

**Berlin High School  
Student Handbook  
2018 – 2019**



139 Patterson Way  
Berlin, CT 06037

860.828.6577 / Fax 860.829.2169

## **Principal's Message**

### **2018-2019**

Dear Students and Parents/Guardians,

It is with great pride that I welcome you to Berlin High School for the 2018-2019 school year! Our mission is to inspire all students to engage in rigorous, relevant learning to develop transferable skills for success in a global society. As a community, we will work together to ensure success and growth for our students academically and personally.

High school is a time for students to learn personal responsibility, refine character, and understand social behaviors in addition to what they are learning in the classroom. Our goal is to provide a safe and welcoming environment for all that is conducive to learning. Students at BHS are expected to EXHIBIT personal, community, and environmental health, MODEL ethical and kind behavior, and CONTRIBUTE to a safe and supportive society that respects our differences. This handbook provides important information and guidelines for students and families regarding these expectations, as well as policies and protocols related to Berlin High School. Please read this handbook carefully, so you are fully informed of your rights and responsibilities.

I encourage students to be involved, seek out resources, and ask for help. Our faculty and staff are fully dedicated and committed to helping students find success throughout their time at Berlin High School. We have an amazing school community and if we work together and treat one another with respect and kindness, we can successfully achieve our mission and capture the spirit of the Berlin High School Redcoat!

Sincerely,



Eileen H. Eustis  
Principal

**BERLIN HIGH SCHOOL**  
139 Patterson Way, Berlin, CT 06037  
860-828-6577  
[Berlin High School Website](#)

**Statement of Core Values and Beliefs about Learning**

All members of the Berlin High School community will engage collaboratively to ensure rigorous and relevant learning to cultivate transferable skills toward success in a global society.

Academic Expectations

- **EXPLORE** diverse perspectives and evaluate sources to express thoughtful judgments
- **THINK** flexibly, take responsible risks, and listen with understanding and empathy
- **SEEK** to solve problems creatively by developing solutions, findings, prototypes, performances, or media
- **BECOME** self-directed, self-reflective, independent learners

Social and Civic Expectations

- **EXHIBIT** personal, community, and environmental health
- **MODEL** kind and ethical conduct
- **CONTRIBUTE** to a safe and supportive society that respects our differences

**Equal Opportunity and Nondiscrimination**

The Berlin Public School District is committed to a policy of equal opportunity and affirmative action for all qualified persons and does not discriminate in any educational program, activity, employment, or promotional opportunities on the basis of race, color, national origin, sex, disability, age, religion, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding Berlin Public School District's non-discrimination policies should be directed to Ms. Denise Parsons, Title IX Coordinator, Berlin Public Schools, 238 Kensington Road, Berlin, CT 06037 or 860/828-6581. For BHS building support related to Title IV and Title IX, please contact Mrs. King (PE/Health) or Mrs. Maio (Assistant Principal).

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# Berlin Public Schools

## District Information

### **Board of Education Members**

Matthew Tencza, *President*  
25 Ridgewood Lane  
Kensington

Kari Sassu, Ph.D., *Secretary*  
69 Walden Court  
Berlin

Richard Aroian  
65 Percival Avenue  
Berlin

Julia Dennis  
115 Norton Road  
Berlin

Jake Fisher  
110 Elton Road  
Kensington

Jaymee Miller  
710 Worthington Ridge  
Berlin

Timothy Oakes  
31 Belcher Hollow Road  
Berlin

Adam Salina  
95 Spicewood Lane  
Berlin

Tracy Sisti  
286 Vineyard Drive  
Kensington

Alexander Halkias  
Student Representative  
Grade 12

Jenna Smalley  
Student Representative  
Grade 11

### **Board of Education Office**

238 Kensington Road, Berlin, CT 06037  
860-828-6581

Brian J. Benigni, Superintendent of Schools  
Erin McGurk, Assistant Superintendent for Curriculum and Instruction  
Linda A. Holian, Director of Pupil Personnel Services  
Cynthia Martin, Supervisor of Special Education (6-12)  
Michelle Zeuschner, Supervisor of Special Education (PreK-5)  
Jeffrey Cugno, Director of Business Operations  
Denise Parsons, Director of Human Resources

### **Emergency School Closings**

The district will be using a rapid parent notification system to notify parents of emergency school closings. School closings will also be reported to local radio stations WRCH and WTIC as well as TV stations WFSB-TV3, WTNH-TV8, WVIT-TV30, and WTIC-FOX 61.

## Berlin High School History

- Prior to 1931: East Berlin students attended Middletown High; Berlin & Kensington students attended New Britain, Meriden, or Lewis High in Southington.
- 1931: An addition to Kensington Grammar School for grades 8 and 9.
- 1932: Grade 10 added.
- 1934: Grade 11 added.
- 1935: Grade 12 added. Full high school program provided.
- 1953: New high school on Patterson Way opened.
- 1959: An addition to the high school built for more classrooms and science area.
- 1976: Berlin High School major addition completed.
- 1985: Celebration of Berlin High School's Golden Anniversary.
- 2000: Technology upgrade and handicap code renovation completed.
- 2013: Beginning of Renovate-As-New and Technology Education addition.
- 2016: Renovate-As-New completed.

**School Motto: "Where a voice can be heard"**

**School Slogan: "Home of the Redcoats"**



Photo by: Tom Smith, Gilbane Building Co.

## Accountabilities

Students are responsible to return all school materials including texts, locks, library books, and technological devices.

- **Locks:** Replacement cost is \$10.00.
- **Books:** Replacement cost during the first year of life of the book. Reduce by 10% each year. At five years, 50% of replacement cost. This is the lowest cost.
- **Rebound Books:** Same as above for five years. After five years, drop to \$5.00.
- **Other materials:** Replacement cost.
- **Chromebook:** Replacement cost is \$285.00. Case replacement cost is \$20.00. Charger replacement is \$30.00.

### Senior Accountabilities

Seniors must pay all outstanding bills by the day of graduation rehearsal or participation in the graduation ceremony is not allowed. Students with outstanding accountabilities – money owed to the cafeteria, for class dues, or for lost/damaged Chromebooks, textbooks, equipment, uniforms, etc. – will not be eligible to receive their cap and gown, tickets for the graduation ceremony, or their diploma until all outstanding balances are paid.

To view balances, log into PowerSchool and on the left menu click “Balance.” Payments may be made via cash or check (payable to Berlin High School) either in person (in the main office) or by mailing payment to:

Berlin High School / Accountabilities  
139 Patterson Way  
Berlin, CT 06037

Class dues and amounts owed to the cafeteria for the **current** school year are paid separately:

- To pay class dues or make inquiries, please contact the senior class advisors (Ms. Winkler/ [jwinkler@berlinschools.org](mailto:jwinkler@berlinschools.org) or Ms. Grillo/ [sgrillo@berlinschools.org](mailto:sgrillo@berlinschools.org)).
- To check current year cafeteria balances, students may ask a cashier or log on to your MySchoolBucks account; for questions, contact Ms. Rawlings, Food Services Director (860.828.6581) or the BHS cafeteria staff (860.828.6577 x1015).

## Advisory

The goals of Advisory are:

1. To develop and maintain relationships between and among Advisees and the Advisor;
2. To help Advisees identify and develop the necessary attitudes, behaviors, and skills to succeed in school, college, and life; and
3. To provide Advisees with the resources and information necessary to make thoughtful decisions about the future.

### Scheduling

Advisory meets the first three days of school and will serve as a welcome back with information students need to begin the school year. Advisory will meet on Wednesdays, two to three times per month.

Senior students will receive coaching from Advisors in completing the Senior Capstone project. More information about Capstone can be found in the Senior Capstone section of the handbook.

## After School Academy

The After School Academy is available every Monday through Thursday (except early release days) from 2:30 to 4:30 p.m. All students are welcome to attend to complete homework, make up work, or get extra help with their assignments.

## Age of Majority

In all school matters requiring the approval or presence of a parent or guardian, the 18-year-old student will be allowed to represent him/herself and sign all appropriate forms under his/her responsibility. However, the school reserves the right to contact parents regarding student issues. These include, but are not limited to, school attendance, withdrawals from school, approvals for driving permits, permission for psychological or academic testing, early dismissals, changes in courses, representation at PPTs, appeals, hearings, and access to or release of records.

## AIDS Curriculum

It is the policy of the Board of Education to provide, during the school day, planned, ongoing, and systematic instruction on Acquired Immune Deficiency Syndrome (AIDS). The Superintendent shall develop procedures concerning the exemption of pupils from such instruction upon written request from the parent/guardian.

## Athletics

Activities are an integral part of the curriculum. They provide opportunities for exploration in areas of interest outside the classroom. All students are urged to participate in school activities in order to enrich their experience as high school students. In addition to the regulation for participation included in this booklet, individual co-curricular activities and programs set regulation for participation which, in many cases, include expectations for good citizenship and behavior both within and outside the confines of school programs.

### **Eligibility – Interscholastic Sports and Cheerleading**

Students are **NOT ELIGIBLE** for interscholastic athletics or cheerleading (eligibility is declared on the day report cards are distributed or 14 days after the close of the term, whichever comes first):

1. If you are not taking at least four (4) credits of work.
2. If you have not passed at least four (4) credits at the end of the last regular marking period (previous year's credits for fall session).
3. If you have not attained a minimum cumulative average of 70 at the end of the last regular marking period. For the fall season, the final grade point average (GPA) of the previous school year must be 70 or higher. Summer school results do not change end of year GPAs and, therefore, will not have any effect on eligibility status for athletics or other co-curricular activities. This does not apply to incoming freshmen.
4. If you have changed schools without a change of legal residence in grades 10, 11, 12 (Transfer Rule II., see complete Rule for exceptions).



5. A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
6. If you play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season (Rule II.E. see exceptions).
7. If you play under an assumed name on an outside team.
8. If you receive personal economic gain for participation in any CIAC sport (Rule II.F.).
9. Student shall not have reached his/her 20<sup>th</sup> birthday. A student athlete will not be allowed to start a season or compete during a season in which their 20<sup>th</sup> birthday falls.
10. Your work habits or conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of Berlin Public Schools.

Notes:

1. Courses included in the four (4) credits of work must be courses in which the student has not previously received credit. Therefore, a student taking the same level of foreign language for the second time cannot count this course if credit was received in the course previously.
2. Copies of the CIAC Rules may be viewed and downloaded from the CIAC website: [CIAC Sports](#). Click "CIAC" then "Students/Parents" and then click "Eligibility Rules." Due to the complexity and exception to these rules and other CIAC rules, any questions regarding eligibility should be discussed with the Athletic Director.
3. A student who is ineligible but plans on gaining eligibility during a given season cannot participate with an outside team in the same sport while awaiting eligibility. This causes ineligibility.
4. An ineligible student, at the discretion of the coach and the athletic director, may practice with the team in order to maintain physical condition and skills. This may be denied by school officials at any time. This "possibility" does not apply to students who are ineligible for athletics due to CIAC regulations. It applies only to BHS eligibility (i.e. 70 passing grade).
5. Students who are ineligible due to not having attained the aforementioned minimum cumulative average of 70 at the end of the last regular marking period will be afforded four additional opportunities to achieve eligibility determined by a PowerSchool audit of course grades at the halfway point of each quarter. Hence, a student can regain the privilege to fully participate in a sport or co-curricular activity if he/she has attained an average grade of 70 or better (accounting for all courses in which he or she is enrolled at the time of the audit).
6. In all cases of eligibility, only credits earned at BHS or credits granted by a certified or accredited school and approved by BHS may be used.
7. **If in doubt, find out before doing anything!**

### Athletics – Interscholastic

Berlin has an outstanding record in the field of athletics. Eligibility for sports participation is determined by ability and scholarship. Awards are given for participation in all sports. A copy of the description and requirements for awards is available from the Head Coach. Information for each sport may be secured at the Athletic Director's office. The Athletic Director is Jeff Mauri.

