

PRINCIPAL'S MESSAGE, 2017-2018

Dear Students and Parents or Guardians,

On behalf of the faculty and administration, I hope that you will take full advantage of our excellent instructional and co-curricular programs, which we have substantially upgraded over the last few years. This means that you will be the beneficiaries of a highly competitive instructional program and a commensurate array of activities that rival any public high school throughout our state. You deserve to feel confident that you will be successful in your future endeavors, when you achieve success at BHS. I have no doubt that you will find that your learning experience, and student life here, will prove to be extraordinary. This handbook, therefore, has been revised to reflect new opportunities, rights, and privileges as well as rules, policies, and state laws. Indeed, many areas are now updated in your handbook and, ultimately, in your Berlin High School experience.

So that you are familiar with your responsibilities and rights at school, I encourage you to read this book in its entirety and that your parents or guardians do the same. As found in any successful institution, it is important to have a common understanding of boundaries and opportunities for all members of the BHS learning community. At Berlin High, we are committed to fairness, consistency, and decency in an environment in which all stakeholders support each other. Together, we ensure that we do not in any way impede the progress, growth or happiness of others. In fact, our own statement of core values and beliefs about learning, which appears on the next page, reinforces this commitment, which you will also see posted throughout our school. This handbook stems from our Statement of Core Values and Beliefs about Learning, and our published Statement stems from our collective voice. After all, our school's motto is: "*Where a voice can be heard;*" therefore, I encourage you to conduct yourself in accordance with the expectations described in these pages and adhere to our tenets.

As you are undoubtedly well aware, there is a direct connection between the decisions that you make, the actions that you take, and the grades and other results that you reap. As you consider your high school transcript, for instance, I hope that you will think of it as an indelible self-portrait that reflects your decisions, your ability to keep commitments, and your work ethic. When you complete your Berlin High School program, you will have earned a diploma of which you can be most proud – because it will forever serve as testimony to your qualities as a lifelong learner and productive member of society.

I trust that the guidelines and guidance contained herein will serve you well as you navigate the remainder of your high school career; I wish you a wonderful year and every success in your efforts.

Sincerely,

*Francis T. Kennedy*

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

Berlin High School cultivates 21st century skills toward success in a global society by engaging students in rigorous academic, social, and civic responsibilities. Berlin High School students will take responsibility for their academic outcomes while demonstrating a positive work ethic.

### Academic Expectations

- Read critically
- Write effectively
- Communicate clearly and persuasively
- Solve problems creatively
- Develop and sustain an active and healthy lifestyle
- Become self-directed, self-reflective, independent learners

### Social and Civic Expectations

- Behave responsibly and ethically
- Participate in the community
- Respect the diversity of others
- Contribute to a safe and supportive environment

## **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 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 either Mrs. Grady, Mrs. King or Mrs. Maio, Assistant Principal.

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# Berlin Schools District Information

## BOARD OF EDUCATION MEMBERS:

Matthew Tencza, *President*  
25 Ridgewood Lane  
Kensington

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

Jeffrey Cugno  
34 Chatham Road  
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1233 Worthington Ridge  
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110 Elton Road  
Kensington

Jaymee Miller  
710 Worthington Ridge  
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Julia Dennis  
115 Norton Road  
Berlin

Timothy Oakes  
31 Belcher Hollow Road  
Berlin

Alexander Halkias  
*Student Representative*  
*Grade 11*  
*Term 2017-2018 School Year*

Jasmine Nappi  
*Student Representative*  
*Grade 12*  
*Term 2017-2018 School Year*

## BOARD OF EDUCATION OFFICE

238 Kensington Rd., Berlin, CT 06037  
860-828-6581

David B. Erwin, Superintendent of Schools  
Brian J. Benigni, 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)  
Eva Gallupe, 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.

## 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;
3. To provide Advisees with the resources and information necessary to make thoughtful decisions about the future; and

### Scheduling

Advisory meets the first day of school and will serve as a welcome back with information students need to begin the school year. Advisory will meet on Wednesdays, 2-3 times per month.

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

## After School Academy

The After School Academy is open every Monday - Thursday (except early release days). 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 eighteen-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, includes expectation for good citizenship and behavior both within and outside the confines of school programs.

