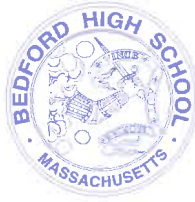


Bedford High School
Bedford Public Schools

9 Mudge Way
Bedford, Massachusetts 01730



Heather P. Galante
Principal

Daniel R. Hudder
Assistant Principal

Thomas Casey
Assistant Principal

July 31, 2019

Dear Bedford High School Families,

I hope that all of you are having a wonderful summer. We've been busy at the high school planning for the 2019-2020 school year. As a school committed to environmentally friendly practices, we have made the decision to send our summer packet electronically. However, families of rising 9th graders and new students will receive a packet in the mail as we do not yet have access to the accounts in Aspen until the schedule rolls over. There is much information in this email and attached as well. Please read through it carefully.

Our 2019-2020 School Improvement Plan (pending School Committee approval) continues to support literacy, equitable practices, student health & wellness and instructional practices that support all learners. We are continuing our partnership with Challenge Success and have thoughtfully planned, utilizing the survey results, parent/student/faculty feedback and committee work from last year. Helping all students find balance and a high level of engagement within the classroom and our school community remains a high priority for us. We look forward to sharing more information regarding dialogue nights, speaker engagements and community book reads at the start of the year. The student-led Challenge Success group, Ground Up, will be reading *Where You Go is Not Who You'll Be* by Frank Bruni. They are planning to host a dialogue night with parents in the fall. The weekly newsletter will continue to be sent to students and families throughout the school year. Please read the newsletter for all updates and upcoming events.

Please enjoy the remainder of the summer. I am heading off to New Hampshire with my family and my books next week for some time by the lake. Take some time to relax and recharge with your families as well.

Looking forward to seeing all of our students back at BHS in a few weeks! Information regarding the start of the year will be sent to all students and families later in August. Feel free to contact the office with any questions.

Sincerely,
Heather Galante
Principal
Bedford High School

Twitter: BHS News-- @bhs_galante

Graduation 2020

The Class of 2020 is set to graduate on Thursday, June 4th, 2020 at the Lowell Tsongas Arena at 6:15pm. There are no tickets for the event as there is ample seating for all friends and family members. Mark your calendars. It will be here sooner than you think.

Updating Aspen X2 Information

Please take time to update your information in Aspen. We rely on current information to communicate both in emergency cases and for information purposes. Please go to the Aspen link on our website (links, parent/community) to update your contact information including email.

If you have technical issues or concerns please email: aspen@bedford.k12.ma.us. Please include student's name/Year of Graduation/your name/your contact information in the email.

BHSPA Newsletter

The Bedford High School Parent Association Newsletter is filled with helpful information and dates. Please sign up at: <https://www.bedfordps.org/district/links/pages/ptobef-mailing-lists>
Scroll down to the BHSPA sign up box.

Publicity Opt Out

If you wish to have your student's information withheld from the media, social media or military recruitment, **please send a letter to me stating your request by September 1st**.

Safety/Drop Off/Parking

We will continue to keep all doors locked this year. Guests must wait to be buzzed in at the Main Entrance and sign in at the Main Office. Visitors should park in designated spots in the front of the school. Cars may not be idle or parked directly in front of the main entrance as it needs to be cleared for emergency vehicles and for busses. Please know that you are subject to ticketing if you park in the restricted lane.

Students with vehicles should park in designated student parking spots and need to have a valid BHS parking sticker. The Parking Pass application may be found at bitly.com/bhsparking or on the BHS website under News items.

If you are dropping off your student, please do so at the back of the building. Do not enter the bus loop at the front of the school as it causes safety issues for students unloading.

Last year, we had a few accidents where, thankfully, no one was injured. While I know the mornings can be busy and rushed, be sure to drive slowly in our parking lots and make sure students are looking for moving vehicles before crossing.

Dismissals

If you need to dismiss your child early from school, **please send them in with a note**. This way, we can give them a pass to leave without calling the classroom. The office receives too many last minute calls which becomes very disruptive to the classroom instruction.

Communication

Included as an attachment is a communication flow chart which we hope you find helpful. It is important for students and parents to know who to contact when questions arise. Unfortunately, many emails end up in the inbox of the Principal and Assistant Principal that are better answered by teachers, counselors or Program Administrators. Clearing out the emails takes away time with our students and staff. Please review the communication reference sheet. If you have a question and aren't quite sure who to call, feel free to contact the student office and Ms. Turner will be happy to help.