Baseball (M)	Softball (W)
Basketball (M)	Swimming (W)
Basketball (W)	Swimming (M)
Cheerleading (co-ed)	Tennis (M)
Cross Country (M)	Tennis (W)
Cross Country (W)	Track (M)
Football (M)	Track (W)
Golf (M)	Track (Indoor) (W)
Golf (W)	Track (Indoor) (M)
Ice Hockey (M)	Unified Sports (co-ed)
Lacrosse (M)	Volleyball (W)
Lacrosse (W)	Wrestling (co-ed)
Soccer (M)	
Soccer (W)	

## **Policies and Procedures for All Student-Athletes**

1. **Substance Abuse Policy:** Use, possession, or distribution of illicit drugs, including anabolic steroids, alcohol, drug paraphernalia, or misuse of other drugs/medications will result in the immediate dismissal from the team for the season. The student-athlete shall report any use of medication(s) prescribed by a physician to the coach. A student-athlete will also be dismissed if they are in a setting in which alcohol or drugs are present. The use or possession of tobacco (including cigarettes, cigars, pipes, smokeless tobacco, snuff, other smoking equipment or products, or vaping paraphernalia e.g. electronic cigarettes and “vape pens”) will result in a two (2) week suspension from the team. This will include all practices and competitions. A second violation of this nature will result in the immediate dismissal from the team for the season. All infractions are cumulative beginning in a student’s freshman year.

**\*\*If an infraction occurs out-of-season, it will carry over to the following athletic season.**

2. **Appropriate Behavior:** Any student-athlete who initiates a fight will be dismissed immediately from the team. Verbal and/or physical abuse of officials or coaches by student-athletes will result in immediate dismissal from the team.

The following behaviors will be considered serious violations of the athletic code and school rules and will result in disciplinary action:

- a. Civil law and criminal infractions
  - b. Theft or malicious destruction of individual, private, or school property.
  - c. Misconduct by an athlete that is potentially detrimental to the athletic program, school, or school district.
3. **School Attendance:** Athletes will be allowed to participate in practice or contests only if they have been:
    - a. In school for five (5) hours on that day. Students who are absent from school may not participate in any athletic event during that afternoon or evening.
    - b. If the event is scheduled on Saturday, the student must be in school on Friday. If the student’s parent or guardian presents an acceptable excuse for the Friday absence, the student may participate in the Saturday event. The parent should contact an assistant principal or athletic director for approval.
    - c. Individual exceptions may be approved by the principal or athletic director when arranged in advance.
    - d. Unexcused single period absences during a given day may cause an athlete to be withheld from practice or contests on that day.
    - e. Students who are suspended out of school or in school (ISS) may not participate in or attend any school function for the duration of their suspension, including practices. A suspension is considered ended when the student returns to classes.

**For more information regarding student-athlete policies, please view the [Student-Athlete Handbook](#).**

## **Attendance Policy**

The purpose of the attendance policy is to encourage regular school attendance by all students. In fact, attendance is held to be so important that it is, by this policy, one of the two criteria for the granting of credit for courses; the second criterion is a passing grade. It is our conviction that successful performance in school is closely related to regular attendance. When a student is absent, he/she misses the important interaction that transpires in the classroom. Individual assignments may be made up, but the experience that would have been part of their learning, had they been present, may never be made up.

The Connecticut Supreme Court in 1984 upheld the legality of a Connecticut high school, to impose an academic penalty against students who fail to attend class. The Court ruled that attendance policies violate neither the procedural due process nor the equal protection rights of students.

### **Attendance Limits**

**1.25 and 1.00 Credit Courses: 18 absences maximum, excused and/or unexcused**

**.50 Credit Course: 9 absences maximum, excused and/or unexcused**

**.25 Credit Course: 4 absences maximum, excused and/or unexcused**

1. If a student is sick for an extended period of five (5) or more consecutive days, medical documentation from a physician may be accepted to extend the limits of the attendance policy. This extension would only be granted for a long-term illness that may require hospitalization. If a student has a chronic illness which would necessitate his/her missing a significant amount of school, documentation of such illness from a licensed medical professional must be registered with the school nurse.
2. It is the responsibility of the student and family to keep track of the number of absences (including tardies, which are the equivalent of absences, when prorated). Totals are available on the Parent Portal and included on all report cards. Parents are encouraged to check attendance regularly.
3. ***For every two unexcused tardies, a full class absence will be recorded.***

### **Excused Absences**

Verification of excused absences is done primarily by phone. The student's parent is asked to call the high school (860-828-6577 x1007) on the morning of the absence prior to 8:30 a.m. stating the reason for the absence. ***Parents are also required to submit written documentation for the absences to be excused.*** Written documentation can be brought to the school office upon the student's return.

The state defines excused absences as follows:

- For absences one through nine, a student's absence is considered excused when the *parent/guardian approves such absence and submits appropriate documentation*. Under this definition, *parents are required to submit written documentation for the absences to be excused*. This means that a phone call with no written follow-up will automatically be coded as an *unexcused absence*.
- For the tenth absence and all absences thereafter, a student's absence from school is considered excused for the following reasons:
  - Student illness (must be verified by an appropriately licensed medical professional, regardless of the length of the absence). Once a child gets to his or her tenth absence of the year, *only a doctor's note* can serve as an excuse for an illness. Otherwise, the absence is *unexcused*. Medical documentation (i.e. a physician's letter) that does not specifically state that a student's absences are a direct result of a medical condition will not be considered.
  - Student's observance of a religious holiday (verified in writing by the parent).
  - Death in the student's family or other emergency beyond control of the student's family.
  - Mandated court appearance (with written documentation).
  - The lack of transportation that is normally provided by a district other than the one the student attends.
  - Extraordinary educational opportunities pre-approved by the district's administration and in accordance with Connecticut State Department of Education guidance.

- Students whose parent/guardian is an active duty member of the armed forces that has been called for duty or who is on leave from or has immediately returned from deployment will be granted 10 days of excused absences to visit with his/her parent/guardian.

***Click here for a full review of the BOE policy on Student Attendance and Truancy (Policy 5113).***

### **Unexcused Absences**

An unexcused absence is defined as any absence from a regularly scheduled school day for at least one-half of the school day, which is not excused or considered a disciplinary absence. The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

Students who participate in “skip days” or the equivalent are assigned discipline and the absence is unexcused. Excuses such as “went to the beach” or “for personal reasons” are not acceptable. Students will not be able to attend a same day/evening activity with an unexcused absence. Students with unexcused absences will receive administrative discipline.

### **Tardiness**

1. Once the warning bell sounds at 7:22 am, students will need to enter BHS through the main entrance and obtain a tardy pass.
2. For example, a student who reports to school after 8:00 am (unexcused tardy) is considered to have cut the class they missed.
3. Students are expected to be in class at the start of the period. A student who arrives late to the first class of the day is to obtain an admit pass at the tardy desk (and not go directly to class). The only acceptable excuses for tardiness are a note from a doctor or court appearance verification delivered at the time the student enters school. All other tardiness will be considered unexcused. Verification for an excused tardy must be made the day of the lateness or the day following. No excuses will be accepted after that.
4. If a student is tardy the first class of the day, the student is not admitted unless the student has an admit pass from the tardy clerk.
5. If a student arrives late and is absent for more than half a class, they are considered absent from the class in full.
6. Students must always obtain a tardy pass upon late arrival to school for the day. If a pass is not obtained, appropriate disciplinary action will be assigned and an unexcused absence will be recorded.

### **Dismissals from School**

1. A student must complete a half day of school for the day to be recorded as a full day of school.
2. Students requesting dismissal are to bring notes to the main office before first period on the day of dismissal. *Such notes must have a reason* (similar to those allowed for absences from school) and be signed by a parent.
3. Unless it is an emergency, no dismissals by phone will be accepted after 9:00 a.m.
4. Dismissals related to illness require authorization from the school nurse. Students should report to the nurse if they feel ill.
5. Unless it is an emergency, no dismissals will be allowed in the middle of a class period unless approved by administration.
6. Unless it is an emergency, parents who come in to see or talk to their son or daughter cannot do so until passing time between class periods.
7. Repeated dismissals will be referred to an assistant principal who will approve or disapprove the reasons for dismissal. Repeated dismissals cannot be allowed, even for seemingly good reasons.
8. Dismissals from school will not be approved after the student leaves the school. Such dismissals are considered leaving the school without permission and will be considered a class cut and may have disciplinary and academic [consequences](#).
9. The assistant principal or designee may verify early dismissal notes by calling a parent at home or at work and appropriate discipline will be implemented if there is a false attempt for a dismissal or an unacceptable dismissal.

10. If any student accumulates a significant number of dismissals, a letter will be sent home notifying the parents or guardians of the number of dismissals along with the reason for the dismissals.
11. Dismissals will not be allowed during mid-term exams, final exams, state mandated testing, or any other school-wide or grade-level testing, except in the case of an emergency.
12. Dismissals from In-School Suspension will result in making up the time the next school day.
13. All student dismissals must be processed through the main office prior to the student leaving school grounds.  
**Failure to adhere to this procedure will be considered a class cut and will receive disciplinary and academic consequence.**

### **Class Cuts**

For any class cut, students will receive a grade of zero for any work, test, or quiz completed during that class or for any assignments/projects that were due during that class.

Students that cut a class will be required to serve an administrative detention. The classroom teacher will contact the parent regarding the class cut.

The result of a student arriving late to class by more than 15 minutes or leaving a class unexcused is a class cut. Further, as class cuts accumulate, the following restrictions/actions may occur:

- Immediate suspension of all extracurriculars, including athletics, clubs, privileges, and merit societies
- A meeting with a student's parent/guardian
- Referral to an alternative disciplinary program based on service work
- Potential referral to outside community or state agencies

### **Withholding Credit**

Credit will be withheld when a student has been absent from school or class more than the limit:

- 1.25 and 1.00 Credit Courses: 18 absences maximum, excused and/or unexcused
- .50 Credit Course: 9 absences maximum, excused and/or unexcused
- .25 Credit Course: 4 absences maximum, excused and/or unexcused

1. If a student or parent does not agree with the decision, an appeal may be made to the assistant principal within a week of notification using the [Credit Appeal form](#). Having appropriate documentation related to the absence is recommended. Medical documentation (i.e. a physician's letter) that does not specifically state that a student's absences are a direct result of a medical condition will not be considered.
2. Class absences are recorded on each report card and on the parent portal.
3. Notification of credit being withheld is noted on the report card.

### **Vacations**

Parents should schedule family vacations during the regularly scheduled school vacation periods. Under normal circumstances, it is not reasonable to expect teachers to provide work which will adequately make up for all a student should have learned while in school. Likewise, it is discouraging to students to miss school and have to maintain progress while making up work upon return.

If a student is to miss five (5) or more days of school on a family vacation, the parent is asked to submit a note to the assistant principal prior to the planned absences explaining the reasons why. The assistant principal will review the explanation and render a disposition on the attendance matter.

### **Absence From School Related to Activities and Athletics**

Students who have been absent from school are not allowed to attend or participate in any school function, athletic or social, on that school day. A student must be in school for a half day in order to attend or participate in school functions on that day. This also includes proms, dances, practices, rehearsals, etc. Individual exceptions may be made by the principal or athletic director.

