



"CELEBRATING 57 YEARS OF EXCELLENCE IN EDUCATION"

**BETHEL HIGH SCHOOL
2009-2010 STUDENT HANDBOOK**

MR. DENNIS EYGABROAD
INTERIM PRINCIPAL

MS. DEBRA HAY AND MS. SUSAN MAYNE
ASSISTANT PRINCIPALS

22215 38TH AVENUE EAST
SPANAWAY, WA 98387-6828
Phone (253) 683-7000
Fax (253) 683-7098

<http://bhs.bethelsd.org/web/index.htm>

VISION & MISSION STATEMENT

VISION

BHS students will receive vigorous and relevant experiences that emphasize academic excellence.

MISSION

The mission of BHS is to foster academic and personal excellence. In an atmosphere of mutual respect and trust, students will be inspired to challenge and develop the skills, attitudes, and talents of learning, to grow as responsible citizens, and to accomplish the highest academic, social, and career and technical goals.

This handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____ STUDENT NO. _____

PRINCIPAL'S MESSAGE

On behalf of the Bethel High School staff, I would like to extend a warm welcome to you! We wish to encourage you to participate in making this a great school year. By performing to your academic potential, becoming involved in co-curricular activities, and demonstrating good citizenship you will shape your own future and the future of our school. "Those that participate, graduate!"

We have developed a broad curriculum and numerous co-curricular programs that will enable you to successfully pursue your personal goals and aspirations. Our programs are led by a knowledgeable and caring staff that is here to prepare you academically, socially, and emotionally.

This is an important year for us all. We ask you to join us in making Bethel High School an inviting and caring environment where all students receive a quality education.

INCLUSIVE CLIMATE STATEMENT

Bethel High School seeks to foster an inclusive climate in which cultural differences are viewed as resources and as opportunities for development and learning. One of the particular challenges we all face in our lives is to achieve the degree of intercultural sensitivity necessary to interact appropriately with a wide range of cultures. This challenge is at the heart of inclusivity at Bethel High School where people from all races, creeds, cultures, ethnicities, ages, and sexes come together.

It is our goal as a staff and student body to:

- Respect human dignity
- Demonstrate active responsibility for the welfare of others
- Integrate individual interests and social responsibility
- Demonstrate integrity
- Apply moral responsibilities when making choices and judgments
- Seek peaceful resolution of conflicts

EXPECTATIONS

The staff at Bethel High School believes:

1. that students should have the opportunity to develop academically, socially, emotionally, and physically.
2. scholarship, leadership, character, and citizenship are the ingredients we desire for all students.
3. that students should consistently strive for success while setting high standards for themselves.
4. that we should treat others, students and staff alike, with the same amount of respect we wish to receive.
5. that students should allow themselves to fully develop their talents.

CITIZENSHIP

Students who exhibit characteristics of good citizenship are honored by the school community. Students selected for the Good Citizenship award are nominated by two out of three teachers (if they have a three period day) or four out of six teachers (if they have a six period day). Citizenship is defined as follows: *Good citizens are respectful of others and of property. They try hard in class and always do the best they can. They are cooperative and courteous while displaying integrity and honesty. They do not cheat. Their attendance is good and they come to class on time. They earn the respect of classmates, teachers, parents, and community.*

SCHOOL FACTS

Student Enrollment approx. 1125; Staff: approx. 60 certificated, and approx. 25 classified staff;
School Colors: Crimson, Black, and White; Participant in 4A South Puget Sound League Established 1952

EMERGENCY CLOSURE INFORMATION

Morning announcements concerning school closures or late schedules are transmitted by computer to radio stations. Radio announcements will begin at 6 a.m. and will be repeated every 10 to 30 minutes. Schools will be in session and transportation will follow normal schedules and routes unless otherwise announced. Early dismissal information should be announced by noon. Do not call radio stations, the school district office, the transportation office or individual schools for closure information.

BETHEL SCHOOL BOARD

The school board meets on the second and fourth Tuesday of each month at 7:00 p.m. The first meeting of the month will be held at the Educational Service Center (ESC), 516 East 176th Street, Spanaway. Second meeting is held at various schools in the district. Public participation from the audience is welcomed at the board meetings through recognition by the board president. If you wish to address the board, a sign-up sheet will be provided for this purpose as you enter the room where the board meeting will take place. A list of dates and locations of these meetings will be available by contacting the superintendent's secretary at the ESC (683-6000).

Board of Directors

Joy A. Cook, John Manning, Brenda Rogers, Susan G. Smith, and Ken Blair

BETHEL SCHOOL DISTRICT ADMINISTRATION

Educational Service Center
516 East 176th Street, Spanaway, WA 98387
(253) 683-6000

Mr. Thomas G. Seigel, Superintendent
Dr. Michael Brophy, Assistant Superintendent, Secondary Schools
Mr. Roger Samples, Assistant Superintendent, Elementary Schools
Ms. Ann Varkados, Assistant Superintendent, Curriculum & Instruction

BETHEL HIGH SCHOOL ADMINISTRATION

Mr. Dennis Eygabroad, Interim Principal
Ms. Debra Hay, Assistant Principal
Ms. Susan Mayne, Assistant Principal

BETHEL HIGH SCHOOL PHONE NUMBERS

Main Office	253 – 683-7000
Attendance Office	253 – 683-7092
Counseling Office	253 – 683-7049
Registrar	253 – 683-7084
Athletic Coordinator	253 – 638-7046

SCHOOL HOURS

Main Office Hours 6:45 a.m. to 3:30 p.m.
Class in Session 7:35 a.m. to 2:05 p.m.

REGULAR BELL SCHEDULE

PERIOD	TIME	MINUTES
1 st	7:35 a.m. – 8:30 a.m.	55
2 nd	8:35 a.m. – 9:29 a.m.	54
3 rd	9:34 a.m. – 10:31 a.m. (Announcements)	57
4 th	10:31 a.m. – 11:06 a.m. (Lunch A)	35
	11:11 a.m. – 12:05 p.m. (Class Time)	54
	10:36 a.m. – 11:30 a.m. (Class Time)	54
	11:30 a.m. – 12:05 a.m. (Lunch B)	35
5 th	12:10 p.m. – 1:05 p.m.	55
6 th	1:10 p.m. – 2:05 p.m.	55

CREDITS AND GRADUATION

Credits for Graduation Class of 2010 & Beyond

Communication Arts	<u>4.0</u>
9 th Grade English	1.0
Comm. Arts 10	1.0
Comm. Arts 11	1.0
Comm. Arts 12	1.0
Social Studies	<u>3.0</u>
Washington State	.5
U.S. Studies	1.0
U.S. Government	.5
World Studies	1.0
Math	<u>2.0</u>
Math Elective	1.0
Science	<u>2.0</u>
Physical Education	<u>2.0</u>
Health	<u>.5</u>
Fine Arts	<u>1.0</u>
Occupational Ed	<u>.5</u>
Family & Consumer Science	<u>.5</u>
Culminating Project/Career	<u>1.0</u>
Electives	<u>8.5</u>

Total credits required for graduation **26.0**

Additional Requirements

1. Meet WASL Standard in Reading and Writing
2. Meet WASL Standard OR pass Math classes junior and senior years AND take the Math WASL once

ADVISORY

“Bethel and Beyond” is your ticket towards completing your careers credit and the culminating project, which is a state-wide graduation requirement. The major components of your culminating project include your portfolio contents, 30 hours of community connection, a reflection paper and a presentation (Student-Led Conference).

- ✓ **PORTFOLIO:** The contents in your binder, which includes grade reflections, 4 PASS (best works), current resume, in-class assignments or activities, etc.
- ✓ **COMMUNITY CONNECTION:** 30 hours (10 each year) of community service or a job shadow. 10 hours during senior year must be related to your post-secondary plan.
- ✓ **REFLECTION PAPER:** A paper written after the completion of your 10 community connection hours, to be completed in your senior year, that will explain and reflect the connection of your experience to your post-secondary plan.
- ✓ **PRESENTATION:** You will be expected to complete a Student-Led Conference at the end of each school year.

GRADUATION CEREMONY PARTICIPATION

The following expectations will need to be followed in order for a student to participate in a Bethel High School Graduation ceremony:

- ✓ The student completed the requirements for graduation for Bethel High School which is the completion of required courses and total credits, completion of the culminating project/career and having met standard on the WASL per state requirements.
- ✓ Running Start students have written documentation from their professor/s stating their successful completion of their course.
- ✓ Home schooled students must complete their last year of high school with Bethel High School, complete one of the above bullets, and be receiving a Bethel High School Diploma.
- ✓ The class of 2010 will have to meet **all** graduation requirements to participate in the graduation ceremony.

NOTE: Please read Fines/Fees segment of this handbook. Students who have unpaid fines or fees will not receive graduation tickets prior to paying their fines and/or fees.

COLLEGE ENTRANCE

Students planning to apply to two or four-year colleges should do the following:

- Discuss career and college choices with their counselor during the first semester of their sophomore year and enroll in high school courses that meet college entrance requirements. Make use of catalogs and resources in the Career Center.
- During the junior year, score high on the CFAS test; discuss with a counselor the program, grades and tests required for college entrance including Compass, ASVAB, SAT or ACT. Take the PSAT test your Sophomore or Junior year.
- During the second semester of the junior year and first semester of the senior year, students should talk with the college counselor and scholarship clerk about scholarships and financial aid.

CURRICULUM OFFERINGS

A current listing of course offerings is published in *Bethel School District Course Catalog* and is available in the Counseling Office. It is based upon the school's philosophy and the requirements set by the Bethel School District Board and the state of Washington.

CAREER & TECHNICAL EDUCATION PROGRAM

Students planning to attend vocational or technical school should:

- Meet with the career specialist during the sophomore year to plan the high school program that meets vocational goals.
- Talk with the career specialist about entrance procedures to specific vocational areas. Most vocational programs have a waiting list and entrance procedures. Usually a personal interview is required.
- Discuss scholarships and financial aid with the career specialist and scholarship clerk during the second semester of the junior year and into the senior year.
- Use catalogs and resources in the career center to help make selections of specific programs and schools. Please see Mrs. Doris Hominda.

WORK BASED LEARNING

The work based learning program is designed to allow students to work outside the school setting. Attendance, punctuality and responsibility are important in student placement and in performance evaluation. Students must be employed and 16 years old when they register for a paid work-based learning experience. A learning plan, agreement, application, and documentation of new employee orientation are required. Seminars will assist students in developing those skills identified by business and industry as being important for employment. Some of the seminar topics include: employability skills, business ethics, personal relations on the job, and legal issues facing workers. Students must provide their own transportation to the work site and employers must adhere to state and federal laws. Students must complete 180 hours of paid work for each 0.5 credit.

RECEIVING CREDIT

One-half (.5) credit is given for one term's work in a class which meets one period (55-minutes) per day, five days per week for 90 days, provided that the student receives a passing grade. **Regular attendance is required for all classes.** Details related to attendance and make-up work will be published for each class. No credit is given if a student:

- receives a grade of "F" in a course.
- receives an "incomplete" in a course and does not complete the work in the time allotted.
- receives a grade of "NC" in a course

Staff Assistants

A maximum of one (1) credit will be allowed for taking a staff assistant course, Grades 9-12. This could be a combination of support staff/teacher assistant positions.

GRADE POINT SCALE

A	4.0	B+	3.3	C +	2.3	*D+	1.3
A-	3.7	B	3.0	C	2.0	*D	1.0
		B-	2.7	C-	1.7	F	0.0

* Teachers have the option of not awarding "D" grades

GRADE OF "I" (INCOMPLETE)

All incomplete grades must be made up within three weeks after the beginning of the next grading period if credit is to be earned. Special arrangements may be made with the counselor and instructor if extenuating circumstances prevail.

CLASS CHANGES

Schedule changes will be discouraged and only granted with administrative approval. A "Class Schedule Change Request Form" must be completed and turned into the Counseling Office within 5 days of the beginning of the semester for consideration.

Acceptable criteria for dropping/changing a class:

Senior needing a class for graduation.
Academically misplaced (admin/counselor/teacher verification).
Do not have the ability to be in the class.

Unacceptable reasons for dropping/changing a class:

Change from one elective to another.
Change from one lunch to another.
Desire to have a different teacher/advisor.

CLASS DROPS

A class drop is when both student and parents agree to eliminate a class from the student's schedule. If the class has been in session ten (10) or more school days, the student will receive a grade of "F". Additionally:

- No money or fees may be refunded after ten (10) days into the semester.
- A parental note of approval is required.
- The failing grade may be waived by the principal or designee if, in their professional judgment, there are medical or other extenuating reasons and the waiver is in the best interest of the student and of the school.
- Textbooks for dropped courses must be returned.

WITHDRAWING FROM SCHOOL

Students who withdraw from school should see a counselor at the earliest possible date to determine how grades and credits will be transferred. Additionally:

- Students must either be accompanied by parents or guardians the day the student is withdrawing or bring a note signed by them which states the reason and date of withdrawal.
- The withdrawal form (provided by registrar) must be taken to each teacher for a signature. Textbooks and other school materials must be turned in and withdrawal grades issued.
- When all teachers have signed the form, the student must check out of the library and the main office. Any fines should be paid at this time. Return completed form to BHS Registrar in the counseling office.

ASSOCIATED STUDENT BODY

OFFICERS

	Advisor: Mrs. Morgen Larsen		
President:	Kariri Kiambuthi	Vice President:	Jill Griess
Secretary:	Anna McCracken	Treasurer:	Collin Nelson
Sergeant At Arms:	Joseph Cabalo	Historian:	Sara Netter
Community Liaison:	Oksana Rudenko		

SENIOR CLASS OFFICERS

	Co-Advisors: Carlatta Barnette		
President:	Kaylie Allee	Vice President:	Alex Nielson
Secretary:	Courtney Simpson	Treasurer:	TBD
Activity Director:	Travis Rimestad		

JUNIOR CLASS OFFICERS

Advisor: Ms. Barnette

President:	Shawn Santimassimo	Vice President:	Amanda Amundson
Secretary:	Malcolm Hunt	Treasurer:	Ian Clemens
Activities:	Jami Tucker		

SOPHOMORE CLASS OFFICERS

Advisor: Mrs. Morgen Larsen

Officers to be determined

ASB CARDS

One of our major means of support for student activities is from the sale of student body cards. The ASB card not only helps the student body but is an outstanding buy for the individual student because it allows: 1) free admission to all athletic events at Bethel High School when we are the home team; 2) reduced admission rate to some dances; 3) reduced admission to school plays, talent shows and other school activities where a fee is charged. All students are encouraged to purchase an ASB card. Cards are mandatory for students participating in any school sport, club, or organization. Only registered students may purchase the activity validation sticker. Proof of payment is non-transferable. Students who loan their cards to others may be required to forfeit their privileges. Students who withdraw from school must surrender their cards and are eligible to receive a pro-rated refund. ASB cards may be purchased in the ASB Office for \$30.

STUDENT ID CARDS

In the interest of campus safety students are required to carry their Bethel High School ID card with them at all times. School Staff may ask students to present ID cards at anytime. Failure to do so will be considered insubordination and subject to disciplinary action. Student ID cards are used for admission to athletic contests, dances and for use of Bethel School District Computers.

SCHOOL MEALS

Meals may be purchased through the Child Nutrition Office using Visa, MasterCard, and Discover cards. You may call the CN office to place an order at 683-6000 or visit their office Monday through Friday, 7:30 a.m. – 4:30 p.m., at 516 East 176th Street in Spanaway. Bank debit cards cannot be used. The CN office will notify your student's school of the number of school meals purchased.

DANCE GUEST PASSES

Guests may attend an ASB sponsored dance if the following guidelines are met:

1. The guest must apply for a guest pass at least **three (3) days prior** to the dance. Applications are available in the Main Office.
2. Guest passes must be approved by Administration.
3. The guest must be accompanied by a current BHS student (one guest per student).
4. Guests for Homecoming and Senior Ball will be no older than 21 years of age. **Ninth grade students may attend the Sophomore Tolo**
5. **All guests must show a picture ID at the door.**
6. **Students who have not paid their fines and/ or fees will not be allowed to participate in Homecoming, Sophomore Tolo, Junior Prom, or Senior Prom. A fine list will be run prior to selling of the tickets to verify student payment.**

DANCE EXPECTATIONS

1. Students **must** have student ID to enter.
2. Once admitted students may not leave and re-enter.
3. **School dress code will apply and no clothing may be removed.**
4. No pelvic thrusting. No simulated sex acts.
5. Students may not bend or dance in a position that is suggestive or inappropriate.
6. At a school event, **all** school rules apply.

ATHLETICS STAFF

Building Athletic Coordinator	Mr. Russ Leslie
Cheer Staff	Mrs. Susie Smith
Drill	Ms. Kramer
Boys Cross County	Ms. Brown
Girls Cross Country	Ms. Hudley
Football	Mr. Kralik
Boys Golf	Mr. Barnes
Girls Golf	Ms. Bottiger
Girls Soccer	Ms. Rasmussen
Girls Swimming	Ms. Virginia Larsen
Boys Tennis	Mr. Green
Girls Tennis	Mr. Reopelle
Girls Volleyball	Mr. Reopelle
Boys Basketball	Mr. Mullen
Girls Basketball	Mr. Ainslie
Wrestling	Mr. Coleman
Boys Track	Mr. Mullen
Girls Track	Ms. Brown
Baseball	Mr. Ketter
Girls Fast Pitch	Ms. Ainslie
Boys Soccer	Mr. Vargas
Girls Lacrosse	Ms. Wilson

ATHLETIC & CO-CURRICULAR ACTIVITY SCHEDULE

Participation fee and an ASB card are required to participate.

Fall Sports

Boys: Football, Golf, Tennis, and Cross Country
Girls: Volleyball, Golf, Swimming, Soccer, and Cross Country

Winter Sports

Boys: Basketball and Wrestling
Girls: Basketball, Bowling

Spring Sports

Boys: Soccer, Baseball, and Track
Girls: Fast Pitch, Track, Tennis, and Lacrosse

Co-Curricular Activities

See Clubs and Organizations

Prior to participation in practice or contests athletes must complete:

- A physical and form obtained within the last 13 months.
- Parent/Guardian permission form.
- Emergency contact card.
- Purchase an ASB card.
- Pay Participation fee of \$38 per sport.

CLUBS AND ORGANIZATIONS

Clubs and organizations are available to all students. All clubs must be chartered through the school prior to any club activities. Scheduling of all activities, fundraising drives, dances, and the use of the building through before and after school is done through the administration. All bulletins, advertising and signs of any nature must have prior approval of the administrator in charge. Some clubs and organizations offer students the opportunity to receive activity or school letters.

Agri-Science: Mr. Glen Wilson, Advisor. Agri-Science club is to explore, expand and promote the green industry in a high school setting. The club has a fundraising Plant Sale which helps to support new educational opportunities for our students in the Horticulture / Natural Resource program.

Band: Mr. Wetherington, Director. Participation in band allows students to develop their musical talents and support school activities by performing numerous performances and contests. Students may earn a school letter.

Bethel Medical Team: Mrs. Stephanie Jacobs, Advisor. B.M.T focuses on all areas of medicine and community service. Students are trained in sports medicine to assist in a variety of sports. Students may earn a school letter.

Bethelonian: Mrs. Main, Advisor. Students work together to produce the school yearbook which provides a record of the year's activities and events. Students may earn a school letter.

Cheerleaders: Mrs. Susie Smith, Advisor. Cheerleaders work to support school spirit and represent the student body at a variety of activities. Students may earn a school letter.

Chess Club: Mr. Stickney, Advisor. Students meet and play chess.

Choir: Mr. Newell, Advisor. BHS has three choirs, offering a variety of vocal music experiences. All three choirs perform several times throughout the year, both at Bethel High School and in the community. Students may earn a school letter.

Contest Speech/Debate: Ms. Schongalla, Advisor. Students will develop individual contest speeches in after-school training sessions in preparation for competition at league and local college tournaments. Training sessions will begin in September. Speech preparation must begin prior to December 1st. Team members will develop skills as public speakers and speech evaluators.

Daffodil Pageant: Ms. Savard, Advisor. Students plan for the selection and support of the school's Daffodil princess and help to support the school district's participation in the Daffodil Festival.

Drill Team: Mrs. Kramer, Advisor. Dance/drill team performs its routines at a variety of school and community events. Students may earn a school letter.

Drama: Mrs. Gilmour, Advisor. Students produce several plays throughout the school year. Drama provides the opportunity to work both on stage and behind the scenes. Students may earn a school letter.

F.B.L.A. (Future Business Leaders of America): Mrs. Schlosser, Advisor. An integral part of the business classes, F.B.L.A. helps students to develop their vocational competencies and provide service to the community. Students will participate in operating the school store. Students may earn a school letter.

F.C.C.L.A (Family, Career and Community Leaders of America): Mrs. Munson, Advisor. Students participate in a service organization that focuses on families, self, and community. They explore careers and receive leadership opportunities.

Equestrian Club: Ms. Kieff, Advisor. District-wide Club. Students compete on horseback, in a variety of equestrian events such as: Drill team, stock seat, showmanship, huntseat, barrels, trail, poles, calf sorting and so on.

Freestyle Literary Club: Ms. Northington, Advisor. This club produces a poetry publication.

French Club: Mrs. Knelleken, Advisor. Students participate in a variety of activities designed to improve their knowledge of the French culture. Most activities are performed in class.

G.S.A. (Gay-Straight Alliance): Ms. Schongalla, Advisor. The purpose of this organization is to challenge current world issues and organize/execute acts on behalf of Human Rights.

German Club: Mrs. Green, Advisor. Students participate in a variety of activities designed to improve their knowledge of the German culture.

Honor Society: Mrs. Wetherington, Mrs. King, Advisors. Affiliated with the National Honor Society, students must have a 3.0 GPA to apply for membership in the chapter. Inducted members must perform school/community service projects.

Key Club: Mrs. Larsen, Advisor. Affiliated with the local and national Kiwanis Club, the Key Club provides service to the school and the community.

Leadership Club: *To Be Determined*, Students work to establish camaraderie within the Leadership Club and between students and staff.

Natural Helpers: Mr. O'Loughlin and Mrs. Von Stein, Advisors. Members provide assistance to new students, provide referrals to staff members and help to promote an atmosphere of caring and concern for their fellow students.

Photography Club: Mr. Parr, Advisor. Students are involved in improving skills and entering contests.

Renaissance: Mrs. Doyle, Advisor. Renaissance is an academic and achievement recognition program designed for Bethel High School by a group of students and staff interested in pointing the spotlight on and celebrating a variety of students and staff who are working hard to be the best they can be in a variety of academic endeavors.

Rocky Mountain Elk Foundation High School for Habitat: Mr. Wilson, Advisor. Hands-on experience with fish and wildlife. We work with a national organization to establish and care for habitats throughout Washington.

S.A.V.E. (Students Against a Vanishing Environment): Ms. Mouat-Rich, Advisor. Members design and implement environmental projects in the school and community. S.A.V.E. will be involved in paper and aluminum recycling, Earth Week events, and ecological awareness campaigns.

62nd Braves Squadron: Lt. Col. Kelley and MSgt. Gaglione, Advisors. Members of the JROTC meet for activities. Drill Team and Color Guard units participate in several competitions each year, and perform at various local and regional functions.

Spanish Club: Mrs. Harlos and Ms. Barnette, Advisors. Students participate in a variety of activities designed to improve their knowledge of the Hispanic culture.

Technology Student Association "TSA": Mr. Ward, Advisor. Students explore technology, develop the ability to plan, organize, and use a variety of resources to solve problems and prepare for enrollment in advanced vocational and technical education programs.

United Cultural Congress: Mrs. Von Stein, Advisor. This student group seeks to promote a positive climate of cooperation and understanding among all Bethel students. A greater appreciation for cultural and human diversity will be accomplished through the presentation of the Martin Luther King Jr. assembly, Cultural Fair and **Crimson Haze Steppers**.

COUNSELING SERVICES

Professionally trained counselors are available in the Counseling Center to help students in many phases of their academic and personal lives. Counselors help in such areas as:

- understanding strengths and weaknesses.
- developing appropriate personal behavior and a positive mental attitude.
- establishing effective communication between administration, teachers, parents and the student
- identifying individual abilities through interest, aptitude and achievement tests.
- assisting with the student's personal, vocational, college and military goals.
- arranging for referrals to community agencies, individual/group counseling.
- problem solving with relationships.

Students are assigned one of the following counselors according to alphabet:

Mrs. Alayna Septon (A-D) Mrs. Alison Von Stein (E-J) Mrs. Pam Boyle (K-Q) Mr. Frank O'Loughlin (R-Z)

COUNSELING APPOINTMENTS

To make an appointment to see a counselor, students are to see Mrs. Terece Daines, receptionist, in the Counseling Center. All students must have a pass from their teacher in order to be in the Counseling Center during class time. Students may make appointments during passing time, lunchtime, before or after school without a pass. Students may also contact the counseling office by calling 683-7049.

HEALTH ROOM

A health center is provided for all students requiring first aid or health counseling. All injuries, however small, should be reported and cared for immediately. When ill, students should get permission from their classroom teacher to report to the health room.

Only medications prescribed by a physician are to be administered at school. In addition, all over-the-counter medications such as cough drops, Tylenol, cold medications, etc. must be accompanied by a physician's order and parental permission and must be stored in the Health Room.

Parents and/or guardians have the primary responsibility for a student's health. The State Board of Health requires students to be fully immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps and Hepatitis B as appropriate. A completed Certification of Immunization Status form or evidence that the student is exempt from being immunized for medical, religious, or personal reasons must be on file with the school. State regulations prohibit a student from attending school until these requirements are met. For a major health concern that may require emergency care or affect learning abilities or school participation, parents should notify the nurse, through either a written notice or phone call.

INSURANCE

School day and 24-hour insurance plans are available through the ASB office for a fee.

LIBRARY

The Library Resource Center (LRC) is a quiet place for studying and reading. Occasionally the library will be closed for special classes. During regular school hours, students using the library must have a pass signed by the classroom teacher and sign in at the front counter. Student ID cards are required to check out materials. Books may be checked out for a two-week period and may be renewed once. Materials not returned within 30 days are considered lost. Students will be fined for lost or damaged materials and circulation

privileges may be suspended until material returned or fines paid. Food and drinks are not allowed. Library computers are only used for school projects.

SCHOOL STORE

Located in the commons area, students may purchase a variety of school supplies, school clothing, and food and beverages. The school store is open only during 3rd period.

CAREER CENTER

The career center is available to assist students with their post-secondary education and career plans. The career center staff will assist students with scholarship information and application, college and vocational school admittance, and career research.

ATTENDANCE RULES

PHILOSOPHY

1. Good attendance at school is extremely important; regular attendance and punctuality is essential if good school achievement is to be obtained. **Absenteeism may affect the final grade a student receives in any class.**
2. Absences, for any reason, result in lost educational experiences.
3. Students who have regular attendance show self-discipline, learn more, and are better prepared for future employment.

PROCEDURES

1. The primary responsibility for attending school rests with the student.
2. Following an absence, students will report to the attendance office. If the parent or guardian has not called to excuse the absence, **the student must bring a note to the attendance office within 72 hours or a detention WILL be issued.**
3. Students who are absent due to professional appointments should bring verification from physician to excuse their absence.

EXCUSED ABSENCES

Excused absences shall be limited to illness, family emergencies, bereavement, professional appointments, participation in authorized school-related activities, and opportunities of extraordinary educational value outside of school. Absences, to be excused, must be accompanied by a note or phone call to 683-7092 from the parent or guardian within 72 hours of the absence. The note shall include:

- date of absence(s)
- time of dismissal (**early dismissal only**) – **must sign out in Attendance Office.**
- specific reason for the absence/dismissal
- signature of parent/guardian
- daytime phone number for parent/guardian

UNEXCUSED ABSENCES

Students who do not excuse their absences within 72 hours of their return to school for any or all classes lose their right to make up work missed during the absence by state law. Unexcused absences or excessive tardiness is cause for disciplinary action and/or suspension (WAC 180-40). See State Compulsory Attendance Law “Becca Bill” (page 12) for more information regarding excessive unexcused absences.

Consequences are as follows:

1. Warning
2. 30 min. After School Detention
3. 2 hour After School Detention
4. In School Suspension
5. Suspension

ATTENDANCE POLICY

Attending Bethel High School is the right and responsibility of all students. State law and School Board Policy require daily attendance. The family and student hold full responsibility for attendance. Failure to attend class may result in a failing grade, loss of credit, or removal from class and/or school.

Regular attendance for satisfactory course completion shall be defined by each teacher’s course syllabus. Students cannot fail a course due to lack of attendance only, but lack of attendance may result in loss of participation points which could result in a lower grade. **Ten (10) minutes late that is unexcused to class may result in one (1) unexcused absence.**

Teacher Expectations:

1. Teachers are expected to emphasize daily attendance as essential to the completion of the instructional goals and objectives of their respective class/course.
2. Teachers are expected to keep accurate records of attendance, absences, and tardiness.
3. Teachers will work within school and personal guidelines to notify parents/guardians when a student is failing a class, not attending, or having behavioral issues.

Framework and Procedures:

In an effort to keep parents informed, a computer generated phone call will be made to the home (or other desired number – i.e. Cell Number) of every student who misses one or more periods of any school day. This phone call will be made the same day of the absence (this includes suspensions). In addition, teachers will document notification to parents.

RCW 28A.225.010, RCW28A.600.030, WAC180-40-235, and Bethel School District Policy #2423 allow a student's grade to be affected by his or her attendance and/or participation in the class. In order to lower a student's grade for attendance or tardiness, the student's attendance participation must be related to instructional objectives or goals of the particular subject or course.

Every effort will be made to keep students and parents informed of the current attendance record through the following methods:

- Automated phone calls (this system cannot call a phone number that is blocked or inaccurate phone numbers)
- Notification letters
- Walk-Around Progress Report & Quarterly Progress Reports
- Teacher communication
- Family Access (call 683-7049 for more information)

Students and parents may request an attendance record at any time by contacting the attendance clerk at 683-7092. It is in the student's best interest and responsibility to maintain an accurate record.

STATE COMPULSORY ATTENDANCE LAW "BECCA BILL"

The 1992 legislature revised the Compulsory Attendance Law. All students aged 8 to 18 in the Bethel School District are expected to attend classes on a regular basis. Daily attendance is one of the most important keys to a student's educational success.

School officials must enforce the State Compulsory Attendance Law, Chapter 28A.225RCW (also known as the Becca Bill). Parents' duties are to send their children to school daily, or excuse their absences for illness, or other legitimate reason. *Injury, quarantine, or death in the family, family emergencies, and professional appointments (doctor, dentist etc.) are the approved reasons for absences from school. If your child will need to miss classes for a day or longer, please contact the school in advance, or call the school on the day of an absence. Please send a written note upon the student's return.*

When a child fails to attend school as required by law, the school must:

1. Inform the parent by writing or by phone.
2. Schedule a required conference with the parent and student.
3. Take steps to reduce or eliminate the student's absences.
4. File a petition with the juvenile court alleging a violation of the *State Compulsory Attendance Law* by the parent and student. This may occur upon the fifth unexcused absence within any month and must occur upon the seventh unexcused absence within any month or the tenth unexcused absence in the school year.
5. Bethel High School is on a 6-period day, therefore, three (3) unexcused class periods equals one (1) day absent.

Parents could be subject by the court to legal action or a \$25 per day fine for each day of the student's unexcused absence.

EARLY DISMISSAL

When a student must leave school early for a medical or legal appointment, he or she must bring a note from home signed by the parent or guardian stating the time and reason for early dismissal. It must be turned in to the attendance office before school on the day of the dismissal. When the student leaves school, he or she must sign out in the attendance office.

EMERGENCY DISMISSAL

When a student must leave school due to illness or injury, he or she must be excused through the health and attendance office, and the parent or guardian will be contacted by telephone. The student can only be released with parental permission and only to a parent,

guardian, or other emergency contact person. Picture ID will be required to be shown. Please update your son/daughter's record on a regular basis. You may do this in writing or by phone to the Registrar's Office. (Phone numbers, address, guardianship, emergency contacts) **Students who leave school without first signing out in the Attendance Office will be considered truant.**

FIELD TRIPS AND SCHOOL SPONSORED ACTIVITIES

When students are absent from school or class for a school-sponsored activity, that absence is considered excused. In order to receive credit the work must be made up. Teachers must turn in a list of students attending the Field Trip to the Attendance Office before leaving the school.

ABSENCES (PRE-ARRANGED)

If a student plans to be absent from school for three or more days, the student must complete a pre-arranged absence form before the start of the absence. This form can be picked up through the Attendance Office and must be turned into the Attendance Office when completed. Pre-arranged absences must go through the Attendance Office, not through individual teachers. A note from the parent must request the absence, explain the reasons for the absence and indicate the dates the student will be gone. The student will make arrangements with his or her teachers for make-up work.

FINES AND FEES

Students are subject to fines when they damage property or do not return items such as but not limited to textbooks assigned to the students, uniforms, or equipment. In addition, some courses require a fee in order to purchase items necessary to run the program. If students do not pay their fines and/or fees in a timely manner the following may be subject to limitation for the student:

1. Student will not be permitted to purchase a parking permit for use in the student parking lot.
2. Student will not be permitted to attend the following dances: Sophomore Tolo, Homecoming, Junior and/or Senior Proms.
3. Student will not be permitted to receive their complimentary graduation tickets until all fines and/ or fees are paid in full.

All fines can be paid before or after school and student lunches at the ASB office across the hall from the counseling center entrance.

CLASS/LAB FEES

SCIENCE

Two separate fees are required for all science courses at BHS. The first **fee is \$5.00** and it pays for a personal set of protective goggles that must be worn during lab activities in each class. These goggles must meet ANSI Z87.1 standard and OSHA 1910.1450 D(6) standard. Goggles purchased for one class may be used for subsequent classes with no additional fee. The second **fee is \$10.00** for consumables in each course. ***Fees must be paid (or goggles already on hand) before laboratory work can be performed.***

POTTERY

\$25 – Ceramic and Pottery Materials

ART

\$15 – Drawing and Painting Materials

DIGITAL PHOTOGRAPHY

\$15 - Photo Quality Printer Paper, Inks, Clear Archive Photo Sleeves, DVD Final Portfolio- DVD Disk & DVD Case.

CULINARY ARTS

\$10 - Food Handlers Card or Current Card.

MATERIAL SCIENCE

\$10 - Materials

All Class/Lab Fees are generally non-refundable

ATTENDANCE AND ACTIVITIES

Students who participate in school activities are expected to attend all classes on the day of the scheduled activity. When the activity occurs during the school week, students are expected to attend all classes the following day. When the activity occurs on a weekend, attendance in all classes the previous Friday is expected. Students who do not comply with these regulations may be declared ineligible and prohibited from participating in the activity.

STUDENT CONDUCT

The following activities are subject to school authority and disciplinary action:

1. At all times on any school district property, including when school is NOT in session.
2. On district-owned and operated or chartered vehicles.
3. During any school-sponsored activity whether held on Bethel School District property or elsewhere.
4. Away from school grounds if the activity would directly affect the good order, efficiency, management and/or welfare of the school's staff or students.

Rules that establish types of misconduct pursuant to this section must have a real and substantial relationship to the lawful maintenance and operation of the school district including, but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process which is conducive to learning. Those asterisked [*] have been identified as exceptional misconduct offenses.

1. **Arson***. Intentionally setting or causing a fire for the purpose of damaging property or hurting someone. The following are factors to be considered in determining the appropriate sanction for offenders:
 - a) extent of fire damage
 - b) intent (to start building on fire? Cause panic?)
 - c) cost of damage
2. **Assault***. The use of physical force (hitting or striking someone with the intent to hurt them), or threatening the use of physical force against another person. The following are factors to be considered in determining the appropriate sanction for offenders:
 - a) extent of physical injury
 - b) use of weapon or other instruments for the purpose of inflicting injury
 - c) motive for the attack
 - d) use of physical force or verbal attack.

NOTE: Simple assault may be considered as disruptive behavior and/or fighting. A simple assault is usually an action where there is no weapon, injury, or extreme physical force used.
3. **Burglary***. Unauthorized entry into or staying in a building with the intent to commit a crime.
4. **Closed Campus***. Bethel School District will require all students to remain on the school grounds from the time of arrival until officially excused. (See Policy 3242)
5. **Computer or Publications Abuse**. Students are required to follow the requirements of the Computer Use Policy (#2022) and the Publications Policy (#3220).
6. **Criminal Act***. The commission of any action defined as a crime by law i.e. bomb threat, arson, false alarm, etc.
7. **Defamation**. Students may not make accusations that they know to be untrue or make false and damaging statements or misrepresentations about others.
8. **Disobedience/insubordination***. Students must obey the instructions of district personnel.
9. **Disruptive Conduct***. Any student action that interferes with, or is detrimental to the orderly operation of a school, a school-sponsored activity or any other aspect of the educational process within the school district is prohibited. Any student action that threatens the safety of the school and/or the safety of staff members and/or students is prohibited. Engaging in behavior that a reasonable person would know to be dangerous and/or disruptive to the educational process is prohibited.

10. **Encouraging Others to Fight***. Students who promote fighting or in any way encourage others to fight will be subject to discipline.
11. **Exceptional Misconduct***. Offenses identified by an ad hoc citizens committee as sufficiently serious in nature and/or serious in terms of the disruptive effect upon the operation of the schools to warrant an immediate resort to suspension.
12. **Extortion, blackmail, or coercion***. Attempting to obtain money, property, or favor by violence or threat of violence performed against persons or forcing another to perform any act against his/her will be force or threat of force.
13. **Explosive Devices**. The possession of any exploding item or device that would be capable of producing bodily harm or damage to property. NOTE: ***Possession or use of firecrackers and other explosive material, such as dynamite, are strictly prohibited.***
15. **Failure to serve/complete detention or alternative**. Failure to serve detention or alternative without valid excuse or violation of rules when serving.
16. **False Alarms***. Activating a school alarm for other than the intended purpose of the alarm is prohibited and a report will be filed with law enforcement.
17. **Fighting***. A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person even when such conduct is mutual and/or consensual.
18. **Firearms***. Firearms as defined in RCW 9.41.010 are prohibited on school property or at school-sponsored events. It is unlawful for any student to carry onto any school premises, school provided transportation, or areas with facilities being used exclusively by public school, any firearm or weapon. Students who violate the firearm policy will be expelled from school for a minimum of one calendar year in accordance with RCW 28A.600.420. Parents must be notified of the imposition of the expulsion and their right to hearing and appeal. The principal or designee shall notify appropriate law enforcement personnel of known or suspected violations of firearms policy. (Policy 3249)
19. **Forgery/Cheating***. Students may not fraudulently use the name or identification of another or of the school. Students may not alter school records, documents, files or any other documents for their own purposes or with malicious intent. The intentional deception in the preparation or completion of any school assignment, examination or project or in the conduct of any school-related activity is prohibited.
20. **Gang Activity***. Students shall not participate in activities, acts, behaviors or display a manner, grooming, dress or apparel which:
 - Leads school officials to reasonably believe that such behaviors are gang related.
 - Presents a risk of substantial disruption of the educational environment.
 - Creates a substantial risk of physical injury to the student, staff or others.
 - Creates an atmosphere in which the wellbeing of others is adversely affected.
 - Creates a climate of conflict and/or intimidation.
 - Implies gang membership or affiliation through writing, gestures, emblems, or symbols.
21. **Harassment***. Harassment means words or actions that hurt or humiliate others. Harassment creates an environment that makes learning difficult and is not permitted at school. Harassment and discrimination based on race (Policy #5021 and #5013), religion, age, gender (Policy #3206), marital status, national origin or disability are legally prohibited. Harassment or bullying of ANY individual or group is not permitted.
22. **Hazing***. All hazing, unauthorized initiations, or acts of initiation are forbidden.
23. **Inappropriate Dress and Appearance**. As prescribed in Bethel School District Policy #3224, dress and appearance must not present health or safety problems or cause disruption. Indecent dress or appearance is prohibited. Apparel that references alcoholic beverages or drugs is prohibited. Each building may define appropriate apparel and standards for attire. Please **see page 17 for a visual presentation of the Bethel High School dress code policy.**
24. **Malicious Mischief (vandalism)***. The act of causing physical damage to school property or property belonging to someone else.

25. **Narcotics, Alcoholic Beverages and Drugs***. A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, controlled substance, amphetamine, barbiturate, marijuana, alcoholic beverage (or intoxicant of any kind), or any substance purported to be such. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.
26. **Nonattendance/Unexcused Absences**. Daily and punctual attendance of all who are enrolled in the Bethel School District is required in accordance with state law and school board policy. Students must attend regularly scheduled classes unless officially excused.
27. **Refusal To Identify Self***. All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school-sponsored events.
28. **Repeated/Cumulative Violations**. The repeated violation of school policies, rules and/or regulations increases the seriousness of the violation; therefore, a disciplinary action on repeated offenses will be more severe.
29. **Robbery***. Stealing from an individual by force or threat of force.
30. **Tardiness**. All students are expected to attend classes and other school activities on time.
31. **Theft (Larceny)***. Taking anything that belongs to someone else without the permission of the owner.
NOTE: Theft of school property valued at \$20 or more must be reported to the sheriff's office.
32. **Threats of Destruction***. Threatening to bomb or damage a school building or facility is a crime and will result in school discipline and a police referral.
33. **Tobacco Use***. Students are not permitted to possess, sell, smoke, or use tobacco on school grounds, in school buildings, or at school-sponsored events
34. **Trespass***. Being present in an unauthorized place or refusing to leave when ordered to do so. Students visiting at other than their assigned schools must obtain permission from the building principal or designee.
35. **Vulgar or Lewd Conduct**. Acts of a sexually explicit nature.
36. **Weapons***. Possession or use of weapons or items that purport to be weapons as defined in Policy 3249 or items apparently capable, under the circumstances, of producing bodily harm are prohibited such as knives, box cutters, sharpened objects, pepper spray, laser pens, etc.

ADDITIONAL EXPECTATIONS

Students are expected to immediately report to a responsible adult any hear-say of a possible fight or weapon on or around campus of Bethel High School. In addition, if a student is in close proximity to Bethel High School and they become aware of a fight or weapon before or after school, they must make every effort to inform 911 or an adult at Bethel High School. If any of these do not happen and the safety of others is at risk, possible disciplinary action may be taken upon the student who failed to inform an adult.

All students are to be off campus by 2:30pm unless they have a pass that states they are involved in a school sanctioned event or activity with an adult who works at BHS. Advisors and coaches are responsible for providing these passes. If a student who does not have permission remains on campus or returns before the activity buses arrive, it will be considered loitering.

All disciplinary sanctions are progressive and cumulative (carry-over) from year to year.

SKATEBOARDS

The use and possession of skateboards, roller skates, roller blades and similar devices is prohibited on the school grounds. Items will be confiscated if brought or used on school grounds.



Dress Code

In order to facilitate learning for all students, BHS requires that student dress and appearance follow health and safety standards and not cause **DISRUPTION TO THE LEARNING ENVIRONMENT**. Students who do not follow these guidelines will be subject to progressive discipline.

ATTENTION

No headgear that covers the top of the head is allowed: caps, hats of any type, hoods from jackets, du-rags, bandanas, etc., are not permitted to be worn or seen/visible inside or outside BHS. Students are expected to only wear items that allow them to be recognized.

For example, no hoods that hang over the head, no sunglasses in the building, and any masks or makeup that cover a person's face. (Exceptions may be made for medical or religious reasons).

NO tank tops or halter tops are permitted.

Body Coverage

Torso: Clothing must cover both the front and back of the stomach, back, and shoulders. Bra straps and underwear should not be visible. Shirts that plunge more than four fingers below the neckline are not allowed. **NO tank tops or halter tops!**

Legs: Shorts, skirts, and dresses must be longer than extended finger-tips (including slits of garments). Under-garments must be covered in all positions (sitting, standing, bending, reaching). **Also bagging or sagging of shorts or pants is unacceptable.**

Other Guidelines

- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate images or writing is prohibited, including weapons of all kinds.
- Any clothing worn identified as gang-related is prohibited. This includes but is not limited to hats with area code insignias and shirts or hats that display paisley print similar to the paisley bandana. Nothing is to hang from pant pockets (chains, lanyards, etc). **NO sagging pants.**
- Jewelry and clothing embellishments that pose a safety hazard are prohibited. (Examples include metal spikes, clothes pins, hooks, chains, and suspenders that hang from clothing). **No grills are allowed.**
- **No pajamas, slippers or house shoes are to be worn at anytime unless it is appropriate for Spirit Week.**
- No items related to the Confederate Flag shall be worn or displayed on or in vehicles parked on BHS grounds, on clothing, on school supplies including backpacks and binders.

HEADGEAR

ATTENTION: NO HEADGEAR that covers the top of the head is allowed on school campus: caps, hats of any type, hoods from jackets, du-rags, bandanas, etc. (Exceptions will be made for medical or religious reasons.)

Consequences are as follows:

1. Warning
2. 30 min. After School Detention
3. 2 hour After School Detention
4. In School Suspension
5. Suspension

ACADEMIC NON-PERFORMANCE

BHS emphasizes the importance of learning. Improving academic performance requires effort and cooperation at all levels. Disciplinary action may occur to a student for academic non-performance, which may include one of the following items:

- failure to demonstrate consistent on task behavior.
- failure to extend sufficient effort to progress in subject matter.
- failure to turn in daily assignments on a consistent basis.
- failure to attend school on a regular basis.

PROFANITY AND RACIAL SLURS

Obscene, lewd, vulgar, or offensive expression is not protected by the First Amendment. Teachers, administrators, and staff will not tolerate profane language and/or gestures or racial slurs. Students who engage in profanity, racial slurs or other language deemed inappropriate to the school setting will be disciplined. This includes any other place where student conduct is under school authority as well.

STUDENT RELATIONSHIPS

Attraction of the sexes is normal, natural and healthy. However, the manner in which this attraction is publicly manifested in a school or at school events is often a matter of concern to the professional staff as well as a source of embarrassment to fellow students and visitors. BHS students are expected to show self-control, self-restraint, and respect for the reputation of another. Specifically, kissing and embracing are discouraged. Disregarding the school guidelines may result in a parent conference and/or disciplinary action.

GANG ACTIVITY

Any activity, words, behavior, dress, or paraphernalia that could show a pattern of behavior related to gang activity will not be tolerated and could result in immediate removal from Bethel High School. We take student relations very seriously and expect criminal behavior such as a gang activity to not compromise the safety and security of the staff and students at Bethel High School.

ELECTRONIC DEVICES

Cellular phones, IPODS, MP3 players, radios, walkman-type players, tape decks, beepers, pagers, laser pointers, walkie-talkies, electronic toys/games, portable DVD players and other assorted personal electronic devices **are not permitted in use or in sight during the school day from 7:35 AM – 2:05 PM inside or outside of the property of BHS, including lunch time, Zero and Fifth hour.** Parents may call 683-7000 or 683-7092 to relay emergency messages. *Students may use school phones at the discretion of teachers and staff.* If unauthorized equipment is being used and/or visible during school hours, it will be confiscated by a teacher or staff member and may be subject to progressive disciplinary action (see below). Lost or stolen equipment is not the responsibility of the school regardless of where it is left. Locker rooms are not secure locations so students are responsible for their items if they choose to bring them to school. *Parents may be required to pick up the confiscated property.

Consequences are as follows:

1. Warning
2. 30 min. After School Detention
3. 2 hour After School Detention
4. In School Suspension
5. Suspension

OTHER PERSONAL PROPERTY

Students are discouraged from bringing personal property to school. This includes electronic equipment, cameras, etc. Bethel High School will not assume any liability for theft or damages. Students may bring them at their own risk.

SCHOOL PRANKS

School pranks or so-called "senior pranks" which temporarily or permanently deface or damage school property, or which interfere with the educational process in any way are prohibited. Disciplinary action including fines, school service, suspension, and loss of graduation participation privileges may result.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure property or equipment will be required either to pay for the damages done or replace the item. Students misusing or abusing school property will be subject to disciplinary action.

TECHNOLOGY USE AT BETHEL HIGH SCHOOL

Students must sign an agreement to use a computer at BHS. Students who cause damage to the school computers or computer system, or who use the computers or computer files in an unauthorized way, will lose their computer use privileges and be subject to further disciplinary action, including fine, suspension or failure of technology class. **See page 24**

CLOSED CAMPUS AND OFF-LIMITS AREAS

Students must stay on the school grounds during the school day. Washington State law requires schools to control behavior in close proximity to the school grounds and while students are in transit to or from school. Students must bring a written parental request to the office to leave campus. The following areas are off limits to unsupervised students: athletic fields, the area around portables, parking lots, and additional areas as designated by the administration. **Loitering across the street before, during, or after school is prohibited. Disciplinary action may result for failure to comply with closed campus and off limit expectations.**

OFF CAMPUS PASS

For those students who have off campus activities need to apply for special passes at the BHS Admin Office. These classes may include but not limited to: Firefighting, Cross-Age Tutoring, and Running Start.

EATING AREAS

Students are allowed to eat in the cafeteria, the student commons area adjacent to the cafeteria, and outside eating areas. **Students may not eat or drink in any of the hallways or stairways either upstairs or downstairs.** Progressive, cumulative discipline will be used for those students who are eating in non-designated areas. Eating in classrooms is allowed at the discretion of the classroom teacher and only when supervised by that teacher. **Vending machines are only to be used before/after school, and during designated lunch times.**

Students are expected to throw away all garbage, use appropriate recycling bins, and leave their table or eating area clean.

EMERGENCY EVACUATIONS

Emergency drills will be practiced monthly during the year. Students will become familiar with the procedures and with the exit route and meeting location for each class. **If an alarm is sounded before school go to your first period Zone Station. If sounded during Lunches go to your fifth period Zone Station.**

GYMNASIUM USE

No student is allowed in the gym unless given permission and is under the direct supervision of a district employee. No one, according to state fire laws, is to stand in doorways of the gym during the actual time of games, programs or assemblies.

LOCKERS

No more than two students will be assigned to a locker. If the locker is defective, students must notify the office. The school does not carry insurance on private property and will not assume responsibility for lost, stolen or damaged property. Students should not leave anything of value in their lockers with the exception of regular school materials. Students are expected to keep their lockers clean and in good repair. No exterior decorations are permitted. Interior decorations must be applied with masking tape and must be in good taste. Failure to remove locker decorations at the request of school personnel will be considered insubordination. Students are not

permitted to change their locker assignment without first receiving permission. No locker fee is charged, but students are required to pay for any damages. Students who do not adequately clean out their lockers at the end of the school year are subject to a \$10 fine.

SEARCH, SEIZURE AND INSPECTION

Student lockers and desks are the property of the school district and are made available for student use. Student lockers and desks are subject to inspection on a regular basis for the purpose of maintaining school safety and cleanliness. School authorities have the right to inspect and/or search desks or lockers at any time. If there is reasonable suspicion to believe that school policies and regulations have been violated, school authorities may search students and/or their property, and may take into custody any objects which could disturb or interfere with the educational process, which present a threat to the safety or security of others, or are in violation of school policy.

CONTRABAND DOGS

The district has adopted a policy authorizing the use of "contraband dogs" in Bethel schools. The school board adopted this policy to make continued efforts that our schools stay safe and secure. The dogs search school lockers, classrooms and other areas for substances banned by law. Substances include alcohol, marijuana, narcotics, and gunpowder-based items. The dogs also detect over-the-counter and prescription drugs. When the dog identifies a suspicious smell, he immediately sits in front of the object. The trainer checks the dog's work by leading him away and bringing him back to the suspected area. Once the dog confirms a suspicious smell in a locker, vehicle, etc., a school administrator contacts the student. Dogs do not search people, only property. Handlers and dogs are trained carefully to respect First Amendment Rights.

TELEPHONES

Students may use the office phone to call home **ONLY** in the case of illness or injury, or for official school business. For any other calls, students shall use the pay phone near the bookstore and in the gym lobby. Students may not use classroom phones. Students will not be called out of class to receive incoming phone calls except in case of an emergency.

VISITORS AND GUESTS

With the exception of students' parents or guardians, visitors are discouraged. **Visitors must be approved by the main office prior to their visit.** Due to the size of our school, no student visitors are allowed during the school day to accompany a Bethel High School student. If parent/guardians wish to attend their child's class, he or she must receive permission from the administration and then administration will provide a twenty-four hour notice to the teachers. Visitors must show their pass to each teacher at the beginning of each class period. Students are NOT to bring younger children to school. It is not in the best interest of the school, students, or the child's health and safety.

REGISTERING VEHICLES

Parking permits will be issued to seniors, running start students, and juniors as spaces are available. Permits may be sold for parking in the student lot on a first come, first served basis with seniors having the opportunity to purchase a permit before any other students. One space will be issued to each student who follows the process and expectations below.

NOTE: Students will not be issued a permit if all fines and/ or fees are not paid in advance. A fine list will be run to verify payment prior to selling parking passes to students and/ or parents.

All vehicles parked on school property must be registered in the main office and a \$40 registration fee paid to BHS. Parking permits are non-transferable. Misrepresentation may result in loss of parking privileges including but not limited to suspension (i.e. parking permits cannot be sold, lent or given away by students). In order to register any vehicle which is driven to school regularly or occasionally, the following are required:

- The student must pick up the vehicle registration form available in the main office.
- The vehicle must meet the definition of "safe and legal" as defined by Washington State Law.
- The student must provide proof of insurance. Proof is verified by a copy of the auto insurance card provided by the insurance agent.
- The student driver must possess a valid Washington State driver's license.

The permit must be visibly displayed from the rear view mirror or placed in the lower left portion of the car's windshield while it is parked on the school grounds.

PARKING RULES AND VEHICLE OPERATION

Students may drive their own vehicles to school if they follow all of the school district and high school regulations. Parking and driving on the campus is a privilege not a right. Violators are subject to loss of parking privileges, fines, or towing at the owner's expense.

- 1) Rules for use of parking lot:
 - All vehicles parked on school property must be registered with the main office and display a valid parking permit. No student may bring a motor vehicle to school without the permission of the principal or designee.
 - Students will park their vehicles in the STUDENT PARKING LOT and **WILL NOT enter their vehicles during the school day without permission from an administrator.** Vehicles will not be driven during school hours or after students arrive on the school grounds. Special permission to leave early must be approved by the principal or designee.
 - No vehicle shall be parked in or block bus loading, handicap space, emergency lanes, entrances or exits.
- 2) All student vehicles must be covered by insurance in accordance with the financial responsibility law.
- 3) Vehicles are prohibited from parking on the school grounds if the driver of the vehicle endangers life, property or has equipment deficiencies. The administration may refuse permission for a student to park on school grounds due to the violation(s) of school driving regulations.
- 4) The speed limit on ALL school grounds is **5 mph at all times.** Any misuse of your driving privileges could result in immediate loss of parking permit.
- 5) Additional restrictions may be placed on the use of vehicles by students by the authority of the student council and/or the administration.
- 6) Vehicles park on Bethel High School property at their own risk, and are subject to search.

CORRECTIVE ACTION FOR PARKING VIOLATIONS

1st Offense	Offense Citation Warning Certified Letter notifying owner of parking violation.
2nd Offense	Offense Citation and \$25 Fine Certified letter sent to owner with notification of \$25 fine and next violation loss of privileges and towing.
3rd Offense	Offense Citation and \$25 Fine with a certified letter stating that the next violation will result in the vehicle being towed at owner's expense. Permit will be removed and student will not be permitted to purchase any further permits during their educational time at Bethel High School.

**2009 - 2010
30 Minute Advisory BELL SCHEDULE**

Class Period	Time Schedule	Minutes
Period 1	7:35-8:23	48
BraveTime	8:28-8:58	30
Period 2	9:03-9:51	48
Period 3	9:56-10:49	53
Period 4 (Lunch A)	10:49-11:24 (Lunch A)	35
	11:29-12:18 (Class Time)	49
Period 4 (Lunch B)	10:54-11:43 (Class Time)	49
	11:43-12:18 (Lunch B)	35
Period 5	12:23-1:12	49
Period 6	1:17-2:05	48

**2009 - 2010
Late Start BELL SCHEDULE**

1st Semester

September 23rd
October 14th
November 18th
December 9th
January 13th

2nd Semester

March 10th
May 12th
June 9th

Class Period	Time Schedule	Minutes
Period 1	9:35-10:10	35
Period 2	10:15-10:50	35
Period 3	10:55-11:32	37
Period 4 (Lunch A)	11:32-12:05 (Lunch A)	33
	12:10-12:45 (Class Time)	35
Period 4 (Lunch B)	11:37-12:12 (Class Time)	35
	12:12-12:45 (Lunch B)	33
Period 5	12:50-1:25 (Class Time)	35
Period 6	1:30-2:05	35

**2009 - 2010
½ Day BELL SCHEDULE**

1st Semester

November 13th – Report Card Prep
January 29th – Report Card Prep

Period 1
Periods 4,5,6

2nd Semester

April 16th – Report Card Prep
May 18th – Report Card Prep
May 19th – Student Led Conferences
May 20th – Student Led Conferences

Periods 1,2,3
Periods 4,5,6
Periods 1,2,3
Periods 4,5,6

Class Period/ Activity	Time Schedule	Minutes
Period 1 or 4	7:35-8:22	47
Period 2 or 5	8:27-9:14	47
Period 3 or 6	9:19-10:10	51

BETHEL TRANSPORTATION

Bethel School District #403

Bus Rules



The following rules and regulations apply to all students using school district transportation to and from school and school-sponsored activities and events.

1. While loading, unloading or being transported, the student is under the jurisdiction of the driver whose reasonable direction must be obeyed promptly and willingly.
2. The student shall ride a regularly-assigned bus unless specifically authorized to ride another by the building principal, supervisor of transportation or designee.
3. Students shall not use vulgar or obscene language or gestures while being transported on a school bus or while waiting at bus stops and loading zones.
4. With the exception of ordinary conversation, **students shall observe regular standards of classroom conduct while on a school bus.**
5. Students shall not be permitted to leave the bus other than at their regular stop without the written authorization of the building principal or an administrator of transportation.
6. Each student may be assigned a seat by the driver in which he/she shall be seated at all times unless specifically authorized to change seats by the bus driver or supervisor of transportation.
7. Eating on the bus is not permitted.
8. Balloons, skateboards and other objects that interfere with the safety of students and driver are not permitted.
9. Students shall not throw refuse on the floor or from the school bus windows.
10. Students shall not have or use tobacco products, drugs, alcohol, paraphernalia, matches, lighters or any other flammable or sparking device on the school bus.
11. Students shall not open a bus window without authorization of the driver and at no time shall any student extend any part of his/her body (hands, feet, head, etc.) outside the school bus, whether the bus is in motion or stopped.
12. Students shall not carry on a bus any object which may constitute a danger to another student (sticks, breakable containers, firearms, straps, pens extending from clothing, chemicals, explosives, and skate boards).
13. Students may take only those music instruments that can be secured on the student's lap or between their legs and that won't disrupt the loading and unloading of students, i.e., flute, clarinet, trumpet, violin, trombone, and alto saxophone are allowed; drums, tenor saxophone, cello, bass viola, baritone horn, and French horn are not allowed.
14. Animals, insects, reptiles, fish, or fowl are not permitted on the bus with the exception of medical alert dogs.
15. Bus aisles shall be kept clear of all books, personal effects and belongings of students, except as authorized by the driver, building principal or supervisor of transportation.
16. Students shall not distract the driver by talking to him/her unnecessarily or obstruct his/her view in any direction.
17. Students shall remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
18. Students shall board the bus in an orderly manner and remain within the bus driver's view at all times.
19. Students shall cross the highway in front of the bus only after verifying it is safe to do so and after obtaining the consent of the driver.
20. Students shall leave home in time to arrive at the bus stop five (5) minutes prior to bus departure time.
21. At the bus stop, students shall remain out of roadways and avoid pushing, shoving and damaging private property surrounding the bus stop. In general, they shall remain orderly and disciplined while awaiting arrival of the bus.
22. Students who must walk along a highway to and from a bus-loading zone must walk where practicable on the left-hand side of the road facing oncoming traffic. This also applies to students leaving the bus-loading zone in the evening.
23. In event of an emergency, students shall follow emergency procedures as established by emergency exit drills.
24. Parents and/or guardians of students who damage school buses shall be responsible for proper restoration or reimbursement to the school district.
25. Students shall go directly to and from school bus-loading zones and not loiter or run errands between the stop and home.
26. Unlawful discharge of a laser in the first degree is a class C felony.

BETHEL SCHOOL DISTRICT

INTERNET CODE OF CONDUCT

1. All use of the Internet must be in support of education and research and consistent with the purposes of Bethel School District.
2. Any use of the network for commercial or for-profit purposes is prohibited. However, limited access for staff on their break time is acceptable.
3. Extensive use of the network for personal and private business is prohibited. However, limited access for staff on their break time is acceptable.
- 4 Any use of the network for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used only by the authorized owner of the account. Sharing of this information with others is grounds for deleting the individual as a user.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
7. All communications and information accessible via the network should be assumed to be private property.
8. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified or abused in any way.
9. Malicious use of the network to develop programs that harass other user or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
10. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
11. The illegal installation of copyrighted software for use on district computers is strictly prohibited.
12. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the district's local area networks is prohibited. At any time, Bethel School District personnel will make determinations on whether specific uses of the network are consistent with acceptable use practices. Bethel School District reserves the right to log Internet use and to monitor file server space utilization by users. Bethel School District reserves the right to remove a user's account at any time it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

INDEX

Absences, Pre-Arranged	13
Academic Non-Performance	18
Advisory	4
ASB Cards	7
Associated Student Body	6
Athletic & Co-Curricular Activity Fee Schedule	8
Athletic Staff	8
Attendance and Activities	14
Attendance Policy	11
Attendance Procedures	11
Attendance Rules	11
Bethel High School Administration	3
Bethel High School Phone Numbers	3
Bethel School Board	3
Bethel School District Administration	3
Bus Rules and Regulations	23
Calendar	Back page
Care of School Property	19
Career Center	11
Career & Technical Education Program	5
Cellular Phones	18
Citizenship	2
Class Changes	6
Class Drops	6
Class/Lab Fees	13
Class Period Bell Schedules	3, 22
Closed Campus and Off-Limits Areas	18
Clubs and Organizations	8
College Entrance Recommendations	5
Contraband Dogs	20
Corrective Action for Parking Violations	21
Counseling Appointments	10
Counseling Services	10
Credits and Graduation	4
Curriculum Offerings	5
Dance Guest Passes	7
Dance Expectations	7
Dress Code	17
Early Dismissal	12
Eating Areas	19
Electronic Devices	18
Emergency Closure Information	2
Emergency Dismissal	12
Emergency Evacuations	19

Excused Absences	11
Expectations	2
Field Trips and School Sponsored Activities	13
Fines and Fees	13
Firearms	15
Gang Activity	18
Grade Point Scale	5
Graduation Ceremony Participation	4
Gymnasium Use	19
Hall Passes	26
Headgear	18
Health Room	10
Inclusive Climate Statement	2
Incomplete Grade	6
Insurance	10
Internet Code of Conduct	24
Library	10
Lockers	19
Off Campus Pass	19
Other Personal Property	18
Parking Rules and Vehicle Operation	21
Principal's Message	2
Profanity and Racial Slurs	18
Receiving Credit	5
Registering a Vehicle	20
School Facts	2
School Hours	3
School Meals	7
School Pranks	19
School Store	11
Search, Seizure and Inspection	20
Skateboards	16
Staff Assistants	5
State Compulsory Attendance Law "Becca Bill"	12
Student Conduct	14 - 16
Student ID Cards	7
Student Relationships	18
Technology Use at Bethel High School	19
Telephones	20
Unexcused Absences	11
Vehicles	20-21
Visitors and Guests	20
Withdrawing from School	6
Work Based Learning	5