

# **Berlin High School Student Handbook 2020 – 2021**

Purpose Passion Pride



139 Patterson Way  
Berlin, CT 06037

860.828.6577 / Fax 860.829.2169

[Berlin High School Website](https://bhs.berlinschools.org/)  
<https://bhs.berlinschools.org/>

## Communication Guide

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 Communication Guide that students and parents/guardians must follow in order to have their questions or concerns resolved quickly. The chain of communication for BHS is as follows:

Teacher/Case Manager/Athletic Coach/Club Advisor



Department Chair/Counselor/Related Service Staff Member



Assistant Principal/Athletic Director



Principal



Central Office Staff Member  
*(depending on circumstances)*



Superintendent



# Berlin High School

August 2020

Dear Students and Parents/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.

Additionally, in accordance with the guidance from the Connecticut State Department of Education, additional procedures and protocols have been put in place for the safe reopening of schools during the COVID-19 crisis. Please refer to the [Berlin Public Schools Reopening Plan](#) for further information. Students and families are expected to adhere to the expectations outlined in the district plan.

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. This handbook stems from our Berlin Learner Outcomes noted on page 1 and our tenets of purpose, passion and pride; 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 **earn**. 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,

Eileen H. Eustis, Principal

**Eileen H. Eustis**  
Principal

**Katie M. Amenta**  
Assistant Principal

**Barbara Ventura**  
Assistant Principal

**Patricia H. Pires**  
School Counseling  
Supervisor

**David A. Francalanga**  
Director of Athletics, Health,  
and Physical Education

139 Patterson Way  
Berlin, CT 06037

Tel (860) 828-6577  
Fax (860) 829-2169

Twitter/Instagram  
@BHS\_Berlin\_CT

Facebook.com/  
BerlinHighSchool

**Purpose • Passion • Pride**

# Table of Contents

## Academic Information

|   |    |
|---|----|
| Awards & Honors .....                         | 4  |
| Credits .....                                 | 5  |
| Curricular Exemptions .....                   | 6  |
| Exam Information (Midterms and Finals) .....  | 6  |
| Grading Guidelines .....                      | 7  |
| Homework.....                                 | 8  |
| Independent Study Program.....                | 9  |
| Physical Education and Health & Wellness..... | 9  |
| Senior Capstone Experience .....              | 10 |
| Student Schedules .....                       | 10 |
| Transfer Students .....                       | 12 |
| UConn Early College Experience Program .....  | 13 |

## Rules and Regulations

|   |    |
|---|----|
| Attendance Policy .....                           | 14 |
| Bullying Prevention and Intervention Policy ..... | 18 |
| Code of Conduct .....                             | 19 |
| Dances/Proms.....                                 | 22 |
| Drugs, Alcohol, and Tobacco Regulations .....     | 23 |
| Electronic Devices .....                          | 25 |
| Plagiarism and Cheating .....                     | 25 |
| Senior Privileges .....                           | 27 |
| Student Dress .....                               | 28 |
| Study Hall Attendance and Procedures.....         | 28 |

## General Information

|                                     |    |
|-------------------------------------|----|
| Accountabilities .....              | 29 |
| Advisory.....                       | 29 |
| Age of Majority.....                | 30 |
| Bell Schedules.....                 | 53 |
| Berlin High School History.....     | 3  |
| Berlin Learner Outcomes .....       | 1  |
| Cafeteria .....                     | 30 |
| Care of School Property .....       | 30 |
| Chromebook Usage.....               | 30 |
| Class Dues.....                     | 31 |
| Clubs and Activities .....          | 31 |
| Communication .....                 | 32 |
| Community Service Recognition ..... | 32 |
| Directory .....                     | 2  |
| Late Bus .....                      | 32 |
| Library Media Center.....           | 33 |
| Locker Information .....            | 33 |

|  |    |
|--|----|
| Parent Portal Information System .....             | 33 |
| Parking .....                                      | 34 |
| Photographs.....                                   | 34 |
| Recruiting by Armed Services .....                 | 34 |
| Residency and Change of Address/Phone Number ..... | 34 |
| Safe School Climate.....                           | 35 |
| Safety and Security .....                          | 35 |
| Student Government .....                           | 36 |
| Working Papers .....                               | 37 |