## **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 school function for the duration of their suspension. This includes practices, rehearsals, etc. A suspension is considered ended when the student returns to classes.

## **Eligibility-Interscholastic sports, cheerleading, and school co-curricular activities**

Students are **NOT ELIGIBLE** for interscholastic athletics, cheerleading or school activities (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 GPA's 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 9<sup>th</sup> 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. Students 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.

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 he received credit 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. 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.
6. **If in doubt, find out before doing anything!**

**Athletics**

**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.

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

**Berlin Public School Athletic Department:  
Training rules and agreement to participate**

The Berlin Athletic Department recognizes and understands that, due to the individuality of the coach, each student-athlete, and each sport, universal training rules to apply to every situation are not practical. The head coach of his/her particular sport will use sound judgment in the establishment of training rules to apply to his/her own athletes. The athletes will be expected to abide by the rules as set forth by the coach. However, the Athletic Department has established three basic rules which must be adhered to by every student-athlete. These apply 24 hours per day, seven days per week during the entire season, including periods of time when students may be traveling in foreign countries or spending time with their own families.

### **Basic Rules:**

1. The use of any tobacco product or the possession of any lighted smoking materials (including, but not limited to: cigarettes, cigars, pipes, other smoking equipment or products, or vaping paraphernalia e.g. electronic cigarettes and "vape pens") is forbidden.
2. The possession or use of alcoholic beverages or illegal/unauthorized drugs, including marijuana and anabolic steroids, is forbidden. Being under the influence of alcohol or drugs or part of a group where there is obvious drug or alcohol related activity is not allowable. Any improper connections with drugs or alcohol, including selling, supplying, trading and the like are forbidden. *\*Possession includes having material in automobile, locker, or a similar location.*
3. Appropriate behavior by athletes as citizens of their school and community is expected and required. Behavior that reflects poorly upon the team will not be tolerated. It is essential the athlete will do the "right thing."

*Violations of any or all of the above will result in expulsion from the team depending upon the circumstances involved. School disciplinary action will also occur if applicable.*

## Attendance Policy

The Berlin High School Attendance Policy has been developed with the participation of students, parents, teachers and administrators. The basic purpose of this 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 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.

### **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 ten 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 7:22am, students will need to enter through the Main Entrance and obtain a tardy pass.
2. If a student is tardy to school, unexcused, the class(es) that are missed will be considered a class cut.
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. **For every two unexcused tardies, a full class absence will be recorded.**

5. 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.
6. If a student arrives late and is absent for more than half a class, they are considered absent from the class in full.
7. 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. Students must be seen first by the school nurse who will determine if a dismissal from school due to illness is warranted.
5. Unless it is an emergency, no dismissals will be allowed in the middle of a class period.
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 attendance officer or assistant principal 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 assignment/project 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.

A student that is late to class by more than 15 minutes or leaves a class unexcused will result in a class cut. Further, as class cuts accumulate, the following restrictions/actions may occur:

- Immediate suspension of all extracurricular, including athletics, clubs, privileges, and merit societies
- A meeting with a student's parent/guardian
- Referral to 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 grade level administrator 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 5 or more days of school on a family vacation, the parent is asked to submit a note to the principal prior to the planned absences explaining the reasons why. The principal will review the explanation and render a disposition on the attendance matter.

### **Notes required for dismissals and absences**

A note, written by a parent or legal guardian, is required for dismissals from school and for excused absences even if a student has reached the age of 18.

## 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 4, 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 5 courses and minimum of 5 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:

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

### **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 Science, Mathematics, English, World Language, or Social Studies, Business, Technology Education. 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 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 8 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 Policy

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 am-7:15 am  
Lunch is served: 10:35 am-12:02 pm

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.

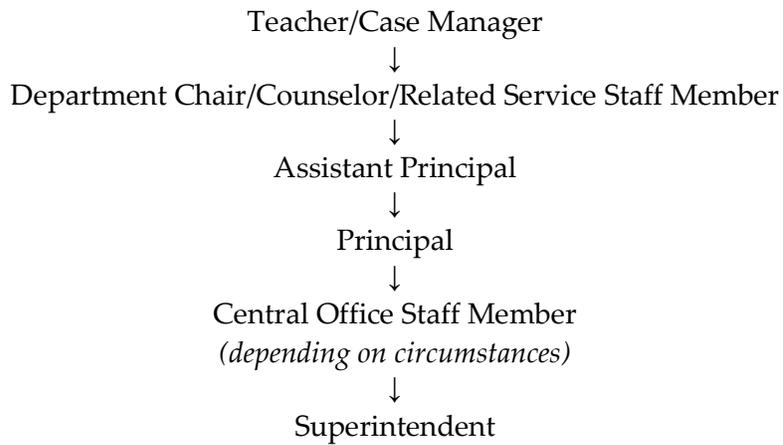
## Care of School Property

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 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 can be found here: [BHS Clubs](#)

**National Honor Society** – Advisors, Mrs. Ramy and Mrs. Evans

Eligibility for selection is based on the following:

- a. Candidates eligible for election to this chapter must be members of the junior or senior class. Selection will occur during the spring semester of junior year and the fall semester of senior year.

- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Berlin High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative weighted GPA of 93.0 recorded after the semester in which selection is determined.
- d. Upon meeting grade level and GPA standard requirements, candidates shall then be considered for membership based on their service and leadership activities over the course of their high school career. Character will be evaluated based on Berlin High School faculty endorsements for membership. The faculty council will use a scoring rubric to assess service hours, leadership activities and faculty endorsements to determine membership.

**Yearbook** – Advisor, Mr. Wicander

The purpose of the yearbook is to compile and publish material which serves as a record of the activities of students at Berlin High School as a tribute to the senior class.

**Redcoat Review** – Advisors, Mrs. Rice and Ms. Briganti

The school newspaper is published to keep students informed through school news, editorials and commentaries.

**Chorus** - Advisor, Mr. Boyle

This group sings for concerts and occasionally for outside organizations. All types of music are studied and performed.

*Class registration is required*

- Chorale: for first year vocalists; requires enrollment in course
- Concert Choir: requires enrollment in course
- Bella Voce: requires enrollment in course AND audition/director's audition
- Madrigals and Jazz Choir: requires enrollment in Chorus or Band AND audition
- Auditions for Madrigals and Jazz Choir are held at the end of each school year. The groups rehearse on Monday evenings from 6:30-8:30.

**Senior Class Play** – Mr. Recore

An annual senior production. Tryouts are open to all seniors.

**Drama Club** – Mr. Recore

An opportunity to participate in drama, including one act plays, skits, improvisations, etc., throughout the year.

**Marching Band** – Director, Mr. Sirois

The Marching Band is an extension of the band course.

Band activity members are responsible for the performances at half time of BHS football games, in addition to other events throughout the year. For further information, see the BHS Band Handbook. Class registration is required.

**Color Guard** – Mrs. Burnham

The Color Guard is an integral part of the Berlin High School Marching Band that enhances the color and visual excitement of all performances. In addition to performing as part of the pre-game and halftime shows at every football game, we also perform during pep rallies and other events.

**Berlin Peer Leaders** - Advisor, Mr. Rudy

The Berlin High School Peer Leadership Program is open to all students in the high school. Peer Leaders are the student members of the school's UPBEAT Program. UPBEAT is a school and community early intervention and prevention drug and alcohol program. Peer leaders attend biweekly meetings and, working under the direction of a Senior Peer Leader, meet in small groups called houses to plan and implement community service projects. Additionally, peer leaders assist other school, community, and adult UPBEAT Teams in carrying out a variety of projects and activities throughout the year. The Peer Leadership Program conducts three residential training weekends each year. Students attend these weekends as they progress through the program. A variety of speakers, programs, and activities are conducted at the meetings, which are usually held in the Monday evenings. Mr. Rudy is the Berlin Public Schools and Community

UPBEAT Director. Student Coordinators for 2017-2018: Hetal Patel, Morgan O'Conner, Sarah Crabtree, James Wicander, and James Christodlous.