In the event an activity is scheduled on Saturday, the student must be in school on Friday. If the student's parent or guardian presents an acceptable excuse for the Friday absence, the student may participate in the Saturday event. The parent should contact the principal or athletic director for approval.

Students who are suspended out of school or in school may not participate in or attend any function for the duration of their suspension. This includes practices, rehearsals, etc. A suspension is considered ended the day the student returns to classes.

## Awards and Honors

### **Community Service Recognition**

A student who completes 120 hours in high school of approved community service will receive recognition at graduation to include notation on the graduation program and a special citation awarded during the graduation ceremony. The community service must be approved by the person in charge of the related activity and must be unpaid, voluntary, and provide a service to an individual, group, program, or activity which will promote a reputable activity. The service can be within the school or in the community.

The [Community Service Proposal](#) form must be completed prior to the activity and approved by a school counselor, school administrator, class advisor, or school advisor of a service organization. The verification form must be completed after the activity, stating hours and bearing the signature of the person in charge of the activity attesting to the hours. The completed form is given to the school counseling secretary to be recorded and filed. At the end of each year, the hours completed for the year will be totaled. The hours for the citation must be completed by the beginning of term four, senior year, and will be verified at that time.

### **Honor Roll**

An honor roll is published at the close of each term and at the end of the year. A minimum of five courses and minimum of five credits per quarter must be taken. For Pass/Fail courses, no more than two grades of "Pass" will be considered for either honor roll. Honor roll grades are not weighted. Qualifications are:

High Honors:	91% Average in all courses with no grade below 85%.
Honors:	85% Average in all courses with no grade below 80%

### **BHS Scholastic Award**

Students who achieve BHS Honor Roll status for all quarters, beginning with their freshman year at BHS, will be awarded the BHS Scholastic Award.

### **Honors Citation**

An Honors Citation is awarded at the end of the student's senior year to students who meet established criteria in English, Mathematics, Science, Social Studies, or World Language. After the completion of the third marking period school counselors review each senior student's transcript to determine if course and grade criteria have been met in the academic disciplines listed. In order to receive an Honors Citation, a senior student must meet criteria in two academic disciplines.

### **Valedictorian**

The senior with the highest weighted rank (see Reporting of Class Rank below) in class by the end of Quarter 3 of senior year receives special recognition and delivers a speech at graduation.

### **Salutatorian**

The senior with the second highest weighted rank (see Reporting of Class Rank below) in class by the end of Quarter 3 of senior year receives special recognition and delivers a speech at graduation.

It is expected that both of the above will be in good academic and disciplinary standing in the high school and have been a continuous member of the school for the previous 12 months (5 quarters by graduation). Any necessary judgments will be made by the high school principal.

### **Reporting of Class Rank**

Effective on June 22, 2015, at its regular meeting, the Berlin Board of Education enacted the following changes to the reporting of class rank at Berlin High School:

- Eliminated the reporting and listing on student transcripts beginning with the class of 2016.
- Continue to report weighted GPA on student transcripts.
- Continue to calculate class rank based on our weighted GPA, but only use it when required for college admission or scholarship applications, e.g. the University of Connecticut awards its Presidential Scholarship of full four-year tuition for the valedictorian and salutatorian from each Connecticut high school.
- Counselors will report rank to requesting institutions, not to individual families.
- Continue the practice of selecting the valedictorian and salutatorian as graduation speakers in order to maintain our tradition of honoring our top scholars.

### **Weighted GPA**

An eight point differential is added to all high school courses designated “honors” and a four point differential is added to all high school courses designated “advanced” in consideration of the difficulty of the actual course work. There is a notation on the student’s permanent record for all honors and advanced courses included. Additionally, if a student transfers from an advanced or honors course to a course with no differential, no differential grade points will be added to the final grade at year end, regardless of when the transfer took place. Students who transfer into BHS after this time will not have met this eight quarter criteria and will *not* be included in Berlin High School’s GPA/rank.

*Note for students enrolled in coursework at outside institutions or magnet schools, such as GHAMAS or GHAA:* Courses completed at outside schools will neither be included in GPA nor class rank at Berlin High School. Such courses would be recorded as transfer credits only, as described above. This policy is in effect beginning with the class of 2017.

### **Graduation with Honors/Presidential Award**

Graduation with Honors/Presidential Award is given to students with an overall four-year weighted average of 90% (not rounded). At least two credits must be in honors or advanced courses, and the weighted average will be calculated at the conclusion of Quarter 3 of the student’s senior year.

## **Board of Education Policies**

Board of Education policies are available on the district’s website at [Berlin BOE](#). These policies are subject to modifications by the Board at any time.

## Cafeteria

Breakfast is served:	7:00 a.m. - 7:15 a.m.
Lunch is served:	10:35 a.m. - 12:02 p.m.

The following code of conduct will be observed in the cafeteria:

1. All students in the cafeteria must be seated at a table. To avoid injury students may not sit on tabletops and may not share seats.
2. No food or drink may be taken from the cafeteria. Students carrying their own lunches must consume them in the cafeteria.
3. Students may not order food from outside vendors at any time during the school day.
4. Students will pick up and properly dispose of their own refuse. When a number of students are seated at a table where trash has been left, all will be responsible for picking up and properly disposing of what is left.
5. Disruptive behavior in the cafeteria is not permitted and may result in a loss of cafeteria privileges.
6. While in the cafeteria, it is expected that everyone will contribute to a socially acceptable atmosphere by engaging in conversations that are held in a normal tone of voice.

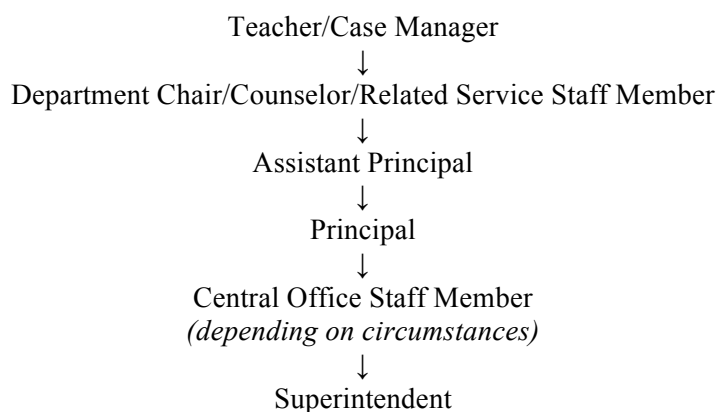
## Care of School Property

Students are supplied with materials of instruction including textbooks, library books, and technological devices. They are held to strict account for proper care of these materials. Students will be assessed the cost of damages resulting from improper care beyond normal use or for loss of materials.

Vandalism by pupils involving damage to school property will result in disciplinary and/or legal action. The repairs of school property from vandalism will be completed by the school or town and the cost of repairs must be paid by the parents or legal guardian of the pupil responsible.

## Chain of Command

When you have a question about your child's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases, this is the teacher. For that reason, we have adopted a Berlin High School Chain of Command that students and parents must follow in order to have their questions or concerns resolved quickly. The chain of command for BHS is as follows:





## Chromebook Usage

Berlin Public Schools is committed to providing a common, viable, standards-based curriculum for all students. Students will be engaged in learning experiences that require mastery of media, digital, and global literacies. We are excited to provide every Berlin High School student with a Chromebook and access to Schoology, a learning management system. The use of Chromebooks within the classroom and at home will allow increased opportunities to effectively use digital tools, communicate using various media, and collaborate on a global scale.

The Berlin Public Schools Chromebook Agreement and Connecticut General Statute 10-221(c) states that Boards of Education are authorized to assess charges for lost or damaged educational materials. Furthermore, grades, transcripts, or report cards could be withheld until such payments are made. The replacement of a lost, stolen, or damaged school-issued Chromebook, case, or charger is the responsibility of the student/parent.

## Class Dues

<u>Grade 9</u>	\$20.00	<u>Grade 11</u>	\$25.00
<u>Grade 10</u>	\$20.00	<u>Grade 12</u>	\$25.00

Dues are used to pay graduation expenses, including caps and gowns, and to reduce the costs of yearbooks, proms, and other activities. They must be paid each year in order for a student to participate in any of the class exercises and in full in order to participate in graduation itself.

## Clubs and Activities

A sampling of our clubs is listed below. A complete list of clubs and their descriptions can be found on the BHS website: [BHS Clubs](#).

After School Academy	Random Acts of Kindness Club
Band / Color Guard	Red Cross Club
Berlin FIRST	School Newspaper
Bike Club	Science Research Club
Choral Ensembles	Ski Club
Dance Team	Student Ambassador Program
Debate Team	Student Art League
DECA Business Club	Student Government
Drama Club	Tech Xperts
Gaming Club	TV Club
GSA+	Upbeat Peer Leadership Program
Habitat for Humanity	Unified Sports
Improv (Chomping at the BIT)	Unified Theater
Interact Club	Unity Cub
Math Team	WERB Radio
Musical	Writing Center
Model UN	Yearbook
National Honor Society	Youth and Government Club
Pop Culture Club	

Please Note: Students may engage in fundraising for school-sponsored activities, subject to the provisions and regulations of the Board of Education (see Policy [5130.5](#)).

## Code of Conduct

Berlin High School students are expected to demonstrate respect for others and the community through their actions and behavior. Staff and students will act in ways that make for a safe and welcoming learning environment. The following guidelines are stated as reminders to encourage Berlin High School community members to maintain a safe place of learning:

1. Respect yourself, all members of the Berlin High School community and the facility.
2. Treat others as you wish to be treated. Demonstrate respectful and courteous behavior at all times. This includes maintaining physical safety for self and others.
3. Students will use language that is respectful at all times. Profanity should not be used when communicating with others. The use of language that is offensive to others constitutes disrespect for the institution and its goals. Inappropriate language, vulgarity and verbal threatening will not be tolerated at any school activity or event as it disrupts the educational environment. Choose your words wisely.
4. Care for school and others' property is expected. Students should not write, mark, or damage any items. This includes using trash receptacles for garbage at all times. Use furniture appropriately.
5. While in the hallways, avoid blocking areas and be relatively quiet. When in the hallway during class time students are expected to have a signed pass from a teacher.
6. Tobacco, e-cigarettes, vape pens, alcohol, illegal substances, and paraphernalia are not allowed on school grounds. Any incidents of possession will result in administrative action.
7. During all emergency situations or drills, full cooperation and silence is required in order to maintain safety for all.

### **Behavioral Interventions**

Berlin High School utilizes a progressive approach to discipline. Level of intervention is determined in response to the observed behavior. A staff member will contact a parent regarding the issue of concern.

Teacher Detentions: Staff members may issue teacher detentions for infractions of school or classroom rules. Teachers will contact parents/guardians.

Teachers are expected to handle minor classroom situations prior to making an office referral. If a student is issued a teacher detention, 24 hours of notice will be given by the teacher.

Administrative Referral: Staff members may complete an Administrative Referral for behaviors that are more serious in nature. A record of all office referrals will be kept on file. Parents will also receive a copy of this referral in the mail. Consequences for an Administrative Referral may include the following: Lunch detention, one or two hour Administrative Detention, restitution, social probation, In-School Suspension (ISS), and Out-of-School Suspension (OSS).

Lunch Detention: Students serving a lunch detention will eat their lunch in the area designated by administration. This is a silent lunch.

Administrative Detention: Students will serve administrative detentions for infractions of school or classroom rules.

Removal from Class: Each teacher shall have the authority to remove a student from class when the student causes a serious disruption to the educational process within the classroom. An administrator or designee will escort the removed student from class. Further disciplinary action may be taken.

Social/Co-curricular Probation: The social probation program is designed to help students focus on their academic/behavioral responsibilities. A student placed on Social Probation will not be able to attend/participate in any before or after school activities, with the exception of supervised detention. Students must report to the Office immediately upon arrival on campus and must leave campus within 10 minutes after the school day ends and may not return to school grounds for any reason. Student progress will be reviewed every two weeks to determine status of eligibility.

Restitution: Students may be asked to restore or improve the school environment by addressing the problem caused by a student's behavior. Students may also be asked to contribute to the upkeep of the Berlin High School community as an alternative to other administrative disciplinary actions.

In-School Suspension (ISS): Students will serve ISS for various infractions of school rules. The purpose of ISS is to provide a highly structured educational environment for those students who have violated the rules of Berlin High School. School staff may have conferences with students serving internal suspension. Students may not attend any activity/event from the moment the suspension is announced by the administrator. Students who are suspended out of school or in school may not participate in or attend any school function for the duration of their suspension. A suspension is considered ended the day the student returns to classes.

Out-of-School Suspension (OSS): Out-of-School suspensions will be used in the case of more serious rule violations. Students may not attend any activity/event from the moment the suspension is announced by the administrator. Moreover the student may not attend any events until the day following the last day of suspension. Prior to return to school a re-entry meeting may be held with administration, parent/guardian, and student.

### **Administrator's Discipline Guidelines**

Students learn best in an atmosphere of respect, kindness, and collective responsibility. At times, students may violate the Code of Conduct necessitating disciplinary intervention from teachers and/or administrators. The infractions and responses listed below are used as a guideline for interventions.

<b>Infraction</b>	<b>Response</b>
Bus Misconduct	Administrative Detention/Restitution/BS/ISS/OSS
Cafeteria Misconduct	Restitution/LD/Administrative Detention/ISS/OSS
Class Cut	Loss of Credit for Class Period/Social Probation/ Administrative Detention
Destruction of Property	Restitution/Social Probation/Loss of Privilege/Administrative Detention/ISS/OSS*
Disruption to Learning Environment	Restitution/Social Probation/Loss of Privilege/Administrative Detention/ISS/OSS*
Forgery/Dishonesty	Restitution/Administrative Detention
Hands Off Policy	Restitution/Administrative Detention/ISS
Insubordination	Conflict Resolution/Administrative Detention/ISS
Leaving School Grounds without Permission	Administrative Detention
Profanity	Teacher Detention/Administrative Detention
Skippping Teacher Detentions	Additional Teacher Detention/Social Probation/Loss of Privilege/Administrative Detention
Smoking/Possession of Tobacco Products (including cigarettes, cigars, pipes, other smoking equipment or products, or vaping paraphernalia e.g. electronic cigarettes and "vape pens"/juuls)	Confiscation of Materials/Phone Call Home/Social Probation/Loss of Privilege/Administrative Detention/ISS
Taunting/Teasing/Mean Behavior	Conflict Resolution/Social Probation/Loss of Privilege/ISS/OSS
Throwing Materials	Restitution/Loss of Privilege/Administrative Detention/ISS/OSS

Truancy	Parent Meeting/Referral to Community Agencies/ Administrative Detention
Violation of Code of Conduct/School Rules	Parent Meeting/Restitution/Social Probation/Loss of Privilege/Administrative Detention/ISS/OSS
Drugs (distribution)	OSS (10 days)/Police +*
Drugs (suspected use, possession)(1 <sup>st</sup> offense)	ISS/OSS/Police+*
Extortion	ISS/OSS/Police*
Fighting	ISS/OSS+*
Harassment (physical/verbal)	Restitution/Social Probation/Loss of Privilege/Administrative Detention/ISS/OSS*
Physical Assault	OSS/Police+*
Sexual Harassment	Administrative Detention/ISS/OSS
Theft/Stealing	Restitution/Social Probation/ISS/OSS/Police*
Threatening (verbal/non-verbal)	Administrative Detention/ISS/OSS/Police+*
Threatening Bodily Harm	ISS/OSS/Police+*
Vandalism	ISS/OSS/Police*
Verified Bullying	Administrative Action/Administrative Detention/ISS/ OSS/Police+*
Weapons	OSS (10 days)/Police +*
+ Follow Town/BOE Policies and Procedures * Expulsion Referral Possible Police = Notification of and/or Referral to Berlin Police In-School Suspension (ISS) Bus Suspension (BS) Out-of-School Suspension (OSS)	

The response to infractions depends on both the frequency and severity of the infraction . It is impossible to list all the possible infractions. The disciplinary procedures outlined in this handbook are not intended to be fully inclusive. Situations may occur other than those included here that will require the administration to respond accordingly to assure an orderly and safe environment for all.

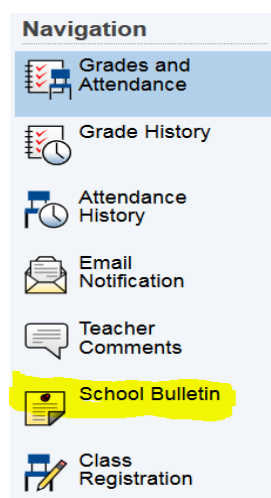
## Communication

Daily school announcements are available to parents on the BHS website or through PowerSchool. Sign into your [PowerSchool](#) account and select School Bulletin.

The School Bulletin will allow you to check the current day and previous announcements.

Parents and students are encouraged to check the [BHS website](#) often to stay informed of school events, policies, and offerings.

Administrative approval is needed before posting any flyers or posters. Once approval is received, posting is only allowed in designated areas.



## Credits

Please refer to the Berlin High School Program of Studies for a full explanation of credit requirements and credit distribution. Students will receive full credit for earning a grade of 60 or above subject to meeting attendance requirements.

A student must have earned full credits to participate in the graduation ceremony. There will be no blank diplomas. Even if a student is missing a portion of a credit, he/she may not graduate. Students who are missing up to two credits are eligible for a current diploma if these full credits are earned by the last Friday before the opening of school; however, they cannot participate in the graduation ceremony.

### **Outside Credits**

If a student wishes to apply credits earned from an institution other than Berlin High School for a diploma, permission must be requested in advance of earning the credit and approval will be determined by the principal.

### **Credit Recovery Program**

Berlin High School offers the opportunity for course credit recovery using the Odysseyware online learning platform. Students who have failed a course earning a grade between 50-59 or students who have lost credit due to poor attendance are to take the Odysseyware online learning platform. Students must contact their school counselor to register for the credit recovery program. Any online course, other than Odysseyware, must be approved by the principal before the student registers for that course. Completion of an Odysseyware course will be reflected on the student's transcript but grades will not be configured into the student's GPA and will not be used in determining athletic eligibility. Any associated costs of the program are the responsibility of the parent/guardian.

## Dances/Proms

1. All students attending must be in at least grade 9, including guests.
2. A BHS student may bring a guest, younger than age 21; however, the sponsoring student must register the guest in advance. Click this link to download the guest registration: [BHS Forms](#). Students who register guests must accompany the guest to the dance. One guest per student enrolled at BHS is allowed (with administrative approval).
3. Suspended students, students on probation, or those with an unexcused absence on the day of the dance may not attend. In the event a dance is scheduled on a Saturday, the student must be in school on Friday. However, if the parent or guardian presents an acceptable excuse for the Friday absence, the student may attend a Saturday dance. This must be done in advance and approved by an administrator. Appropriate documentation will be requested.
4. Hours of regular dances are 7:00 to 10:00 p.m. with arrival starting 30 minutes prior to the start of the event. Parents or others driving students home are asked to arrive prior to the ending time.
5. Students may not leave a dance and return later.
6. Students who come to a dance with an indication of alcohol/drug use will be detained, parents will be called, and the school's disciplinary policy implemented.
7. For dances including, but not limited to, the Homecoming Dance, Junior Prom, and Senior Prom, all students in attendance, whether from Berlin High School or not, will take a breathalyzer test prior to entering these events.

## Developmental School Counseling

The School Counseling Department of Berlin High School is committed to a program of comprehensive developmental services structured to anticipate and nurture the personal, social, career, and educational growth of all students as they pass through specific developmental stages. This complete program incorporates a school counseling curriculum, individual planning, responsive services, and program management. Through a wide range of programs and services, the counselors provide assistance to all students in the areas of self-understanding, school adjustment, academic achievements, personal/social awareness, and vocational and educational decision-making. These programs and services make up a composite Student Success Plan for each student in the high school.

Individual counselor/student conferences are an important part of the developmental school counseling program. Conferences focus on adjustment issues, academic planning and progress, and career and vocational planning. Counselors place a high priority on helping students with problems proactively and as they arise, whether they are academic, social/personal, or vocational.

### **Confidentiality**

A counseling relationship requires an atmosphere of trust and confidence between student and counselor. A student has the right to privacy and confidentiality. However, if a counselor strongly feels that students may be in danger of hurting themselves or others, the counselor has a legal obligation to disclose that information to the proper individuals and take the necessary steps to ensure everyone's safety.

### **Student Schedules**

Students receive teacher recommendations and course registration information in February. Counselors will meet individually with students to discuss recommendations in order to make informed registration decisions. Students will register in early spring. Students will receive a copy of their schedule prior to the end of the school year.

### **BHS Schedule Change Protocol**

- Students are required to carry a minimum of 7.0 credits per year based on Board of Education policy.
- A course may be dropped for a study hall ONLY if the course dropped does not affect the student's graduation requirement, which consists of the following:
  - English - 4 credits
  - Mathematics - 4 credits
  - Social Studies - 3.5 credits (*including 1 credit US History and 1 credit Civics*)
  - Science - 4 credits (*including 1 credit Biology*)
  - Physical Education - 2 credits (*including .25 credit Health*)
  - Personal Finance - 0.5 credits (*beginning with the Class of 2020*)
  - Capstone Project - 1 credit
  - Electives - 8 credits (*including 1 credit Art, Business, F&CS, Music, Technology, or World Language*)

#### **Required Total: 27 credits**

- Counselors and administrators will review each of their students' schedules upon completion of the Master Schedule and make adjustments as necessary to meet the student's initial course request. Not all initial course requests may be honored and alternatives may be selected due to course availability.
- Students will receive their schedules prior to the start of the school year.
- Students can contact their counselor up until the end of the school year and then again from the first day of school through the fifth day of the new school year to make first semester elective changes only to their schedule. Core course level changes only will be honored up until the last school day in September. Semester two elective changes may be requested through the fifth day of the second semester.
- In order to keep classes balanced, counselors WILL NOT honor any teacher changes and NO movement will be made of any core classes in order to accommodate an elective change.

- **After the fifth school day of the new school year, NO schedule changes will be made by the school counselors.** All questions or concerns regarding schedule issues will be brought to the attention of the Supervisor of School Counseling. If necessary, the Supervisor of School Counseling will bring any scheduling issues to administration for review.
- If a student is approved by the Supervisor of School Counseling and administration after the fifth school day to drop a course, the student will receive a “W” for withdrawal, and this will be reflected on the student’s transcript.

### **Overrides**

Berlin High School supports students interested in further challenging themselves in their academic pursuits. While BHS teachers will recommend students for particular courses, students may choose to enroll in a course other than that which has been recommended with the use of an override application. Prior to signing this application, there should be a consultation with the student, parent, and teacher.

- Students who request to override a recommended course may be required to complete supplemental work over the summer for the overridden course.
- An [Override Application](#) MUST be handed in prior to April Vacation and WILL NOT BE HONORED after this time.

### **Course Level Changes**

Should a teacher decide that a student is struggling and in need of a level change, conversation should take place with the student, parent, counselor, and teacher to discuss the need for the change and this information will be brought to the Supervisor of School Counseling who will then make the schedule adjustment. Evidence from data and class assessments must indicate a student’s difficulty with class content to warrant the possible change.

- Upon changing the level of a course, the student’s grades from the previous course will be posted on the student transcript separately from the new level course. Credits will be prorated accordingly.

### **Credit Grid for Both BHS and Transfer Students and Where They Should Be at the End of Each Grade Level**

Starting with the Class of 2015, all Berlin High School students are required to achieve 27 credits to graduate. In order to be considered on target for graduating in four years, students must achieve the following:

At the end of:	BHS students should have achieved from Berlin High:
9 <sup>th</sup> Grade	6.75 credits
10 <sup>th</sup> Grade	13.50 credits
11 <sup>th</sup> Grade	20.25 credits
12 <sup>th</sup> Grade	27.00 credits

Since the Connecticut State Department of Education recommends that students achieve 25 credits, students transferring into Berlin High School will need to have the following credit requirements to graduate in four years:

At the end of:	Students should have achieved from previous high school(s):
9 <sup>th</sup> Grade	6.25 credits
10 <sup>th</sup> Grade	12.50 credits
11 <sup>th</sup> Grade	18.75 credits
12 <sup>th</sup> Grade	25.00 credits

Transfer students are responsible for fulfilling Berlin High School's "core" requirements and they will be scheduled for Berlin High School's minimum of 7 credits:

4 credits English	4 credits Science (1 credit Biology)
4 credits Math	3.5 credits Social Studies
2 credits PE (including .25 Health)	(1 credit Civics/1 credit US History)
.5 credit Personal Finance	1 credit Capstone

If students are below the credit recommendations listed above, they can elect to pursue some form of credit recovery in order to graduate in four years.

A letter will go home at the end of each year to those students who are below the credit requirement for graduating in four years. A recovery graduation plan will be determined and included within the letter.

### **Grade Classification for Transfer Students**

One completed year:	Enter as a grade 10 student
Two completed years:	Enter as a grade 11 student
Three or more completed years:	*In possession of 18 credits or more, enter as a grade 12 student
	*In possession of fewer than 18 credits, enter as a grade 11 student

### **School Counseling Appointment Policies**

STUDENTS: In order for students to meet with their counselor, they must first obtain a pass from the school counseling secretary. When students have secured an appointment, they must first sign in to their class/study and show the teacher their counseling pass before proceeding to the counseling office. Students without a signed counseling pass will not be allowed to spend time in the School Counseling office.

PARENTS: It is requested that parents call ahead to the school counseling secretary to schedule an appointment to meet with their student's counselor. Walk-ins may not be accepted due to counselor availability.

Mrs. Pacyna, School Counseling Secretary – 828-6577, ext. 1085 (mpacyna@berlinschools.org)

## **Electronic Devices**

The purpose of this policy is to help maintain a safe and respectful learning environment while providing students with opportunities for reasonable access to cell phones and other electronic devices including headphones/earbuds. It also recognizes the use of electronic devices for educational purposes with administrative permission or with teacher approval within the classroom. The possession and use of electronic devices at Berlin High School is a privilege and a responsibility, not a right. Inappropriate use will result in the loss of privileges.

Students are solely responsible for any electronic devices brought to school. **Do not leave your electronic device or accessories unattended. In PE, you must lock any electronic device and its accessories in your PE locker. BHS is not responsible for any damaged, lost, or stolen devices.**

Mobile devices may be used for information access and/or text-based communication during the following times:

- during lunch in the cafeteria
- in Study Halls, in the Study Hall location
- during passing time
- before and after school



**The devices are not allowed in classes, unless their use is part of the classroom teacher's lesson plan. Teachers will have discretion concerning how the devices may be used for learning. For safety purposes, headphones and earbuds are not allowed during passing time in hallways.**

No recording, video or audio, or photographs may be taken in school, unless it is part of a lesson and all appropriate privacy protections, such as FERPA, are honored. This would be directed by the classroom teacher.

Of course, all school climate expectations and anti-bullying policies must be honored when using mobile devices in school. Inappropriate use of electronics that disrupts the educational environment, involves threatening, harassment/bullying, sexting, academic dishonesty, or any violation of BHS policy will, in addition to other school and law enforcement action, result in the immediate loss of privileges including confiscation of the phone by BHS administration.

## Exam Information

1. Students are obligated to report to school only if they have an exam. Students may leave immediately following their last exam on all exam days. Students that want to prepare for an upcoming exam or wait for transportation can meet in the cafeteria or Library Media Center. No one is allowed to roam around or wait in the building during exam times. Students who arrive to the building after the 7:22 warning bell will NOT be allowed into an exam. Students will be escorted to either the Library Media Center or cafeteria for a study period. Students who do not wish to report to the Library Media Center or cafeteria must leave the building. *Once students leave the building, they are not allowed to return on that day.*
2. Attendance is required at exams and students are to remain in the exam room for the entire period. Each examination period is 115 minutes in duration. Students will NOT be dismissed during an exam.
3. All students and classes will have formal exams (related activities are possible, but they must be approved in writing, in advance, by the principal). Physical education classes do not meet for exams.
4. Busing: Students will use their regular buses for morning arrival at Berlin High (7:20 a.m.) and transportation home at the end of exams (11:30 a.m.). There is no mid-exam bus transportation.
5. Absences must be called in by parents, on the day of the absence. To receive make-up privileges, students are to bring in a parental note directly to Mrs. Maio or Mrs. Ventura on the day following the absence. A list of excused absences will be provided to teachers.

## Grading Guidelines

To get the most out of our PowerSchool Portal, the following guidelines will be utilized for all grades and courses:

- All assignments will be posted either as a course announcement or as an unscored entry on the day the assignment is given, as well as in Schoology.
- Grades for class work, homework, and quizzes will be entered within one week from the date the assignment was due and collected.
- Grades for lab reports, essay assignments, exams, and tests will be entered within two weeks from the date the assignment was due and collected.
- Grades for long-term assignments and research papers will be entered within three weeks from the date the assignment was due and collected.
- Please note that assignments that are handed in past the due date may require an additional seven calendar days to appear on the Portal beyond the guidelines stated above.

### **Make-Up Work**

**It is the student's responsibility to contact teachers for make-up work due to absence from school.** This work should be completed in a reasonable amount of time. A student has twice the number of days of his absence to complete work. Failure to do so will result in a failing grade (0) for any assignments not completed and turned in within allotted time.

In all cases of make-up, it is expected that students will remain after school hours to receive help and complete assignments. Students going on field trips are expected to submit all work immediately upon return to class. The parent of a student who may be or has been absent for an extended period of time (i.e. 10 days due to illness) is asked to contact the School Counseling Department to discuss options for coordinating with the student and teachers for make-up work.

### **Incomplete Grades**

Incomplete grades will only be given in extenuating circumstances and need approval by administration. If an incomplete is granted, all work must be completed in 10 days from the issue date of the report card. Failure to do so will result in a failing grade (0) for any assignments not completed and turned in within the 10 days.

## **Health and Wellness Information**

Students must report to their classroom teacher before going to the Health Room in all cases except extreme emergencies. The Health Room telephone and lavatories are to be used at the discretion of the nurse and are not for general student use. School nurses reserve the right to limit student visits to 20 minutes per day.

Students will be allowed to go home when ill only after a parent or guardian has been contacted by the school nurse. Means of transportation must be provided by a parent or guardian or by the neighbor or relative designated in PowerSchool. It is important that parents have the most current emergency contact information in the system. To update information click here [BHS homepage](#) and scroll down to the section: Resources for Families to access InfoSnap.

Students may not walk or drive themselves home. Students must sign out with the attendance monitor before they leave school. Please note that students who are sent home frequently will be referred by the nurse to the administration. A parental contact will be made to determine the cause of the repeated dismissal.

Scoliosis screening is done on all ninth grade boys. Parents will be notified if further professional evaluation is indicated. Any other student wishing to have a vision, hearing, or blood pressure screening may request that service.

### **Wellness**

It is the policy of the Berlin Board of Education to promote the health and well being of district students. In furtherance of this policy, the Board has created a Wellness Advisory Council to review any available state or federal guidelines on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students.

Students will be encouraged to make healthy food choices in order to develop life-long healthy habits. In addition to traditional cupcakes, parents are encouraged to provide alternate snacks for celebrations such as apples, fruit bars, fruit kabobs, popcorn, fruit popsicles, frozen yogurt, etc.

### **Drugs/Medications/Inhalers**

Medications are not permitted in school unless prescribed by a doctor. The administrative procedure is as follows:

- All medications must be brought to the school nurse. No student should carry medications during school or school activities unless it has been approved by the school nurse.
- Medications must be in a properly labeled container from the pharmacy.

Parents are asked to contact the school nurse if a medical condition is present or a medication is prescribed which may affect the child's performance or behavior.

### **Physical Examinations**

As per state mandate, all tenth grade students are required to have a physical examination (blue state form) and evidence of adequate immunizations. A physical form dated from the first day of ninth grade until the last day of tenth grade will be accepted. Students who have not completed this requirement will not be permitted to return to school as of the first day of the eleventh grade.

Students new to the school will need to have a blue state form and proof of immunizations as required by the state before attending any classes.

A completed blue state physical form is required each year for students participating in interscholastic sports. All physicals should be turned in to the nurse, not the coach.

## **Homework** (Board of Education Regulation)

Homework is a vital part of the learning process. Homework assignments should be extensions of the classroom instruction and in most cases should provide opportunities for reinforcement and practice of skills taught during the school day. Homework should be developed with an understanding of the grade-level expectations, the district curriculum, and the maturity and ability level of the students. If homework assignments are graded, homework should count for no more than 15% of the marking period. The quality and completion of homework should be considered when a student is evaluated on behavior and responsibility.

Homework assignments should be reasonable in length, appropriately challenging, and carefully planned in order to serve the following purposes:

- Practice of skills developed in class
- Extension of previous learning
- Preparation for new knowledge

Homework allows for communication between home and school. Parental support and cooperation will help to establish a positive working relationship between parents and teachers.

### **Student/Parent Requests for Homework**

For student absences of more than three consecutive school days, parents may call to request homework. Parental requests must be made before 9:00 a.m. Office personnel will notify the student's teachers of the request. Students and parents may check Schoology and email the classroom teacher directly. (Materials will be available in the main office for parent pick up between 2:30 and 3:30 p.m. if necessary.)

## Independent Study Program

### Guidelines

1. Students may apply for a credited (.50 or 1.00) independent study program with a teacher advisor. All basic course requirements must be met. Students must have a total of 7 credits in their schedule before applying. Independent study may not be taken in place of a regular course.
2. All independent study applications must be approved by the principal or designee. All independent study project applications must be reviewed by the Independent Study Coordinator in order for the student to receive credit. Each student will be notified of acceptance in writing.
3. The team consists of the School Counselor(s), the Subject Advisor, and the Independent Study Coordinator.
4. There will be weekly meetings with the student and Subject Advisor. Team meetings with individual students will be held at least three times during the school year for the purpose of encouraging and evaluating student work.
5. The student will receive the recommendation of the team after each meeting in writing.
6. The student will present his/her completed work in the form best suited to his/her study.
7. The Independent Study Coordinator recommendation for credit will be sent to the Berlin High School principal and to the student. A pass/fail grade is given for Independent Study and is not averaged into the student's GPA. Evaluations will be conducted in January and May.