**Interscholastic Athletics**

|  |    |
|--|----|
| Interscholastic Athletics .....                      | 38 |
| Eligibility .....                                    | 38 |
| Policies & Procedures for All Student-Athletes ..... | 39 |

**Support Services**

|                                       |    |
|---------------------------------------|----|
| After School Academy .....            | 41 |
| Developmental School Counseling ..... | 41 |

**Health Services**

|  |    |
|--|----|
| Health and Wellness Information.....         | 42 |
| COVID-19 Prevention and Implementation ..... | 47 |
| Medical Insurance/Coverage.....              | 48 |
| Student Accident Insurance.....              | 48 |

**Board of Education Policy**

|                         |    |
|-------------------------|----|
| Table of Contents ..... | 48 |
|-------------------------|----|

**Equal Opportunity and Nondiscrimination**

The Berlin Public School District is committed to a policy of equal opportunity and affirmative action for all qualified persons and does not discriminate in any educational program, activity, employment, or promotional opportunities on the basis of race, color, national origin, sex, disability, age, religion, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding Berlin Public School District’s non-discrimination policies should be directed to Ms. Denise Parsons, Title IX Coordinator, Berlin Public Schools, 238 Kensington Road, Berlin, CT 06037 or 860.828-6581. For Berlin High School building support related to Title IV and Title IX, please contact Mrs. King (PE/Health & Wellness) or Mrs. Amenta (Assistant Principal).

**Emergency School Closings**

The district will be using a rapid parent notification system to notify parents/guardians 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.



## **Learner Outcomes**

*As a result of their K-12 learning experiences and ongoing reflection, students will become increasingly capable of making effective decisions, solving meaningful problems, and influencing positive change in their lives and the lives of others.*

**Kind, compassionate citizens** listen, understand, and act with both empathy and respect, knowing that what they do affects others.

**Mindful and responsive collaborators** contribute ideas and listen to others' perspective to consider courses of action to accomplish a shared goal.

**Effective communicators** share information, ideas, points of view, and/or feelings in a clear, precise, and thoughtful manner appropriate for audience and purpose.

**Resilient and discerning problem solvers** investigate a question, explanation, or challenge by developing an informed, flexible plan of action to construct solutions or offer conclusions.

**Innovative, imaginative designers** develop, test, and refine ideas by experimenting with techniques and tools to reach a desired outcome.

# Directory

## **Board of Education Office**

238 Kensington Road, Berlin, Connecticut 06037; 860.828.6581

[Berlin Public Schools Website](#)

## **Board of Education Members**

|                           |                |
|---------------------------|----------------|
| Richard Aroian, President | Adam Salina    |
| Julia Dennis, Secretary   | Dr. Kari Sassu |
| Mary Ellen Maloney        | Tracy Sisti    |
| Jaymee Miller             | Matthew Tencza |
| Timothy Oakes             |                |

## **Student Representatives**

|               |              |
|---------------|--------------|
| Lindsey Leary | Ryan McGowan |
|---------------|--------------|

## **Administrative Officers**

|                          |  |
|--------------------------|--|
| Brian J. Benigni.....    | Superintendent of Schools                                |
| Erin McGurk, Ed.D. ....  | Assistant Superintendent for<br>Curriculum & Instruction |
| Jeffrey Cugno .....      | Director of Business Operations                          |
| Linda A. Holian.....     | Director of Pupil Personnel Services                     |
| Cynthia Martin .....     | Supervisor of Special Education, 6-12                    |
| Michelle Zeuschner ..... | Supervisor of Special Education, PK-5                    |
| Denise Parsons .....     | Director of Human Resources                              |

## **Berlin High School**

139 Patterson Way, Berlin, Connecticut 06037; 860.828.6577

[Berlin High School Website](#)