**Pop Culture Club** - Advisor, Ms. Nascimento

An opportunity to gather with others to discuss all things Pop Culture: TV, Books, Music, etc. Students may also discuss the development of fundraising events to support Make-A-Wish Foundation.

**Interact Club** – Advisor, Ms. Hatton

Interactors complete multiple community service projects, one of which furthers international understanding and goodwill. Through these efforts, Interactors develop a network of friendships and learn the importance of developing leadership skills and personal integrity, demonstrating helpfulness and respect for others, understanding the value of individual responsibility and hard work, and advancing international understanding and goodwill. Interactors also have the opportunity to attend the annual Rotary Youth Leadership Conference at Springfield College, attend the World-Affairs Seminar in Wisconsin, participate in the Rotary Summer Foreign Exchange program, and be eligible for a Rotary college scholarship.

**Dance Team** - Advisor, Mrs. Mayette

Students will learn jazz choreography to be performed at school based events. Basic dance skills necessary, but dance experience is not required.

**BHS TV Club** – Advisor, Mr. Wolfe

The BHS TV Club is a unique opportunity for students to learn how to communicate effectively through the use of video. Club members will learn how to operate “state of the art” broadcast equipment in the high school’s new TV studio. In addition to the technical aspects members will learn how to develop weekly TV shows

**BHS Musical** – Advisor, Mr. Boyle

The musical is a wonderful community of students who work hard all winter to put on a show in March. Past shows include The Music Man, Thoroughly Modern Millie, Seussical, and Bye, Bye Birdie. All students are welcome to audition in November, and all students who audition will be admitted to the cast. The group also puts on the Cabaret fundraiser in the fall. In this musical revue evening, students perform in small group and large group numbers and meet all the people involved in the musical. Rehearsals will start in September.

**BHS Student Art League** - Advisor: Ms. Galasso

The goal of the BHS Student Art League is to bring together a community of students with a passion for Art. This club is student-driven. Activities could vary from community based projects, activities to push your skills further, or even open studio time to work on your own projects. Open to all skill levels. No experience required.

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.
  - a. 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.

- b. 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.
- c. 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.
- d. 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.
- e. Tobacco, e-cigarettes, vape pens, alcohol, and illegal substances are not allowed on school grounds. Any incidents of possession will result in administrative action.
- f. Student dress cannot be disruptive to the educational process and will follow Board of Education Policies. [BOE Policy](#)
- g. 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 receiving a lunch detention will eat their lunch in the area designated by administration. This is a silent lunch.

### Administrative Detention:

Students will be given 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 ten 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 earn 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 these students during internal suspension. 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.

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 to be 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/Administration Detention/ISS
Leaving School Grounds w/o Permission	Administrative Detention
Profanity	Teacher Detention/Administrative Detention
Skipping 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”)	Confiscation of Materials/Phone Call Home/Social Probation/Loss of Privilege/Administrative Detention
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 of the infraction and the severity of the action. 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 discipline accordingly to assure an orderly and safe environment for all.

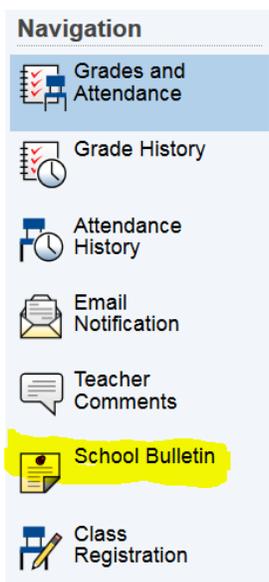
## Communication

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 offering

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 - 7:00 to 10:00 p.m. with arrival with 30 minutes of 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, or Technology*)

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

- Counselors and administrators will review each of their student's 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 5<sup>th</sup> 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 5<sup>th</sup> 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 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 5<sup>th</sup> 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 a 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:	Students should have achieved from Berlin High School:
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:	Student 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	3.5 credits Social Studies (1 cr. Civics/1 cr. US History)
4 credits Math	4 credits Science (1 cr. Biology)
2 credits PE	1 credit Capstone
	.5 credit Personal Finance

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 for parents to 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. 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.**

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: For morning arrival at school, students will use their regular buses at regular times. For students with an exam during the first exam block only, there will be buses, at 9:20 a.m., to take these students home. Additional buses will return to Berlin High School at 11:30 a.m. to pick up any remaining students.
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. Mrs. Stocking will provide a list of students eligible to make up exams.

## 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, as an un-scored 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 needs approval by administration. If an incomplete is granted, all work must be completed in ten 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 ten days.

## Health Room and Wellness

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 your 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 the 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 9th 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 10<sup>th</sup> 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 9<sup>th</sup> grade until the last day of the 10<sup>th</sup> 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 11<sup>th</sup> 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 Regulations**

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. Materials will be available in the main office for parent pick-up between 2:30-3:30 p.m.

## 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: 7:05 a.m. – 3:15 p.m.

Library/Media Specialist: Ms. 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 as well as individual student learning. The library/media center's online databases, books, periodical subscriptions, and newspaper subscriptions are available to all members of the Berlin High School community.

The library/media center maintains multiple computers, all connected to the Internet. All of the online databases are accessible from home, as well as from within the school building. All the library's books are available for circulation. Books may be checked out for three-week periods, with renewals usually possible.

Students may use the library/media center during school hours as part of a visiting class, or independently, with a teacher's pass. Assigned study students are required to secure a pass from the study supervisor before leaving study to visit the library/media center.

## 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.**

## Lost Materials Procedure

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 \$15.00. Charger replacement is \$30.

**Seniors:** Bills are paid by the day of graduation rehearsal or participation in graduation ceremony is not allowed.

## 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, majorettes, 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 6-12 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 B, for Students.

1. Lot "A" - Adjacent to Patterson Way (North) in front of Media Center (for Staff/Visitors).
2. Lot "B" - The large section which faces the Gibney Gym (for Students). **Students may not park in the first three rows on Patterson Way side (closest to the Staff Parking Lot A).**

*Parking on school grounds is a privilege and violation of any of the following 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 9 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 3 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 own 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. In either written, oral form, or photographic providing or taking information for a quiz or test in an unauthorized fashion.
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. Directly. A 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.
3. 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 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.
4. 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, mid-year or final exam, etc. In addition to the "zero," the teacher will contact the parent. 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 our School Counseling secretary.

## Residency and Change of Address/Phone Number

It is expected that all students, their parents 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 withdrawals for any other 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 2017-2018 school year is Kelly S. Maio, Assistant Principal.

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

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 one's self 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**

- A. 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.
- B. 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

The Senior Capstone Project allows students to choose and engage in an approved, personalized learning experience. Students will apply and demonstrate interdisciplinary skills and knowledge acquired in high school while investigating a specialized area of interest. Capstone is a requirement for graduation.

The required tasks of the Senior Capstone Project are to:

- Identify a **Focus Topic**
- Develop a **Project Proposal**
- Evaluate resources and produce an **Annotated Bibliography** of interviews, observations, articles and other reading related to the topic
- Integrate the use of **Technology** throughout the process
- Synthesize research and prepare a **Formal Presentation** and **Artifacts** of learning
- Present findings during formal **Capstone Exhibition** evenings

Students will have the support of a Capstone Coordinator (weekly Capstone Workshop) and Senior Advisor while completing the project. All course resources and due dates are available in Schoology. Failure to adhere to the due dates will result in the Social Probation consequences as outlined in the student handbook.

### **CAPSTONE REQUIRED ASSIGNMENTS 2017-2018**

Focus Topic/Project Proposal
Research and Action Planning begins
Research Journal/Process Plan

Essential Question
Annotated Bibliography (First Draft) <i>Academic source #1 – MLA formatted</i>
Project Review #1 with an Advisor <i>Research &amp; Slides</i>
Project Review #2 <i>Research &amp; Slides</i>
Final Annotated Bibliography <i>All academic sources</i>
Final Project Review
Oral Presentation meetings (1:1) <i>With district administrators</i>
Submit final Display (1:1) <i>Booth, artifacts, technology links</i>
Capstone Expo/Presentations
Reflective Feedback

## Senior Privileges

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. Students will be eligible for senior privileges provided they have not exceeded a total of 20 tardies in their junior year.

Non-seniors who take advantage of senior privileges (e.g. go into senior court) are subject to disciplinary action.

### 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 into 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. Seniors who come in early on a given day must report to the main office. If students stay after usual dismissal time, they must receive permission from the main office.
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. This privilege is for those who **happen** to have such periods unassigned.

### 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. 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 class period.
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 2018.
4. The courtyard will be closed during the winter and inclement weather.

**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, which not only includes meeting all graduation requirements as set forth by the Berlin Board of Education and State of Connecticut, but also not running afoul of the attendance policy of the Board of Education and, Berlin High School conduct rules and expectations. 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. Consequences will be warranted for any defacing, altering or vandalizing property associated with the school or the school district, and can 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 2 for a semester course or an 85 in quarter 4 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 Government

## Class Officer Election Procedures

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 three minute recorded presentation outlining their platform. The presentations will be reviewed by the Student Government Advisor prior to the election day for appropriateness and decorum.

Class of 2018	Advisors -Ms. Stephanie Herrera and Ms. Jillian Berube
Class of 2019	Advisors - Mrs. Jennifer Winkler and Mrs. Sarah Grillo
Class of 2020	Advisors - Ms. Ashley Casello and Mrs. Julie Smith
Class of 2021	Advisors – Mr. Jack Rudy, Mrs. Katie Amenta, and Ms. Amanda Portal.

Class Officers must be members in good standing of their respective classes.

**Student Government/Class Advisors** – Campaigns involving speeches, handouts and posters are encouraged at each level. The Student Council conducts the actual elections. A high standard of ethical behavior is expected of class and Student Council officers. If there is a question of unethical behavior, a class or Student Council officer may request a hearing conducted by the members of the Student Council 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 Council and class officers. Options to be considered would include a one-term probation. Any Student Council or class officer who violates the Board of Education Drug or Alcohol Policy will be removed from their office.

## 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.**

Study hall teachers will not give passes to the gym. 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 will give the student a pass from study hall for a designated time and location.

## 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 8 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 8 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. This policy is in effect beginning with the class of 2017.

## 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 2017-2018 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, 2017;
  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 30, 2017. 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. 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-September 15. The late course registration window is August 15-September 29.**
- 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 drivers 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.

**2017-2018  
BERLIN HIGH SCHOOL BELL SCHEDULE**

<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>ADVISORY</b>
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	2 8:29 – 9:31	4 8:29 – 9:31	3 8:29 – 9:31	8:23 – 9:17
3 9:35 – 10:35	5 9:35 – 10:35	3 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	6 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	5 12:06 – 1:06	Class: 10:59-12:14  Wave 1: 10:59-11:19 Wave 2: 11:30-11:50 Wave 3: 11:54-12:14
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

**2017-2018  
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	2 8:06 - 8:46	4 8:06 - 8:46	3 8:06 - 8:46
3 8:50 - 9:27	5 8:50 - 9:27	3 8:50 - 9:27	4 8:50 - 9:27
4 9:31 - 10:08	6 9:31 - 10:08	5 9:31 - 10:08	6 9:31 - 10:08
6 10:12 - 10:49	7 10:12 - 10:49	7 10:12 - 10:49	5 10:12 - 10:49
7 10:53 - 11:30	8 10:53 - 11:30	8 10:53 - 11:30	8 10:53 - 11:30

**2017-2018  
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	2 10:08 - 10:48	4 10:08 - 10:48	3 10:08 - 10:48
4 Class: 10:51 - 11:59 Wave 1: 10:51-11:11 Wave 2: 11:15-11:35 Wave 3: 11:39-11:59	6 Class: 10:51 - 11:59 Wave 1: 10:51-11:11 Wave 2: 11:15-11:35 Wave 3: 11:39-11:59	5 Class: 10:51 - 11:59 Wave 1: 10:51-11:11 Wave 2: 11:15-11:35 Wave 3: 11:39-11:59	6 Class: 10:51 - 11:59 Wave 1: 10:51-11:11 Wave 2: 11:15-11:35 Wave 3: 11:39-11:59
3 12:04 - 12:44	5 12:04 - 12:44	3 12:04 - 12:44	4 12:04 - 12:44
6 12:48 - 1:26	7 12:48 - 1:26	7 12:48 - 1:26	5 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 2017-18



AUGUST (2/2)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
TO 28	PD 29	1st Day of School	31	

SEPTEMBER (19/21)				
M	T	W	T	F
				1
LD	5	6	7	8
11	12	13 APD	14	BF
18	19	20	21	22
25	26	27	28	29

OCTOBER (20/41)				
M	T	W	T	F
2	3	4 APD	5 &	PD
CD	10	11	12	13
16	17	18 APD	19 &	20
23	24	25	26	27
30	31			

NOVEMBER (19/60)				
M	T	W	T	F
		1*	2*	3
6	PD	8*	9	10
13	14	15 APD	16	17
20	21	22 ED	THANKS GIVING	
27	28	29 #	30	

DECEMBER (16/76)				
M	T	W	T	F
				1
4	5	6#	7#	8
11	12	13 APD	14	15
18	19	20	21	22 ED
WINTER BREAK				

JANUARY (21/97)				
M	T	W	T	F
WB	2	3	4	5
8	9	10 APD	11	12
MLK	16	17	18	19
22	23	24 APD	25	26
29	30	31		

FEBRUARY (17/114)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15 APD	PD
PDW	PDW	21	22	23
26	27	28		

MARCH (21/135)				
M	T	W	T	F
			1	2
5	6	7 APD	8&	9
12	13	14 *	15 *	16
19	20	21 #	22 *#	23
26	27	28 #	29 &	GF

APRIL (16/151)				
M	T	W	T	F
2	3	4	5	6
APRIL BREAK				
16	17	18	19	20
23	24	25 APD	26	27
30				

MAY (22/173)				
M	T	W	T	F
	1	2 APD	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23 APD	24	25
MD	29	30	31	

JUNE (10/183)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14 ** ED	15
18	19	20	21	22
25	26	27	28	29

Key	
<b>August 30</b>	First Day of School for Students
<b>TO</b>	Teacher Orientation
<b>PD</b>	Prof. Development (No School for Students)
<b>LD</b>	Labor Day
<b>BF</b>	Berlin Fair
<b>CD</b>	Columbus Day
<b>ED</b>	Early Dismissal
<b>WB</b>	Winter Break
<b>MLK</b>	Martin Luther King Day
<b>PDW</b>	Presidents' Day Weekend
<b>GF</b>	Good Friday
<b>MD</b>	Memorial Day
<b>APD</b>	Afternoon Prof. Dev. (12)

Report Card Dates	
<b>Elementary School</b>	November 22, 2017 March 19, 2018 June 14, 2018
<b>Middle School</b>	December 8, 2017 March 19, 2018 June 14, 2018
<b>High School</b>	November 10, 2017 January 26, 2018 April 6, 2018 Mailed Home in June
<b>Testing</b>	SBAC March-May 2018

Conferences (Early Dismissal)	
<b>Elementary School #</b>	November 29, 2017 (After School) December 6, 2017 (After School) December 7, 2017 (Evening) March 21, 2018 (After School) March 22, 2018 (Evening) March 28, 2018 (After School)
<b>Middle School *</b>	November 1, 2017 (After School) November 2, 2017 (Evening) November 8, 2017 (After School) March 14, 2018 (After School) March 15, 2018 (Evening) March 22, 2018 (After School)
<b>High School &amp;</b>	October 5, 2017 (Evening) October 19, 2017 (After School) March 8, 2018 (Evening) March 29, 2018 (After School)

School will close for the year upon completion of: 183 Student Days (\*\*June 14, 2018)  
188 Staff Days (June 14, 2018)  
\*\* Make-up days will be added to the end of the school year as needed through June 30.

Special Observance Days	
Sept. 1, 2017	Eid al-Adha
Sept. 21-22, 2017	Rosh Hashanah
Sept. 30, 2017	Yom Kippur
Oct. 5-6, 2017	Sukkot
Oct. 19-23, 2017	Diwali
Jan. 6, 2018	Three Kings Day
March 2-3, 2018	Holi
March 30, 2018 (Sunset)	Passover Begins
April 9, 2018	Bright Monday

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

## **2017-2018** **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](#)