## Library Media Center

Hours: 7:00 a.m. – 3:15 p.m.  
Library/Media Specialist: Mrs. Rachel Rice

The Thomas F. Galvin Media Center's goal is to support student learning. The library media center is designed to augment class activities, encourage collaboration among students and staff, as well as foster individual student learning. The library media center's online databases, books, magazine and newspaper subscriptions are available to all members of the Berlin High School community.

The library media center maintains a set of desktop computers with Internet access. Additionally, the library supports the school's 1:1 initiative by providing online database resources accessible 24/7 through the library and school websites. All library materials are available for circulation and may be checked out for a period of three weeks with the option to renew.

Students may visit the library media center during school hours with their class, or independently by obtaining a designated library pass by the library staff before first bell, or from a teacher or faculty member. Students are welcome to use the library media center before and after school without a pass. Visit the library website at <http://tinyurl.com/berlinhslibrary> for more information.

## Locker Information

All students are assigned a locker for their general use throughout the year. Students are to use assigned lockers only. Students must clear everything out of their lockers by the last day of school. Any items left will be thrown away.

**Locker problems (damage, inoperable) are to be reported to the main office immediately.** Students are to keep lockers locked at all times and are not to share lockers with others. Shared locker practices may lead to loss of items and thefts. Any loss of books or other materials from a locker, whether stolen or not, are the student's and/or student's family's responsibility. Payment must be made to the school for stolen or missing items that belong to the school.

**Policy: Board of Education**

Lockers, desks, and cabinets which are assigned to students for storage purposes remain the exclusive property of the Board of Education and the Board has ultimate control over their use.

Lockers and desks may be searched as deemed reasonable and appropriate by the Superintendent of Schools or building administration.

**The school cannot accept responsibility under any circumstances for possessions lost, stolen, or damaged at school. If items are stolen, left in locker or the like, it is at the student's risk.**

## Medical Insurance/Coverage

There is no medical coverage provided by the school system for accidents/injuries requiring medical attention which occur in school. Students' families are encouraged to purchase student accident insurance which is made available at the beginning of the school year.

The Board of Education provides an insurance policy to pay for usual and reasonable medical expenses (subject to certain policy limits) not covered under your private insurance due to any injury sustained while your son/daughter is engaged in interscholastic sports including senior high school tackle football, band, cheerleaders, intramural, or non-sport extra-curricular activities.

## Parent Portal Information System

The Berlin Board of Education has enhanced its student information system to include a parent portal. The parent portal will allow a parent/guardian of students in grades 6 through 12 to access student records via a secure website. A parent/guardian will be able to view attendance, homework assignments, and grades.

Click here for the parent portal login: [PowerSchool](#)

## Parking

Parking is available to seniors and juniors in good standing. Applications for a parking permit can be found on the BHS website in the [Forms](#) section.

**Parking Lots**

There are 2 parking lots on the school grounds, parking lot A for staff/visitors, and parking lot B for students.

- Lot "A" – Adjacent to Patterson Way (north) in front of the Media Center (for staff/visitors).

- Lot “B” – The large section which faces the Gibney Gym (for students). **Students may not park in the first three rows on the Patterson Way side (closest to the staff parking lot A).**

***Parking on school grounds is a privilege and violation of rules shall be grounds for immediate revocation of parking privileges. Parking regulations will be strictly enforced. Students will adhere to all criteria, as outlined in the parking application.***

## Photographs

From time to time during the school year, school personnel and/or the media take photographs. If you do not wish your child to be photographed for school use, school website use, or for media purposes, please alert the school office in writing.

## Physical Education

All students will be enrolled in a minimum of one semester of physical education per school year.

Students are provided with a lock and locker. **Do not leave your electronic device or accessories unattended. In PE, you must lock any electronic device and its accessories in your PE locker. BHS is not responsible for any damaged, lost, or stolen devices.**

Students are required wear sneakers and athletic clothing during their assigned PE class to allow for active participation. Participation accounts for 50% of a student’s grade. Students that are absent or do not participate for more than nine classes per semester will not receive credit for the course.

Medical excuses from Physical Education will **only** be granted through Berlin High’s Health Office. Students who need to be excused from physical education for more than one day must have a written excuse from a parent. Written documentation from a doctor is required for a medical excuse from physical education if the student is unable to participate for more than three class periods. The doctor’s note is to be given to the school nurse and a pass will be issued to the student. The pass is to be given to the physical education teacher.

## Plagiarism and Cheating

No form of cheating is permissible at Berlin High School. Any person who aids another in cheating will also be held accountable. All work in oral and written form is done by oneself unless the work is properly credited in an approved open fashion.

**Berlin High School utilizes a plagiarism detection resource.**

**Cheating includes the following practices, all of which are prohibited:**

1. Copying homework papers.
2. Using false names on papers.
3. Plagiarism, i.e. taking and using as one’s own the thoughts and writing of another. Taking and using a plot, a passage, a section of work, or sentences of another writer and presenting it as one’s own. This would include downloading materials from the Internet or database.

4. Unauthorized use of former tests to prepare for tests, or unauthorized use of teachers' materials.
5. Presenting papers or other work as one's own when actually completed by another, in part or in whole.
6. Copying material from another person in the course of a quiz, test, or similar activity.
7. Using unauthorized notes in any fashion.
8. Using unauthorized texts, references, or other works in the course of a test, quiz, or similar activity.
9. Allowing others to use one's work as their own.
10. Use of online language translators.
11. Looking at the work of another person during test, quiz, or similar activity. The student has the responsibility to keep his eyes on his own work. If his eyes are clearly on another's work, it will be termed "cheating" whether or not this has actually occurred.
12. Providing or taking information for a quiz or test in an unauthorized fashion (in either written, oral, or photographic form).
13. Use of a cellular device during testing, including having the device visible or in hand during testing.
14. Submitting work for a class assignment that was originally submitted to another teacher (i.e. an essay submitted to Civics cannot be resubmitted to Senior Seminar).

Students who have concerns about other students cheating are invited to report the cheating in one of the following ways:

1. An oral or written report to the teacher involved with a description of what happened and a willingness to accuse the cheater openly.
2. A confidential meeting with an administrator, teacher, or school counselor. During this meeting, the name of the cheater will not be mentioned, but the way the cheating was done, location, and teachers involved will be reported. This will be reported to an administrator who will discuss the matter with the teachers involved in order to increase surveillance and eliminate the activity. No names will be used of either the cheater or of the student reporting. In some cases, it may be possible to disclose names in a highly confidential setting. This requires care and assurance that the names will remain confidential.

### **Consequences**

A grade of "zero" with no opportunity for make up for whatever work was involved: quiz, test, research paper, midyear or final exam, etc. In addition to the "zero," the teacher will contact the parent and the assistant principal. Repeated offenses will also result in an Administrative Referral.

## **Recruiting by Armed Services**

During the year, information is requested by the armed services for recruiting purposes (student name, parent name, address, and phone). Information is provided by request unless you do NOT want this information released to the armed services. If so, please contact the School Counseling secretary.

## **Residency and Change of Address/Phone Number**

It is expected that all students and their parent or legal guardian will be residents of the Town of Berlin. Proof of residency is required before attending Berlin High School. If a student or his/her parent or legal guardian moves out of town or withdraws for any reason, even for a brief period of time, proof of residency and re-registration is required before a student may continue attendance in school.

**It is the responsibility of parents/guardians to notify the school of any changes in home phone, work phone, or cell phone numbers of parents, in addition to any changes of emergency contacts' phones or names.**

Residency changes are made by going to the District webpage and completing the Demographic Forms. Once the forms are completed, you must call the Board of Education to set up an appointment to bring in the necessary paperwork to complete the change in our system. In the case of a change of address, even an in-town move, proof of residency is required and the following two forms must be submitted:

1. mortgage statement, rental/lease agreement, or real estate tax bill, and
2. a utility bill with the new address indicated.

## Safe School Climate

A positive school climate directly impacts a student's ability to achieve their academic goals. Each person at Berlin High School contributes to the quality of our learning environment. An essential component of a safe school environment is the relationships that are established. All members of our community are expected to engage in respectful interactions. Any time that a student experiences an incident of mean behavior, they can report the information to a trusted adult or complete a Mean Behavior Incident Report.

Parents and guardians may also complete a Mean Behavior Incident Report and submit it to the Safe School Climate Coordinator.

The Safe School Climate Specialist for the 2018-2019 school year is Kelly S. Maio, Assistant Principal.

The Safe School Climate Plan can be accessed here: [BHS Resources for Families](#)

The Safe School Climate Plan (BOE Policy): [Policy 5131.911-R](#)

Bullying Prevention and Intervention (BOE Policy): [Policy 5131.911](#)

## Safety and Security

### **Picture ID Protocol for Students**

- All students at Berlin High School will be issued identification cards.
- This identification card must be carried by students at all times while on school grounds during the school day.
- Students must present IDs when asked by school personnel. Failure to present an ID when asked or failure to promptly and properly identify oneself may result in disciplinary consequences.
- Students in possession of or using another student's ID will be subject to disciplinary consequences.

### **Video Surveillance**

In an effort to provide a safe and secure environment for our students, staff, and community, cameras are stationed at various points both inside and outside of the school. The sole purpose of these devices is to enhance the safety and security of all individuals at Berlin High School. Any student, staff member, or visitor to Berlin High School is prohibited from tampering with or damaging the school's video surveillance equipment.

### **Visitors**

- Parents visiting the school must obtain a visitor's pass at the reception desk and will need to leave their driver's license or other official form of identification with the receptionist.
- Visitors (students, friends, relatives) are NOT PERMITTED in the school during regular school hours. No visitor passes will be issued to friends or relatives of BHS students. Parents and students considering enrolling in the high school may make arrangements for a school tour and the tour will be conducted by a school counselor.



### **Fire Alarm**

The following procedures are to be followed when a fire alarm is rung:

1. Students are to proceed immediately outside with their teachers and classes in the posted direction unless otherwise indicated.
2. Students not with a class are to proceed immediately outside by the nearest exit.
3. Students may not go to lockers or anywhere else on the way outside.
4. Once outside, students are to gather with their Advisory class. Fire lanes and exits must be kept clear.
5. Students are to wait in an orderly fashion for the signal to return.
6. The courtyards may not be used during a fire alarm.
7. Teachers will take class attendance and submit attendance sheets to administrators.

### **Lock Down Procedure**

In the event of critical emergency, all school personnel, including students, will follow the “Lock Down Procedures.” Students will be informed of specific actions they should take when a Lock Down procedure is put into effect. Lock Down drills, like fire drills, will occur periodically during the school year.

### **Valuables**

**Items of value should not be brought to school.** Unfortunately, expensive items increase the risk of loss, and are best safeguarded at home. Such items include jewelry, smart phones, debit/credit cards, etc. If an item is brought to school for the purpose of classroom demonstration, the item should be kept in the student’s backpack and only taken out during the time of sharing.

## Senior Capstone Experience

The Senior Capstone Project is a graduation requirement that prepares students to function effectively in an interdependent global community. Grade 12 students pursue ideas or challenges through the design and development of substantive questions and actions. Based on this personalized investigation, students:

- Explore, define, and solve complex problems
- Critically interpret, evaluate, and synthesize information
- Conduct themselves in an ethical, responsible, and respectful manner
- Collaborate with others to produce a unified work and/or heightened understanding
- Seek out and make sense of alternate points of views (as needed)
- Examine current problems, areas of focus, and progress to modify direction (as needed)

Students demonstrate learning through informal and formal presentations of their findings to give insight into what they learned about the topic and themselves throughout their investigations.

## Senior Privileges

Senior students in good standing may be eligible for the following privileges:

### **Late Arrival/Early Dismissal**

1. Seniors with study hall at the beginning or end of the day may arrive late or leave early if they have completed and returned the Senior Privilege Form to the main office. Seniors with the late arrival privilege must report on time to their first scheduled class of the day.
2. Students with late arrival should be prepared for class. Students may not enter with food and drink. Students may be required to show identification upon arrival.
3. Upon arrival, seniors who come in early on a given day must sign in at the attendance desk.

4. Seniors may not wait for rides. If transportation is not available, the senior is to report to study in the assigned area. No walking around halls is allowed.
5. Seniors may not alter their schedules in order to accommodate a late arrival or early dismissal.

### **Senior Courtyard & Upbeat Room**

The Senior Courtyard and Upbeat Room are available for seniors to use during assigned study hall periods and their assigned lunch wave.

#### **Procedure for use during study hall:**

1. Students are to report to their assigned study hall location for attendance.
2. After attendance is taken in study hall, students are to report directly to Senior Court/Upbeat Room. Students may not loiter or wander the halls during this time.
3. Students are to remain in the Courtyard/Upbeat Room until the end of the class period.

#### **Procedure for use during lunch waves:**

1. Students should gather their lunch prior to reporting to the Courtyard/Upbeat Room.
2. Students are to remain in the Courtyard/Upbeat Room until the end of the lunch wave.
3. Students are individually responsible for disposing of their trash prior to leaving the Courtyard area/Upbeat Room.

#### **Courtyard Expectations:**

1. Students will behave in a manner that does not disturb the classrooms surrounding the Courtyard. This includes use of speakers to play audio, ball playing, use of raised voices, or communicating with students in class.
2. Students are responsible for the daily maintenance of the Courtyard. All trash must be properly disposed.
3. Any student using the Courtyard MUST be a member of the Class of 2019.
4. The Courtyard will be closed during the winter and inclement weather.

A senior subject to a school disciplinary action may have a privilege revoked (e.g. late arrival, early release) in lieu of or in addition to the discipline assigned. Non-seniors who take advantage of senior privileges (e.g. go into senior court) are subject to disciplinary action.

### **Senior Prank and Graduation**

In addition to the loss of various senior privileges, as outlined in the above section, the loss of the privilege of seniors participating in (and attending) the graduation ceremony is only granted to those members of the graduating class in good standing for the ceremony. This includes meeting all graduation, attendance, and behavioral expectation requirements as set forth by the Berlin Board of Education (Berlin High School) and the State of Connecticut. This section is especially focused on the requirement that all students refrain from participating in what has become known as “senior prank” and/or any activity or action that disrupts the educational process. Any defacing, altering, or vandalizing of property associated with the school or the school district will result in a range of disciplinary actions, including, but not limited to, disqualification from the privilege of participating/attending graduation.

### **Final Exams for Seniors**

Seniors who have an 85 average, including an 85 in quarter two for a semester course or an 85 in quarter four for a year-long course, will be excused from a “final” examination, unless the examination is required by the teacher for the course. Any exemption to this policy must be approved by administration.

## Student Accident Insurance

Berlin Public Schools has made arrangements to offer optional student accident insurance for all students. This coverage is available to parents for their children who are students enrolled in our schools. The Berlin Public School District does not provide insurance coverage or make medical reimbursements to parents for injuries that occur during school, including those incurred during gym classes and recess. For insurance information, view the flyer on the Business Office page of our website at [berlinschools.org](http://berlinschools.org) under Resources.

## Student Dress

In order to maintain an environment conducive to the education process and maintain safety for all, Berlin High School has the following guidelines for student dress:

1. Hoods may not be worn.
2. Sunglasses may be worn with appropriate medical documentation.
3. Clothing or accessories that contain vulgarity, offensive or disruptive writing or pictures may not be worn.
4. Clothing or accessories depicting or suggesting violence, causing fear, or promoting violence may not be worn.
5. Clothing or accessories depicting logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages may not be worn.
6. Shirts that reveal the abdomen, chest or undergarments may not be worn.

[Board of Education Policy-Student Dress](#)

## Student Government

### Class Officer and Board of Education Election Procedures

#### **Class Officers**

Nominations for Class Officers (President, Vice President [Second Vice President for seniors], Secretary and Treasurer) are by petition. All candidates who present petitions with 50 signatures of members of their class are placed on a ballot. If necessary, primary elections reduce the number of candidates in each class. A specific date and time is set for petitions to be submitted. Any petitions submitted after that time will not be accepted. Students running for office will prepare a two minute recorded presentation outlining their platform. It is the student's responsibility to ensure that the video presentation works. The presentations will be reviewed by the Student Government Advisors, Ms. Johnson and Ms. Gagnon, a week prior to the election day for appropriateness and decorum.

Class of 2019	Advisors – Mrs. Winkler and Mrs. Grillo
Class of 2020	Advisors – Ms. Cassello and Mrs. Smith
Class of 2021	Advisors – Mr. Rudy, Mrs. Amenta, and Ms. Portal
Class of 2022	Advisors – Mrs. Nascimento, Mrs. Pires, and Mrs. Taradeina

Officers must be members in good standing of their respective classes, including no grade below 70 and no disciplinary issues. Campaigns involving recorded videos, handouts, and posters are encouraged at each level. Nothing of value is to be distributed, or promised to be distributed, in exchange for a signature or a vote. The Student Government conducts the actual elections via an electronic ballot.

A high standard of ethical behavior is expected of Class and Student Government officers, as well as candidates for these positions. If there is a question of unethical behavior, a Class or Student Government officer may request a hearing conducted by the members of the Student Government and all class officers in order to determine if the officer in question should remain in office. Any decision would require a two-thirds majority vote of the Student Government and Class Officers. Options to be considered would include a one-term probation. Any Student Government or Class Officer who violates the Board of Education Drug or Alcohol Policy will be removed from their office.

### **Board of Education Student Representatives**

It is the policy of the Berlin Board of Education to seat two students from Berlin High School in a nonvoting capacity at all public Board of Education meetings. Student opinion will be solicited to give an added dimension to the Board's decision-making process.

The two student representatives will not attend executive sessions of the Board of Education nor will they have access to associated back-up material.

The following procedures will be followed for the seating of the student representatives:

1. The representatives will be recommended by the Student Council, subject to the approval of the principal, the superintendent, and the Board of Education. It is understood that one student should be a member of the senior class and one student should be a member of the junior class. In order to be considered, the representatives must have met the requirements for participation in Berlin co-curricular activities.
2. The election of the student representatives to the Board will normally be held in May of each school year, concurrently with the elections for Student Council and class officers. The representatives will be seated at the first Board meeting in September. As the bylaw is initiated, the election of representatives will be held in October and the student representatives will be seated at the annual meeting in November.
3. Such students seated will be given an orientation session by the superintendent of schools and an officer of the Board after the students have been approved.
4. Student representatives may be removed from their position of nonvoting members of the Board of Education by an affirmative vote of two-thirds of the Board of Education and the Board of Education has the right to dismiss a student representative due to poor attendance without a valid reason. Should a student representative be removed or dismissed, a new member will be selected.
5. At least one student representative should be present at each regular meeting of the Board of Education. If this is not possible, the representatives must advise the principal and the superintendent's office in advance of the meeting.
6. The student representatives will report to the student body, through their student council representatives, on the deliberations of the Board of Education.
7. The term of office for the representatives shall normally be for one school year (or the balance thereof).

## **Study Hall Attendance and Procedures**

1. Students must report to their assigned study hall room.
2. Study hall is a quiet time. Students should engage in quiet, independent study during this time.
3. After attendance is taken, pre-signed passes may be approved. Study hall teachers will not give passes to the gym, library media, school counseling office, or to other areas. Once a student reports to study hall, he/she is to remain there. Students may use study hall time to work with teachers who have the same unassigned period. The students must first, however, gain permission from that teacher. The teacher may then give the student a pass from study hall for a designated time or may have the student come in at the beginning of the period and return by pass to the study hall.
4. Any student failing to attend a scheduled study hall will be subject to disciplinary action.

***Any student requesting to leave study hall for another area must have a signed pass.***

## Transfer Students

### Students Transferring into BHS After the Start of the School Year

When a student transfers into BHS having completed 1+ years at another high school, those courses will be noted in the student's cumulative file and transcript as courses completed in curriculum categories (e.g., English, mathematics, science, social studies, world language, electives, PE, and health) toward the credits required for graduation from BHS. These courses from another high school will be listed on the BHS transcript as "TR Math, TR English, TR Science, TR Biology, TR Social Studies, TR US History, TR Civics, TR Elective, TR PE, and TR Health," and they will be given the credit value received from the other high school, but NO grade will be listed. Senior students applying to colleges will need to provide a transcript from their previous school in addition to their BHS transcript in order to provide accurate information to the college on courses taken at each high school. Courses/credits in religious instruction that transfer students receive from private schools will not be accepted as transfer credits.

### Transcripts

When transfer students are requesting transcripts for post-secondary education or career options, the BHS transcript will list the credit awarded for accepted courses transferred from previous high schools as specified above, along with the courses taken at Berlin High School. If a complete high school record is required for colleges and/or employment, transfer students will be responsible for contacting their previous high school(s) to request that their official transcript(s) be sent to each college and/or employer.

### GPA and Rank

GPA's indicated in Berlin High School's grading system for transfer students include only courses taken at Berlin High School (class rank is computed and indicated only for students who have completed eight quarters at Berlin High). Students who transfer to Berlin High School during their freshman or beginning of their sophomore year will be included in Berlin High School's GPA/rank. Students who transfer into BHS after this time will not have met this eight quarter criteria and will *not* be included in Berlin High School's GPA/rank.

### Honors

Any student transferring in as a senior with a 91 average or above at graduation is eligible to be indicated as an honors student in the graduation program and wear an honor cord. **Note for students enrolled in coursework at outside institutions or magnet schools, such as GHAMAS or GHAA:** Courses completed at outside schools will neither be included in GPA nor class rank at Berlin High School. Such courses would be recorded as transfer credits only, as described above.

## UConn Early College Experience Program

In 1955, the University of Connecticut initiated the UConn Early College Experience (ECE) Program. Currently offered in approximately 115 schools in Connecticut, the program provides the opportunity for academically motivated high school students to take a range of first-year university courses in the high school setting, earning high school and college credits concurrently. Early College Experience courses are equivalent to those offered at the University of Connecticut.

Courses provide students the opportunity to experience college work, build confidence in their readiness for college, and earn college credits that provide both an academic and a financial head-start on a college degree. UConn credits are accepted at many colleges and universities across the country. ECE has earned nationwide respect through the talent of its student participants and a group of over 700 dedicated high school educators.

- In order to register for the UConn college credits, student must take important steps and meet rigid deadlines:
  1. Complete the 2018-2019 Consent Form, available in the School Counseling office or online at [ece.uconn.edu](http://ece.uconn.edu); apply online to the University of Connecticut using the following link [UConn](#) by June 1, 2018;
  2. Activate their UConn NetID, which is emailed to them within two days of applying online to UConn;
  3. Register for courses online by June 29, 2018. Pay for the courses, which can be done through the UConn online account. (Financial aid is available to students who are receiving free/reduced lunch; please see Mrs. Pires.)
- Students may still apply to UConn in the late enrollment period. During this time, UConn will assess the student a \$25 late fee. The late enrollment follows the same steps outlined above. **The late application window is August 15 to September 14. The late course registration window is August 15 to September 28.**
- Students who drop a course through BHS must also drop the course through UConn using their online account. Students are fiscally responsible for all courses dropped after September 29. If students have problems enrolling, please contact UConn/ECE at 1-855-382-8323.

## Working Papers

Students who have been promised a job should obtain a “Promise of Employment” form from the employer. The student should then bring his/her driver’s license, birth certificate, or passport to the main office for processing. Students will then be provided with two copies of the working papers, one for the employer and a copy for the student records. One copy will also be kept on file in the main office for two years or until the student reaches the age of 18.

# 2018-2019 Berlin High Bell Schedule

Day 1	Day 2	Day 3	Day 4	Advisory
1 7:25 – 8:25	1 7:25 – 8:25	1 7:25 – 8:25	2 7:25 – 8:25	7:25 – 8:19
2 8:29 – 9:31	3 8:29 – 9:31	2 8:29 – 9:31	3 8:29 – 9:31	8:23 – 9:17
3 9:35 – 10:35	5 9:35 – 10:35	4 9:35 – 10:35	4 9:35 – 10:35	Advisory 9:21 – 9:57
4 Class: 10:39 – 12:02  Wave 1: 10:39-10:59 Wave 2: 11:05-11:25 Wave 3: 11:42-12:02	6 Class: 10:39 – 12:02  Wave 1: 10:39-10:59 Wave 2: 11:05-11:25 Wave 3: 11:42-12:02	5 Class: 10:39 – 12:02  Wave 1: 10:39-10:59 Wave 2: 11:05-11:25 Wave 3: 11:42-12:02	5 Class: 10:39 – 12:02  Wave 1: 10:39-10:59 Wave 2: 11:05-11:25 Wave 3: 11:42-12:02	10:01 – 10:55
6 12:06 – 1:06	7 12:06 – 1:06	7 12:06 – 1:06	6 12:06 – 1:06	Class: 10:59-12:14  Wave 1: 10:39-10:59 Wave 2: 11:05-11:25 Wave 3: 11:42-12:02
7 1:10 – 2:10	8 1:10 – 2:10	8 1:10 – 2:10	8 1:10 – 2:10	12:18 – 1:12
				1:16 – 2:10

**2018-2019  
Berlin High Bell Schedule  
Early Release**

<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>
1 7:25 – 8:02	1 7:25 – 8:02	1 7:25 – 8:02	2 7:25 – 8:02
2 8:06 – 8:46	3 8:06 – 8:46	2 8:06 – 8:46	3 8:06 – 8:46
3 8:50 – 9:27	5 8:50 – 9:27	4 8:50 – 9:27	4 8:50 – 9:27
4 9:31 – 10:08	6 9:31 – 10:08	5 9:31 – 10:08	5 9:31 – 10:08
6 10:13 – 10:49	7 10:13 – 10:49	7 10:13 – 10:49	6 10:13 – 10:49
7 10:53 – 11:30	8 10:53 – 11:30	8 10:53 – 11:30	8 10:53 – 11:30



**2018-2019  
Berlin High Bell Schedule  
Late Arrival**

<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>
1 9:25 – 10:04	1 9:25 – 10:04	1 9:25 – 10:04	2 9:25 – 10:04
2 10:08 – 10:48	3 10:08 – 10:48	2 10:08 – 10:48	3 10:08 – 10:48
3 10:51 – 11:59 Wave 1: 10:51-11:11 Wave 2: 11:15-11:35 Wave 3: 11:39-11:59	5 10:51 – 11:59 Wave 1: 10:51-11:11 Wave 2: 11:15-11:35 Wave 3: 11:39-11:59	4 10:51 – 11:59 Wave 1: 10:51-11:11 Wave 2: 11:15-11:35 Wave 3: 11:39-11:59	4 10:51 – 11:59 Wave 1: 10:51-11:11 Wave 2: 11:15-11:35 Wave 3: 11:39-11:59
4 12:04 – 12:44	6 12:04 – 12:44	5 12:04 – 12:44	5 12:04 – 12:44
6 12:48 – 1:26	7 12:48 – 1:26	7 12:48 – 1:26	6 12:48 – 1:26
7 1:30 – 2:10	8 1:30 – 2:10	8 1:30 – 2:10	8 1:30 – 2:10

# Berlin Public Schools Calendar 2018-19

AUGUST (3/3)				
M	T	W	T	F
<b>T O</b>	<b>PD</b>		30	31

SEPTEMBER (18/21)				
M	T	W	T	F
<b>LD</b>	4	5	6	7
10	11	12	13	<b>B F</b>
17	18	19 APD	20	21
24	25	26 APD	27	28

OCTOBER (22/43)				
M	T	W	T	F
1	2	<b>3 &amp;</b>	4	5
<b>CD</b>	9	<b>10 &amp;</b>	11	12
15	16	17	18	19
22	23	24 APD	25	26
29	30	31 APD		



**School Hours**

BHS 7:25 am – 2:10 pm  
 McGee 7:35 am – 2:20 pm  
 Elem. 8:40 am – 3:25 pm  
 AM PK 9:00 am – 11:30 am  
 PM PK 12:30 pm – 3:00 pm  
 BTA 8:00 am – 2:00 pm

NOVEMBER (18/61)				
M	T	W	T	F
			1	2
<b>P D</b>	<b>P D</b>	<b>7*</b>	<b>8*</b>	9
12	13	14	<b>15*</b>	16
19	20	21 ED	THANKS GIVING	
26	27	<b>28#</b>	29	30

DECEMBER (15/76)				
M	T	W	T	F
3	4	<b>5#</b>	<b>6#</b>	7
10	11	12	13	14
17	18	19	20	21 ED
WINTER BREAK				
<b>W B</b>				

JANUARY (21/97)				
M	T	W	T	F
	<b>WB</b>	2	3	4
7	8	9	10	11
14	15	16 APD	17	18
<b>ML K</b>	22	23	24	25
28	29	30	31	

FEBRUARY (17/114)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	<b>P D</b>
<b>PDW</b>	<b>PDW</b>	20	21	22
25	26	27 APD	28	

MARCH (21/135)				
M	T	W	T	F
				1
4	5	<b>6*</b>	<b>7*</b>	8
11	12	<b>13 #</b>	<b>14* &amp;</b>	15
18	19	<b>20 #</b>	<b>21#</b>	22
25	26	<b>27 &amp;</b>	28	29

APRIL (16/151)				
M	T	W	T	F
1	2	3	4	5
APRIL BREAK				
15	16	17	18	<b>GF</b>
22	23	24	25	26
29	30			

MAY (22/173)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15 APD	16	17
20	21	22 APD	23	24
<b>M D</b>	28	29	30	31

JUNE (10/183)				
M	T	W	T	F
3	4	5	6	7
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14*</b>
<b>APD</b>	<b>APD</b>	<b>APD</b>	<b>APD</b>	<b>ED</b>
Make-up days will be added to the end of the school year as needed through June 30.				

**Key**  
**August 29** First Day of School for Students  
**TO** Teacher Orientation  
**PD** Prof. Development (No School for Students)  
**LD** Labor Day  
**BF** Berlin Fair  
**CD** Columbus Day  
**ED** Early Dismissal  
**WB** Winter Break  
**MLK** Martin Luther King Day  
**PDW** Presidents' Day Weekend  
**GF** Good Friday  
**MD** Memorial Day  
**APD** Afternoon Prof. Dev. (12)

## Report Card Dates

### Elementary School

November 21, 2018  
 March 8, 2019  
 June 14, 2019

### Middle School

December 7, 2018  
 March 19, 2019  
 June 14, 2019

### High School

November 9, 2018  
 January 31, 2019  
 April 17, 2019  
 Mailed Home in June

### Testing

SBAC March-May 2019

## Conferences (Early Dismissal)

### Elementary School #

November 28, 2018 (After School)  
 December 5, 2018 (After School)  
 December 6, 2018 (Evening)  
 March 13, 2019 (After School)  
 March 20, 2019 (After School)  
 March 21, 2019 (Evening)

### Middle School #

November 7, 2018 (After School)  
 November 8, 2018 (Evening)  
 November 15, 2018 (After School)  
 March 6, 2019 (After School)  
 March 7, 2019 (Evening)  
 March 14, 2019 (After School)

### High School &

October 3, 2018 (Evening)  
 October 10, 2018 (After School)  
 March 14, 2019 (Evening)  
 March 27, 2019 (After School)

School will close for the year upon completion of: 183 Student Days (\*\*June 14, 2019)

188 Staff Days (June 14, 2019)

## Special Observance Days

Sept. 10-11, 2018	Rosh Hashanah
Sept. 19, 2018	Yom Kippur
Sept. 24-25, 2018	Sukkot
Nov. 7-11, 2018	Drwali
Jan. 6, 2019	Three Kings Day
March 21-22, 2019	Holi
April 19, 2019 (Sunset)	Passover Begins
April 29, 2019	Bright Monday

Faculty will make appropriate accommodations for students affected by these and other special observance days.

Adopted 3/13/17 (changed BHS Oct. conf. dates 5/17/18)

**2018-2019**  
**POLICIES**

<a href="#">5141.21</a>	Administration of Student Medications
<a href="#">5141.25</a>	Food Allergies and/or Glycogen Storage Disease
<a href="#">3516.12</a>	Notification Concerning Asbestos Management Plans
<a href="#">5131.911</a>	Bullying Prevention & Intervention
<a href="#">5131.911-R</a>	Safe School Climate Plan
<a href="#">5132</a>	Student Dress
<a href="#">5131.6</a>	Drug and Alcohol Use by Students
<a href="#">6153</a>	Field Trips
<a href="#">5145.4</a>	Non-Discrimination (Students)
<a href="#">5145.4-R</a>	Non-Discrimination (Administrative Regulations)
<a href="#">6161.8</a>	Parental Access to Instructional Material
<a href="#">3524.1</a>	Pesticide Application on School Property
<a href="#">5145.12</a>	Search and Seizure
<a href="#">5145.401</a>	Policy Regarding Section 504 of the Rehabilitation Act of 1973
<a href="#">5145.401-R</a>	Notice of Rights under Section 504 of the Rehabilitation Act of 1973 (Administrative Regulations)
<a href="#">5145.5-R</a>	Sex Discrimination and Sexual Harassment (Students) (Administrative Regulations)
<a href="#">1331</a>	Prohibition Against Smoking
<a href="#">5113-R</a>	Student Attendance and Truancy (Administrative Regulations)
<a href="#">5144</a>	Student Discipline
<a href="#">5145.1</a>	Student Privacy
<a href="#">5125-R</a>	Confidentiality and Access to Education Records
<a href="#">5131.83-R</a>	Student Use of the District's Computer Systems and Internet Safety
<a href="#">3541</a>	Transportation
<a href="#">6172.4</a>	Parental Involvement Policy for Title I Students
<a href="#">6135</a>	Parent-Teacher Communication
<a href="#">1010</a>	Green Cleaning Programs
<a href="#">1250-R</a>	Visitors to the Schools
<a href="#">5141</a>	Wellness Policy

**NOTIFICATIONS**

[Your Right to Request Information Concerning Teacher and Paraprofessional  
Qualifications](#)

[Complaint Resolution Procedure](#)

[Indoor Air Quality](#)

[Requesting an Initial Evaluation of a Child](#)