Principal Roundtables

I will hold Principal Roundtables this year. Principal Roundtables are a good way to hear about information about the school year and meet new staff. The conversations may be open or structured depending on the month. Topics, if selected, will be sent in advance. Here are the dates for the roundtables for the 2019-2020 school year:

October Date TBD-BHS LGI (Signs of Suicide information night for parents/caregivers with overview of counseling services)

Thursday, November 21st from 9:00-10:00 am-BHS LGI

Thursday, January 30th from 9:00-10:00 am-BHS LGI

Thursday, March 26th from 9:00-10:00 am-BHS LGI

Thursday, June 11th from 9:00-10:00am-BHS LGI

Additional night events will be scheduled to complement our Challenge Success work.

9th Grade SBIRT-Mandated Screening

Two years ago, we implemented a state mandated screening program for all 9th graders called SBIRT which stands for Screening, Brief Intervention, and Referral to Treatment. **SBIRT** is an evidence-based practice used to identify, reduce, and prevent problematic use, abuse, and dependence on alcohol and illicit drugs. Schools across the state are required to participate in the screening. Please read the letter, included in this packet, about the SBIRT Screening that will take place for the 9th grade class this year.

Student Agendas

The BHSPA offers hard copies of student agendas/planners for \$10 each. The planners will be sold at both iPad orientations, Back to School Night and during the first week of school during lunches. Students may download a PDF of the agenda from the school website for free (will be available at the end of August). Checks should be made out to BHSPA. Please contact my office if you need financial assistance. Information about ordering is attached to this communication.

Class of 2023 and New Student Orientation

We are pleased to continue our 9th Grade/New Student Orientation and Ambassador Program. Members of the Junior and Senior classes have signed on to serve as mentors to our 9th grade and new students. All new and 9th grade students will be assigned an Ambassador who will help them navigate the first year of high school and transition to a new school. We understand that the transition to high school, while exciting, also comes with feelings of nervousness and uncertainty. Our Student Ambassador Program aims to reduce those feelings of anxiety and provide a smooth transition for all new students. In addition to an orientation, our Ambassadors will meet with their mentees throughout the school year to answer questions and share important information. The 9th Grade and New Student Orientation is scheduled for:

9th Grade and New Student Orientation
Tuesday, August 27th
6:00-7:30 pm
Bedford High School Auditorium

Students will meet their Ambassadors, hear from various faculty members, receive personalized tours and participate in team building activities. We will end the evening with delicious ice cream from our local Bedford Farms. If your child is unable to attend, he/she will still be assigned to an Ambassador.

iPads

Bedford High School distributes iPads, as a learning device, to all students. Students sign an iPad pledge when they receive their iPad. That agreement will be in effect until your student graduates or withdraws. For your convenience, the pledge can be found on our website.

iPads for Freshman and new students will be assigned in August during a mandatory iPad orientation, not on the first day of school. Parent/legal guardian attendance is required to sign the pledge and agreement form in this packet. Pre-registration is required.

iPad Orientations
Thursday, August 22nd at 6:00 pm -BHS Auditorium OR
Wednesday, August 28th at 6:00 pm- BHS Auditorium

The link to the registration is on the main high school webpage.

iPad Insurance

Families are responsible for the iPad just like a textbook. Thus, if there is damage to the device, families are responsible. The cost to repair most damage averages \$140, although water damage can necessitate full replacement at or above \$400. Given the cost, we STRONGLY recommend that you get the device covered by insurance.

Back to School Night

Parent(s) and Guardian(s) will have an opportunity to walk in the shoes of their student(s) during Back to School Night. This night is an opportunity for adults to hear about the classes from teachers and also to learn how taxing it can be to travel the building to various classes. It is always important for us to understand how our students spend much of their days. Mr. Hudder, Mr. Casey and I will share important information with all of you including a summary our School Improvement Plan, a Challenge Success update, handbook changes and our hopes for the school and home partnerships. We will also provide a glance at the 2019-2020 year for students and teachers, including professional development days and student assemblies. Please mark your calendars:

Back to School Night
Thursday, September 26th, 2019
5:30-6:30 pm-Principal/Assistant Principal/Director of Counseling Presentation
6:45-8:45 pm-Visit Classes

Schedules

Schedules will be available to all students via their Aspen student portal around **August 12th**. The BHS Counseling Department is holding "**Arena Day**" on **August 27th from 8:30-11:00** in the high school cafeteria for students who need to change their schedule. New schedules for new registrants will not be created at this time. All Guidance Counselors, Program Administrators and Directors will be present to

assist students and address their scheduling needs in hopes to have a smoother start to the year. Priority will be given to students who have a scheduling concern regarding a major course (e.g. course conflict with other courses, request to change levels, etc.). Pre-registration is NOT required to attend. Students can sign in at the cafeteria lobby upon arrival.

Arena Day
Tuesday, August 27th , 2019
8:30am – 11:00am
BHS Cafeteria

Fall Athletic Program

Parents must register their student-athlete via Aspen for Fall sports. All students are welcome to try out for sports if interested. It is a great way to establish friendships and extend the high school experience. The instructions for registration can be found on the Bedford High School website under the Athletics tab. Pre-season start dates for this summer are:

Friday, August 16th-Football
Tuesday, August 20th-Cheering
Thursday, August 22nd-All Other Sports begin

Handbook

Please review the Student Handbook which is available online. Students and parent(s) are responsible for adhering to the Code of Conduct as we encourage responsible citizenship at Bedford High School. Please read the letter from Mr. Hudder and Mr. Casey about the changes made to this year's Handbook.

Future Topics

In September, BHS will be undergoing a renovation that has been generously approved. The preschool and CASE programs are being relocated to Davis once their construction is complete. This renovation will not impact or displace any of our current classrooms. Drop off traffic may be impacted. However, we will know more once the construction dates are finalized.

Unrelated, the College Board made a significant change to Advance Placement exam registration. The date was moved up from March to November. This change will impact any student planning to take an AP exam. Please see attached letter for more detailed information/

Returning Forms

Forms below need to be printed and returned to the Main/Student Office ASAP. We will be collecting forms at both iPad Orientations and Arena Day.

Mandatory Forms (2):

Agreement Sheet (one sheet)

- Student Handbook and Code of Conduct
- iPad Pledge
- Dance Contract

School Nurse Emergency Form

Optional Forms:

- Lunch Program-Free and Reduced Lunch Form
- Yearbook Order Form
- Safe Homes Form

PROTOCOLS FOR COMMUNICATION

A full list of phone numbers and email address for Bedford High School faculty and staff can be found on the website.

High School Administration

Mrs. Heather Galante, Principal 781-275-1700 x4401

Mr. Daniel Hudder (A-K), Assistant Principal 781-275-1700 x4402

Mr. Thomas Casey (L-Z), Assistant Principal 781-275-1700 x4403

Principal's Office	Student Office
Ms. Brenda Sweetland x4406 Ms. Nancy Powell, Registrar x4407	Ms. Sandra Turner x4404 Ms. Donna Higson x4405
Guidance Office	Student Support
Ms. Alicia Linsey, Director x4408 Ms. Kristin Ferrari x4409 Ms. Amanda Mulcahy x4410	Ms. Fay Backert, Special Education x4424 Ms. Lisa Morrison, General Education Supports x4517 Ms. Kelly Anderson x4421

Procedures for Communication: Who to call when...

- **Contact a teacher when...**
 - you have questions about a grade
 - you have questions about an assignment
 - you have questions about placement or level
 - you have a question about a teacher assigned detention
 - you have a question about an incident that occurred in class
- **Contact a counselor when...**
 - you have a question about placement or level
 - you have an academic question or concern
 - you have questions regarding student support services
 - you have a concern about your student that you would like to discuss
- **Contact a Program Administrator (Department Head) when...**
 - you are concerned about the actions of a teacher and have found that direct contact was non-productive
 - you have curriculum questions
 - you wish to change a level in a subject area
 - you wish to volunteer as a resource person in the classroom
- **Contact an Assistant Principal when...**
 - you have a question about an assigned Office Detention or Suspension
 - you have a concern about the action of a teacher that has not been responded to satisfactorily by the Program Administrator
 - you have a concern about your student that you would like to discuss
 - you have questions about an attendance matter
 - you have school policy questions
- **Contact the Registrar when...**
 - you are moving and need information about withdrawing from Bedford High School
 - you have questions about credits earned at Bedford High School
 - you want to inquire about credits received from another school
 - you have a question about financial obligations
- **Contact the Principal when...**
 - you have not received an adequate or helpful response from the appropriate staff
 - you have a suggestion that may improve the school
 - you have a complaint or concern about school policy
- **Contact the Special Education Office when...**
 - you have questions about the services available under Chapter 28
 - you have questions regarding an Individual Educational Plan (IEP)
- **Contact the Athletic Director when...**
 - you want to contact a coach directly
 - you have a question about interscholastic athletic events
- **Contact the Student Office when...**
 - you have a question about an absence
 - you have a general question related to BHS
 - You do not know who to call to get questions answered
- **Contact the School Nurse when...**
 - you have a question about health records
 - there is a medical condition that requires an adjustment in school procedure