## **Berlin High School Administration**

### **Principal**

Eileen H. Eustis

### **Assistant Principals**

Katie M. Amenta

Barbara Ventura

### **Director of Athletics, Health, and Physical Education**

David A. Francalangia

### **Department Supervisors/Coordinators**

|                                  |                             |
|----------------------------------|-----------------------------|
| Career Technical Education ..... | Pamela Dennis               |
| English.....                     | Laurie Pieciewicz           |
| Fine Arts.....                   | Tyler Boyle / David Holland |
| Mathematics .....                | Ross Hanson                 |
| School Counseling.....           | Patricia Pires              |
| Science.....                     | Adam Leonard                |
| Social Studies .....             | Jeffrey Cronk               |
| World Language.....              | Jessica Ramy                |

# 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.



Photo by: Tom Smith, Gilbane Building Co.



# Academic Information

## Awards and Honors

### **Honor Roll**

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

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

### **BHS Scholastic Award**

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

### **Honors Citation**

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

### **Valedictorian**

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

### **Salutatorian**

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

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

### **Reporting of Class Rank**

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

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

### **Weighted GPA**

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

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

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

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

### **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 first day of the next school year; 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.

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

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

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

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

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

## **Curricular Exemptions**

It is the policy of the Board of Education to provide, during the school day, planned and systematic instruction related to dissection, family life education, HIV/AIDS, and sexual abuse and assault awareness. Per [Board Policy 6144.1](#), curricular exemptions are permitted with proper notice. Alternate assignments will be provided.

## **Exam Information (Midterms and Finals)**

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 a.m. 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. Students will use their regular buses for morning arrival at Berlin High (7:20 a.m.) and transportation home at the end of exams (11:30 a.m.). There is no mid-exam bus transportation.
5. Absences must be called in by parents/guardians, on the day of the absence. To receive make-up privileges, students are to bring in a parental note directly to an assistant principal on the day following the absence. A list of excused absences will be provided to teachers.

## **Grading Guidelines**

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

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

### **Make-Up Work**

**It is the student's responsibility to contact teachers for make-up work due to absence from school.**

This work should be completed in a reasonable amount of time. A student has twice the number of days of his absence to complete work. Failure to do so will result in a failing grade (0) for any assignments not completed and turned in within the 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/guardian of a student who may be or has been absent for an extended period of time (i.e. 10 days due to illness) is asked to contact the School Counseling Department to discuss options for coordinating with the student and teachers for make-up work.

### **Incomplete Grades**

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

### **Berlin High School Academic Intervention Plan**

**Student is earning below a 70 for the quarter, classroom teacher will:**

1. Contact home (phone or email)
2. Develop a plan with the student and parent/guardian for improvement, which may include extra help and use of school resources for study and organization – writing center, math center, After School Academy, meeting with classroom teacher, utilizing NHS/peer tutors
3. Implement classroom strategies and/or accommodations
4. Consult with school counselor, case manager, or related service providers

**Student earns at least one grade below a 60 or multiple grades below a 70 at the end of the quarter, counselor/case manager will:**

1. Contact home (phone or email)
2. Work with classroom teachers to implement classroom strategies and/or accommodations
3. Develop a plan with the student and parent/guardian for improvement, which may include extra help and use of school resources for study and organization – writing center, math center, After School Academy, meeting with classroom teacher, utilizing NHS/peer tutors
4. Work with student and parent/guardian to increase communication with the classroom teachers and use of PowerSchool to monitor academic progress and homework

**Student has three or more grades below 70 during the quarter as reflected in PowerSchool:**

1. For each weekly At-Risk Team meeting, the school counselor runs a report for students who have Ds or Fs in their PowerSchool grades.
2. Counselor and/or administrator conducts a file review;
3. Counselor and/or administrator refers student to At-Risk Team;
4. At-Risk Team identifies potential interventions and next steps for student, such as:
  - a. Referral to After School Academy or Choice After School Academy
  - b. Parent/Guardian Meeting
  - c. Staffing
  - d. Counseling services with school counselor
  - e. Consult with Reading or Math intervention specialist
  - f. Consult with Pupil Personnel Service providers (i.e. social worker, school psychologist, psychiatrist); and
5. Results of interventions are discussed at future At-Risk Team meetings.

**Student continues to have three or more grades below 70 reflected in PowerSchool and/or report card for more than two quarters:**

1. Counselor and/or administrator reviews previous interventions put in place through the At-Risk Team
2. At-Risk Team identifies additional interventions and next steps for student, such as:
  - a. Structured Study support class
  - b. Academic Reading support class
  - c. Academic Math support class
  - d. Referral to Alternative Academic Program
  - e. Referral to 504 eligibility determination
  - f. Referral to Special Education eligibility determination
  - g. Referral to Effective School Solutions

## **Homework**

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/guardians and teachers. (The full Board of Education policy regarding homework can be found at [BOE Homework Policy](#) and [BOE Homework Policy - Regulations](#).)

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

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

## **Independent Study Program**

### **Guidelines**

1. Students may apply for a credited (.50 or 1.00) independent study program with a teacher advisor. All basic course requirements must be met. Students must have a total of 7 credits in their schedule before applying. Independent study may not be taken in place of a regular course.
2. All independent study applications must be approved by the principal or designee. All independent study project applications must be reviewed by the Independent Study Coordinator in order for the student to receive credit. Each student will be notified of acceptance in writing.
3. There will be weekly meetings with the student and Subject Advisor.
4. The student will present his/her completed work in the form best suited to his/her study.
5. 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.

## **Physical Education and Health & Wellness**

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

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

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

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**Beginning August 31, 2020: Until further notice, locker rooms will be closed during the school day due to COVID-19 protocols. On the days PE or Health/Wellness is scheduled, students should wear comfortable clothing and sneakers to school. Course activities will be adjusted accordingly.**

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**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/guardian. Written documentation from a doctor is required for a medical excuse from physical education if the student is unable to participate for more than three class periods. The doctor's note is to be given to the school nurse and a pass will be issued to the student. The pass is to be given to the physical education teacher.

## **Senior Capstone Experience**

The senior capstone project is a graduation requirement that allows students the opportunity to demonstrate attainment of the Berlin Learner Outcomes. Grade 12 students pose questions, conduct investigations, and develop original projects. Students demonstrate learning through informal and formal presentations of their findings to give insight into what they learned about the topic and themselves throughout their investigations.

Students must pass Capstone in order to graduate and participate in graduation ceremonies. If a student does not complete their capstone project or does not meet the benchmark, students and parents/guardians will be notified. A meeting with the school counselor and the capstone advisor will be held to review outstanding work, schedule presentations, and discuss any additional support needed. Students will have an opportunity during finals week in June to complete the work and present. If the student has not met the benchmark during finals week, the student will not be permitted to graduate. Outstanding work can be completed and presented during summer school.

## **Student Schedules**

Students receive teacher recommendations and course registration information in late January/early 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 courses 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:

| <b>Classes of 2021 and 2022</b>  | <b>Classes of 2023 and 2024</b>   |
|--|---|
| English .....4 credits   | <b>Humanities</b> ..... 9 credits<br><i>(4 English; 3 Social Studies including US History and Civics; 1 Fine Arts including any combination of art, music, or theatre; 1 elective from English, Social Studies, World Language, Art, Music, or Theater)</i> |
| Mathematics .....4 credits   |   |
| Social Studies .....3.5 credits<br><i>(including 1 credit US History and 1 credit Civics)</i>  | <b>STEM</b> ..... 9 credits<br><i>(3 Mathematics; 3 Science including Biology and Physical Science; 3 electives in Science, Mathematics, or Technology Education)</i>   |
| Science .....4 credits<br><i>(including 1 credit Biology)</i>  |   |
| Physical Education .....2 credits<br><i>(including .25 credit Health)</i>  | <b>Physical Education and Health and Safety</b> ..... 2 credits<br><i>(1 Physical Education electives; 1 Health and Wellness I and II)</i>  |
| Personal Finance .....0.5 credit   |   |
| Capstone Project .....1 credit   | <b>World Language</b> ..... 1 credit  |
| Electives .....8 credits<br><i>(including 1 credit Art, Business, Family &amp; Consumer Science, Music, Technology, or World Language)</i> | <b>Career and College Readiness</b> ..... 1 credit<br><i>(0.5 Personal Finance; 0.5 elective in Business, Family &amp; Consumer Science, or Technology Education)</i>   |
| <b>Required Total: 27 credits</b>  | <b>Capstone</b> ..... 1 credit  |
|  | <b>Electives</b> ..... 4 credits  |
|  | <b>Required Total: 27 credits</b>   |

- Counselors and administrators will review each of their students’ schedules upon completion of the master schedule and make adjustments as necessary to meet the student’s initial course request. Not all initial course requests may be honored and alternatives may be selected due to course availability.
- Students will receive their schedules prior to the start of the school year.
- Students can contact their counselor up until the end of the school year and then again from the first day of school through the fifth day of the new school year to make first semester elective changes only to their schedule. Core course level changes only will be honored up until the last school day in September. Semester two elective changes may be requested through the fifth day of the second semester.
- In order to keep classes balanced, counselors WILL NOT honor any teacher changes and NO movement will be made of any core classes in order to accommodate an elective change.
- **After the fifth school day of the new school year, NO schedule changes will be made by the school counselors.** All questions or concerns regarding schedule issues will be brought to the attention of the Supervisor of School Counseling. If necessary, the Supervisor of School Counseling will bring any scheduling issues to administration for review.
- If a student is approved by the Supervisor of School Counseling and administration after the fifth school day to drop a course, the student will receive a “W” for withdrawal, and this will be reflected on the student’s transcript.



## **Overrides**

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

## **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/guardian, counselor, and teacher to discuss the need for the change and this information will be brought to the Supervisor of School Counseling who will then make the schedule adjustment. Evidence from data and class assessments must indicate a student's difficulty with class content to warrant the possible change.

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

## **Transfer Students**

### **Students Transferring into BHS**

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.

Home-schooled students wishing to receive a diploma from Berlin High School must attend Berlin High School for two years of education, one of which must be their final year. The principal shall evaluate the student's prior educational experiences and determine what, if any, credits to meet graduation requirements have been earned. A student may be required to take a Berlin High School exam, provide a portfolio of evidence of learning, or otherwise demonstrate mastery of content to be awarded credit. After enrolling in Berlin High School, these students must satisfy all additional distribution and credit requirements in appropriate subject areas, as determined by the school counselor and the principal. The decision of the principal shall be final.

## **Transcripts**

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

## **GPA and Rank**

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

## **Honors**

Any student transferring in as a senior with a 90 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.

## **Credit Requirements**

Transfer students are responsible for fulfilling Berlin High School's requirements and they will be scheduled for Berlin High School's minimum of 7 credits per year.

If students are below the credit recommendations, 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 with the letter.

## **Grade Classification for Transfer Students**

Upon review of courses previously taken and credit earned, student placement will be as follows:

|                                |  |
|--------------------------------|--|
| 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 |

## **UConn Early College Experience Program**

UConn Early College Experience (UConn ECE) is a concurrent enrollment program that allows motivated high school students to take UConn courses at their high schools for both high school and college credit. Every course taken through UConn ECE is equivalent to the same course at the University of Connecticut. Students benefit by taking college courses in a setting that is both familiar and conducive to learning. The University of Connecticut certifies high school teachers to serve as UConn ECE Instructors and teach UConn courses. Established in 1955, UConn Early College Experience is the

nation's longest running concurrent enrollment program and is accredited by The National Alliance of Concurrent Enrollment Partnerships.

- In order to register for the UConn college credits, students must take important steps and meet rigid deadlines:
  1. Complete the [2020-2021 Consent Form](#) at [ece.uconn.edu](http://ece.uconn.edu);
  2. Apply online to the [University of Connecticut](#) ECE Program by September 16, 2020;
  3. Activate the UConn NetID, which is emailed to students within two days of applying online to UConn;
  4. