10 Days OSS Police Referral Possible Expulsion
Assault	10 days OSS Police Referral
Bomb Threat	10 days OSS Police Referral Possible Expulsion
Bullying	Please refer to BOE Policy 5131
Cyberbullying	Please refer to BOE Policy 5131
False Alarm or tampering with fire alarm system	10 days OSS Police Referral Possible Expulsion
Fighting	5-10 days OSS
Harassment	Up to 10 days ISS
Making False Statements	Up to 5 days ISS
Hazing	Up to 10 days ISS/OSS Also reference athletic handbook
Possession, use, transmission, suspicion of use, manufacture, distribution, sale of drugs, alcohol, or other harmful substances during school hours or school sponsored events	Up to10 days OSS Police Referral Possible Expulsion

Racial or other Discriminatory Slurs	ISS Possible Expulsion for continued offenses
Sexual Misconduct/Harassment	5-10 days OSS
Smoking/Chewing Tobacco	2 days ISS
Violation of Technology Agreement	Up to 10 days OSS and or loss of privileges
Theft or possession of stolen goods	10 days OSS Police Referral
Threats to Staff/Students	5-10 days OSS
Under the influence of drugs, alcohol, or other harmful substances during school hours or school sponsored events	Up to 10 days OSS Police Referral Possible Expulsion
Vandalism	10 days OSS Restitution
Weapon Possession	10 Days OSS Police Referral Possible Expulsion

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

ADMINISTRATIVE CLASS ASSIGNMENTS

Administrator	Class of	Grade(s)
TBD	2013, 2015	12, 10
Mr. Lawlor	2014, 2016	11, 09

SECTION IV: ACADEMICS

"Our primary purpose is to improve student achievement."

1. ACADEMIC EXPECTATIONS

The academic, social, and civic expectations identify the school-wide essential learning outcomes identified for all students.

Academic Expectations

Bethel High School graduates:

- Use listening and speaking skills to communicate effectively.
- Think critically using problem-solving skills in a variety of situations to meet life's challenges.
- Read effectively for a variety of purposes using diverse media.
- Employ technology effectively and responsibly to facilitate learning, research, and communication.
- Write effectively for a variety of purposes and audiences.

Academic Expectations are assessed using school-wide rubrics.

Social Expectations

Students at Bethel High School will:

- Demonstrate behavior that promotes a responsible and healthy lifestyle
- Show respect for others and themselves
- Contribute to the well-being and welfare of others within the school community
- Demonstrate the ability to work independently and cooperatively

Civic Expectations

Students at Bethel High School will:

- Provide service to the community
- Demonstrate their understanding of the rights and responsibilities of citizenship

Explore post-secondary options

2. ADVANCED PLACEMENT (A.P.) COURSES

A.P. 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 A.P. Exam, there are many colleges that give credit or advanced placement for his/her efforts. All students enrolled must take the A. P. Exam.

A student's efforts pay off in the form of A.P. awards, time and money saved in college, and the chance to be challenged by studying a subject in depth. The Course Selection Book and school counselors have descriptions of A.P. courses available. **All students enrolled in A.P. courses must pay for the test in September and take the test in May.**

3. COURSES AND CREDIT

Bethel High School has a six-block day within an eight-day rotating cycle, with each period lasting 57 minutes. Students are required to carry a minimum of seven credits per year. A full-year course which meets six out of the eight days carries one Carnegie unit. A full-year course, which includes a laboratory period in addition to the six class meetings, carries 1.2 Carnegie units. We also offer semester courses meeting six out of the eight days, which carry .5 Carnegie units.

4. POLICY ON CHANGE OF PROGRAM

A great deal of time and effort on the part of the staff is devoted to developing an individual program for each student. It is also essential that students and parents put sufficient time and thought into the process to assure a satisfactory program. There are few legitimate reasons for making program changes once the school year begins. Any program should be selected with the idea of completion in mind. Trying a subject and then dropping it is not permitted.

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. Changes needed as the result of courses failed in June
4. Changes needed as the result of successful completion of summer school
5. A level change approved by the teacher, department head, administrator and parent

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

5. 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.

6. EXAMINATIONS

Examinations will be given in January and June.

- A student failing to report for a midterm or final examination at the designated time without a legitimate reason for the absence will receive a grade of "F".
- Final examinations carry a grade weight of 10% for each course.
- Seniors with an "A" average (90 or higher) at the end of the 2nd quarter in a semester course or at the end of the 4th quarter in a year-long course will 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.
- If a student is absent from an examination due to illness, a parent must notify the office by telephone no later than the morning of the exam. Arrangements will be made for make-up examinations only for students calling in about their absence. Otherwise the exam is at the discretion of the teacher.

7. GRADING SYSTEM

Grade	Percent
A+	**97-100**
A	**93-96**
A-	**90-92**
B+	**87-89**
B	**83-86**
B-	**80-82**
C+	**77-79**
C	**73-76**
C-	**70-72**
D+	**67-69**
D	**63-66**
D-	**60-62**
F	**59 and Below**

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

8. GRADUATION REQUIREMENTS

To qualify for a Bethel High School diploma, students must complete, with a minimum grade of D- (60), a total of 24 Carnegie units/credits. Students must earn 24 Carnegie units/credits from the required areas of study and 6.5 Carnegie units/credits from the elective areas. Students should select courses

which satisfy their interests, prepare them for further education, and teach them skills with which to enter the world of employment.

In addition, students must demonstrate competency in the Bethel School District's performance standards in the following subjects: English, Social Studies, Science, and Math. For example, any student scoring below Level 3 (Proficient) on the CAPT in the above subject areas will be required to take a Standard Preparation course in that specific area. The requirements are available for review in the BHS Program of Studies and on the Bethel High School web page under "Graduation Standards."

The 24 Carnegie units of credit are divided among the required areas:

English - 4 years
Social Studies – 3.5 years (including 1 year of U.S. History; and one semester of Civics)
Mathematics - 3 years (Accounting may fulfill one year of this requirement.)
Science - 3 years (1 year Biology)
Physical Education - 4 semesters, one semester per year
Health Education - 1 semester
Fine Arts (Arts, Music, and Theatre Arts) - 1 semester
Practical Arts - 3 semesters (2 semesters Computers)
Practical Arts include: Business, Computer Science, Driver Education, Life Studies, Technical Education, and Work Experience.
Approved and Documented Service Learning Requirement of 60 hours, must be completed by the end of the junior year

9. Promotion Requirements

Promotion to 10th Grade:	5.0 Carnegie Units
Promotion to 11th Grade:	11.0 Carnegie Units
Promotion to 12th 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, for example the Class of 2013 to the Class of 2014.

10. 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. Students and/or parents may check homework and class information by going to our district website www.bethel.k12.ct.us and clicking on the Bethel High School link. The BHS page has a Moodle link on the top left hand section.

11. HONOR ROLL

Forms for computing the Honor Roll can be found on the Bethel High School home page under the School Counseling link. A minimum of 6 courses must be carried to qualify for the Honor Roll.

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

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

13. INTERIM REPORTS
Academic progress reports (interim reports) are special reports issued by teachers during each marking period to inform parents of their child's progress on a particular assignment or the overall grade.

14. MARKING PERIOD SCHEDULE

MARKING PERIOD I (45 days)	August 29 – November 6, 2012
Interim Comments Posted to Power School	October 2, 2012
End of Marking Period	November 6, 2012
Final Grades Posted to Power School	November 9, 2012
Grades become official*	November 21, 2012
MARKING PERIOD II (46 days)	November 7 – January 28, 2013
Interim Comments Posted to Power School	December 13, 2012
End of Marking Period	January 28, 2013
Final Grades Posted to Power School	January 31, 2013
Grades become official*	February 14, 2013
MARKING PERIOD III (45 days)	January 29 – April 4, 2013
Interim Comments Posted to Power School	March 1, 2013
End of Marking Period	April 4, 2013
Final Grades Posted to Power School	April 9, 2013
Grades become official*	April 23, 2013
MARKING PERIOD IV (45 days)	April 5 - June 14, 2013
Interim Comments Posted to Power School	May 13, 2013
Final Exams	June 10, 11, 12, 13, 2013
End of Marking Period	June 14, 2013
Final Grades Posted to Power School	June 14, 2013
Grades become official*	

***Please note: grades become official ten days after final grades have been posted. Once grades become official, it is always a good idea to print (for your records) from the "grades history" tab in the Parent Portal. Marking Period dates are subject to change due to school cancellations. Please check**

the "school information" tab in Parent Portal or on our on-line calendar. After June 30th, 2013 students become inactive in Power School for the summer.

15. 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 3.3 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). In order to meet the service requirement, a candidate must show that he/she has completed the required BHS community service hours (60) and has performed a minimum of 25 hours in one additional and separate project. 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 elected in the junior year, he/she may become eligible in the senior year by maintaining the 3.3 weighted grade point average 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.

16. OFFICE HOURS

Teachers are available at least one day after school for extra help either by appointment or during their scheduled hour.

17. STANDARDIZED TESTS AND DATES

• CAPT (Connecticut Academic Performance Test)

This is a performance-based, standardized, state-developed test given to tenth (10th) graders in the spring. Upperclassmen who did not take the test or who failed to master specific parts of the test may also take the test at the same time. **The CAPT testing for the 2012-2013 school year will begin March 5 and go through March 15, 2013.**

• **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. The use of a calculator is both allowed and encouraged.

SAT II tests are subject-specific tests in English, social sciences, sciences, world languages, and math (calculator required).

• **PSAT** (Preliminary Scholastic Aptitude Test)

This is a reasoning test which assesses many of the 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** is offered in October at Bethel High School to interested sophomores or juniors who are considering a college education.

NOTE: **SAT I** and **SAT II** tests cannot be taken on the same day.

PSAT DATES	SAT DATES	ACT DATES
10/17/12	10/06/2012	09/08/2012
	11/03/2012	10/27/2012
	12/01/2012	12/08/2012
	01/26/2013	02/09/2013
	03/09/2013	04/13/2013
	05/04/2013	06/08/2013
	06/01/2013	

18. STUDENT RECOGNITION

• PRINCIPAL'S POSITIVE PHONE CALLS

This program is designed to help recognize a student's achievements. Each teacher will recommend one student per grading period for a job well done. Once the teacher recommends the student, the principal will contact parents by phone to congratulate them on their child's success.

• BHS WILDCAT 4

This program is designed to recognize the academic and social achievements of student. Teachers will complete a "Wildcat 4" card whenever they come in contact with a deserving student. Completed cards will be brought to the main office. Each week there will be a drawing for students who have earned Wildcat 4 cards.

• STUDENT OF THE MONTH
One student from each grade level will be named Student of the Month. A staff member can nominate a student using nominations forms available in the Main Office.

19. UCONN/WESTCONN COOPERATIVE PROGRAMS
UCONN and WESTCONN courses, taught by approved Bethel High School faculty, are available for academically qualified candidates. These courses carry university credit provided the student meets initial participation and academic requirements. School counselors have details.

20. WEIGHTED GRADE POINT AVERAGE CHART

Grade	Percent	Academic Levels 3 & 4	College Prep. Level 2	Honors Level 1	AP
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	0.67	1.00	1.50	2.00
D-	60-62	0.33	0.67	1.17	1.67
F	59 & Below	0.00	0.00	0.00	0.00

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).

Pass/fail courses cannot be included in the calculation of class rank. Only courses completed with credit earned at Bethel High School are used to determine class rank. A transcript of work completed in another high school will be attached to the Bethel High School transcript as part of a student's permanent record. Courses taken out-of-

district for enrichment and personal growth will not be considered toward high school ranking in Bethel but may be included on the high school transcript.
A student's class rank will be calculated after the completion of each semester of sophomore, junior, and senior years. Student class rank for members of the graduating class and the determination of the valedictorian and the salutatorian will be based on courses taken through the seventh semester.

21. SUMMER SCHOOL
If a student receives a grade of "F" in a semester course, he/she may attend summer school to make it up. Upon earning a passing grade in the summer school course, a "P" and .5 credit will be added to the permanent transcript.

If a course is not offered through Bethel Summer School, it may be taken at another area summer school with PRIOR administrative approval.

22. SCHOOL WIDE RUBRICS
The school-wide rubrics indicate the acceptable level of achievement for each academic expectation. The rubrics are organized into increasing levels of achievement used to rate a student's performance based on defined features or characteristics of the work. Level 3 indicates the targeted level of successful achievement. To see a copy of all school wide rubrics, please go to the Bethel High School page on the district website.

SECTION V: STUDENT SUPPORT SERVICES

1. SCHOOL COUNSELING SERVICES

Students are assigned to a counselor when they enter high school. Generally students remain with the same counselors throughout their high school career. Students meet with their counselor at least once a year either individually or in groups. Students make an appointment during their free time to see the counselor. When counselors set up appointments, they provide passes to the students. Passes must be signed by the sending teachers to allow students admittance to the Student Service office. Student may request to see the counselor for:

- Course selections/academic planning/program changes
- Graduation requirements
- Counseling (academic and personal issues)
- Post-secondary planning

Grades 9-12: 2012-2013

Counselor & counselees	Class of 2016 9th	Class of 2015 10th	Class of 2014 11th	Class of 2013 12th
Colson	A-E	A-C	A-Der	A-De
Boedecker	F-Kh	D-H	Des-Kh	Di-J
Kirk	Ki-Q	I-Pg	Ki-Rog	K-P
DeBenedetto	R-Z	Ph-Z	Roh-Z	Q-Z

• 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 their parents to sign a "Transcript Request" form giving Bethel High School permission to send the transcript to the institution.

• HOMEBOUND INSTRUCTION

Instruction at home is provided for students who are ill for an extended period of time. In order to be eligible, a student must be confined to home under physician's orders for three (3) weeks or more. In cases where it is certain that the student will be confined for more than three weeks, the instruction can begin at once. If the student is assigned to homebound instruction, he/she will be entitled to ten hours of

instruction per week by qualified teachers. Students should contact the Counseling Office for further information.

A student receiving homebound instruction in some or all courses for twenty (20) or more days in a marking period will receive a grade of Pass (P) for that marking period provided the student receives a passing grade for the marking period. The final grade in a semester course will be a Pass (P).

• WITHDRAWAL FROM SCHOOL
If a student is moving to another school district or leaving school for other reasons, he/she should ask the school counselor to explain withdrawal procedures.

2. COLLEGE CAREER CENTER (CCC)
The College and Career Center is open five days a week as a resource to assist students in their post high school planning. Students can find brochures, course catalogues and view books from many colleges, as well as information on military service and careers. Students will be registered for our web-based resources and may use the CCC computers to conduct online college and career exploration; assistance from the College and Career Center Associate is always available. 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.
In the fall, the center hosts admission representatives from colleges, universities and technical schools. Seniors and juniors can sign up in advance via their online Naviance Family Connection account to attend these information sessions and have all their questions answered.

3. HEALTH SERVICES
The health office is located off the main hall 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 a parent/guardian. The nurse can be contacted at 794-8600 ext. 261.

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.

•**Illness:** if a student is sick, 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 you are being treated with medications for any contagious disease you should be medicated a minimum of 24 hours prior to returning to school (i.e. Strept throat). If a student has a fever of 100.4 or greater, he/she should remain home and "fever free" for 24 hours before returning to school

•**Insurance** for students is available in two forms.

- *School Accident:* This insurance is available for a nominal charge in September. It insured all accidents (excluding interscholastic athletics) that may occur during school-related activities, the cost of the plan is announced in September.
- *Sports Accident:* This insurance is purchased by the Bethel Board of Education to cover accidents that occur to students engaged in active participation in school-sponsored interscholastic athletic. When an injury occurs, the students must submit a claim to his/her own insurance company first. The sports accident insurance will pay additional coast to its limit.

•**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 and/or Epipens, again with the proper written permission. "Authorization for Medication" forms can be obtained in the Health Office and on the Bethel Web-site under the parents section, titled Health Services.

•**Physical Examinations:** Bethel Board of Education policy, **5141.3(a),** along with State Mandate **C.G.S. 10-206** requires a complete physical examination for all 9th graders. The examination can be completed by a licensed physician, advanced practice registered nurse or a physician assistant. Any physical dated after January 1st of his/her 8th grade will meet this requirement. Any 9th grade student who does not have a completed physical on file will not be allowed to start 10th grade until this State requirement is met.

Students who are exempt from having a physical examination because of medical/religious beliefs must present this documented information to the school health office. 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. If there are financial difficulties regarding the cost of the student's physical examination, the student's parent should contact the Health Coordinator at (203) 794-8600 ext. 261.

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. The Athletic Emergency Registration Form, found on the Bethel Web-site under H.S. Athletics must be completed by the parent and signed by the Health Office. The form is then returned to the coach prior to participating.

4. MEDIA CENTER

The BHS Media Center is a useful resource for researching information, completing school assignments, and browsing for reading choices. At the center, students can access a wide variety of technological resources including: on-line databases, electronic journals and texts via the internet. In addition, the Media Center home page offers a directory of helpful web sites for completing research and other assignments outside of school.

- **Passes**: Students must have a pass to visit the Media Center and must sign in at the front desk when they enter. If a student needs to leave, a Media Center staff member must sign the pass. The only door or exit is near the front desk.
- **Borrowing policies**:
  - Reference books may be checked out for one day and are due by homeroom the next school day. A fine of one dollar per day is charged for overdue reference books.
  - Other books, college catalogs and magazines, may be signed out for 28 school days and renewed as often as needed. There is an overdue fine of 5 cents per school day.
  - Failure to return books or pay fines will result in borrowing restrictions.
- **Computer use:** Computers are dedicated to educational use as part of the BHS curriculum. No games are allowed. Students who violate the district computer policy will have their privileges suspended for 90 calendar days and will be referred to the administration
- **Writing Center:** A faculty member from the English Department is available to assist students with one-to-one tutoring for writers of all abilities during any stage of the writing process.

5. PSYCHOLOGICAL SERVICES

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

6. 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 fulfill the following roles:

- Law enforcement officer whose primary purpose is to “keep the peace” in BHS so students can learn.
- Law-related counselor who provides guidance to students and acts as a link to support services both inside and outside the school environment.
- Law-related education teacher who provides the school with an additional resource by sharing expertise in the classroom.

7. SOCIAL WORKER SERVICES

A social worker is available to help students and families with personal problems. The office of the social worker is located in the Student Services Office.

8. SUBSTANCE ABUSE COUNSELOR SERVICES

The Student Assistance Counselor:

- Provides assessment, short-term counseling, and referrals to students and their families.
- Runs groups for students for life skills building and academic achievement.
- Provides education to faculty, parents and community on adolescent issues and substance abuse.

SECTION VI: STUDENT ACTIVITIES & ATHLETICS

1. PARTICIPATION REQUIREMENTS

Participation in Bethel High School's co-curricular activities program is considered a privilege, not a right. Participants in co-curricular 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. 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 detention has been served. In addition, students absent during the school day may not attend school-sponsored functions.

2. ATHLETICS

Bethel High School supports nine varsity girls' athletic teams, nine varsity boys' athletic teams, and one co-ed varsity team under the rules of the Connecticut Interscholastic Athletic Conference. The athletic programs contribute greatly to the students who participate in the sports and to the school. In turn, students can contribute to the athletic program by participating in and by attending varsity games.

Athletic teams include:

Basketball V, JV, F	Baseball V, JV, F	Cheerleading V
Cross Country V	Field Hockey V, JV, F	Football V, JV, F
Golf V	Ice Hockey V	Lacrosse V, JV
Soccer V, JV	Softball V, JV	Swimming CoEd V
Tennis V	Track & Field V	Wrestling V, JV
	Volleyball V, JV	Indoor Track, V, JV

•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 positively stated, exhibits pride and is representative of the Bethel community.

The following policies are to be followed by all athletes:

- **Substance Abuse Policy -** Use, possession or distribution of illicit drugs including anabolic steroids, alcohol, tobacco (including smoking, chewing or the use of snuff), drug paraphernalia or the misuse of other drugs/medications will result in the immediate dismissal from the team for the season.
- **Appropriate Behavior -** All athletes shall conform to the behavioral norms of the school, society in general and to the specific laws established by the local, state and federal governments. These guidelines may include but are not limited to fighting, verbal abuse of officials or coaches, civil law and criminal infractions, theft or malicious destruction of individual,

private or school property and misconduct that is potentially detrimental to the athletic program, school or school district.

Failure to follow appropriate guidelines while a member of a BHS team shall result in the following steps of discipline:

First Offense: Loss of practice and playing time for one third of that respective athlete's season.

Second Offense: Loss of practice and playing time for the remaining portion of that athlete's season.

- **Eligibility**

- Eligibility is granted only to those students who have not failed two subjects or more, have passed at least four courses, and are not on any suspension. Students issued in-school or out-of-school suspensions may not participate on the day of suspension except for prior administrative approval.
- **In order to practice or play, all student/athletes must be in school no later than 8:00 on days of games and practices.** No early dismissals will be granted to student/athletes on days of practices and/or games. Students leaving school for medical reasons may not participate in practices and/or games without medical and administrative approval. If the athlete misses practice for any reason, he/she should contact the coach. Unexcused absences from practice and games often result in dismissal from the team.
- To be eligible for fall athletics, a student must receive credit towards graduation at the close of the preceding school year in at least four (4) units of work or its equivalent. Students failing two courses in the final grade are not eligible.

- **Spectator Code of Conduct**

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

- Refrain from booing, taunting, heckling and the use of inappropriate language.
- Respect decisions made by athletic contest and school officials.
- Attendance at any event is not a license to verbally assault others or to be generally offensive or abusive.
- Any Bethel High School student failing to follow the above guidelines will be removed from the event and banned from any further Bethel events for the remainder of the school year.

3. **CLASS ADVISORS**

Class of 2013	Seniors	Mrs. Brill / Mrs. Hook
Class of 2014	Juniors	Ms. Burke / Ms. Kellogg
Class of 2015	Sophomores	Ms. Dirzius
Class of 2016	Freshmen	Mr. Krupnikoff / Ms. Ruiz

4. **"C" RULE**

All students participating in an athletic, extracurricular, student government activity, or in any way representing the school, are required to carry a minimum of 7 credits and a "C" average in each

course. Any student receiving a grade below a “C” in a course will be placed on first “C” rule status. That student will have until the next “C” Rule reporting date to improve his/her academic status in the course. If, however, a student receives a second warning, he/she is declared ineligible for participation in an activity. For students involved in a yearlong activity, the “C” Rule reporting starts new each marking period. Those involved in activities of a shorter duration, such as a sport or a play have no marking period break. Therefore, if a student receives a subsequent warning in a course even after regaining eligibility, this notice is treated as a second warning and the student will be declared ineligible.

In order for the student’s eligibility to be reinstated, he/she must receive written proof of progress from the teacher(s) via the “C” Rule Reinstatement Form. This form, available in the Main Office, should indicate that significant academic progress is evident in that course. This may include attendance at peer tutoring, obtaining extra help from the teacher, math lab, etc. This “C” Rule Reinstatement Form, signed by the teacher, must be submitted by the student to the Main Office. The student then presents proof of eligibility to his/her coach or advisor.

5. CLUBS AND ORGANIZATIONS

Joining a club or organization is a good way to meet students with similar interests. Faculty advisors must be represented within your club. Treasurers of clubs and organizations are allowed to use the school’s activity account providing that:

•Permission is granted by the advisor.
•Requests and purchases are paid through the activity fund only.
•All dues and revenues submitted to the Advisor are deposited into the activity fund.
•All purchases are approved by the club advisor in writing.

Clubs and Organizations include:

BHS On-Stage Players
Friendship Club
Chess Club
CORE Club
DECA Club
Yearbook
Future Educators Club
Gay/Straight Alliance
Japanese Language/Culture
Key Club
Math Team
Mirage
Principals Advisory
Ski Club
Student Council
Technology Student
Student Newspaper
TRI-M
YACS
UNTED
E-Commerce

Honor Societies Include:
American Technological Honor Society
National Art Honor Society
National Honor Society
Tri-M Honor Society
World Languages Honor Society

6. 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. Police officers are on duty during the dances. It is possible for a member of our school to bring a guest with permission provided that they are school-aged (20 years old or under). **This must be requested when purchasing dance tickets prior to the dance.** Students and guests must arrive together. The BHS student is responsible for the guest's behavior. Students are not permitted to leave the building and return to the dance unless given permission to do so by an administrator. Students not actively matriculating at BHS may not attend. **Students absent during the school day may not attend school-sponsored functions.** There will be no unauthorized early dismissals or late arrivals. All school obligations must have been met to attend (e.g., payment for Agenda Books or library books, fines, class dues, etc.) All school rules are applicable and enforced at the functions. ***The use of alcoholic beverages, drugs, and tobacco while attending any school activity is strictly prohibited.*** Parents will be notified in cases involving alcohol, drugs, or unacceptable behavior. In matters of dispute as to what is acceptable attire or behavior while attending any school function, the administrator on duty will make the final decision.

7. FIELD TRIPS
Throughout the school year, teachers plan and conduct field to provide students with enrichment experiences and supplement the normal classroom work. Such trips require a substantial commitment from each participant both in time and money, so only students seriously interested in working to achieve the goals of each particular field trip should plan to participate. In order to participate in overnight trips students must meet the following criteria: no grades below a 'C' and no discipline record. A properly filled out field trip permission form must be submitted prior to leaving the school. Deadlines for submission of permission slips (usually no later than 2 days prior to the trip) are set for each trip. Forms not submitted in time eliminate the student's eligibility to attend the field trip. NO PHONE PERMISSION CAN BE ACCEPTED. **All financial obligations (lost books, lost agenda books, class dues, library books, library fines, etc.) must be met to attend any field trip.**

8. PARENT-TEACHER-STUDENT ORGANIZATION (PTSO)
Bethel High School's P.T.S.O. is an integral part of the school community. Any parent interested in joining the P.T.S.O. should

contact the high school at 794-8600. Students and teachers may find out more information in the Main Office.

9. RENAISSANCE

Renaissance is a program that encourages academic excellence and improvement as well as good citizenship. It recognizes and rewards the academic achievements of students and staff. Its primary goals are to increase student performance and teacher enthusiasm, and raise the level of community participation in schools. Here at BHS, we emphasize increasing student attendance, improving overall academic performance, and creating a positive, safe school environment.

10. STUDENT COUNCIL

The Student Council serves as a forum for the expression of student opinion and is an instrument for democratic self-government. The Council helps set high school social calendars, homecoming events, and assists at school functions. The Council also advises the Board of Education in their policy making role.

11. CAPSTONE PROJECT

The BHS Capstone Program is a four-year program which will be a graduation requirement beginning with the Class of 2015. Throughout the Capstone Program, students will complete personality and interest inventories, career exploration, and reflect on possible future careers. Many of these activities will take place in academic classes, advisories, and school counseling developmental guidance workshops. Students will be required to create a project/experience that focuses on an interest, career path or academic pursuit. The project will align with their Student Success Plan demonstrating their ability to apply the knowledge and skills they acquired during their high school career. Students will complete and present their culminating project during their senior year.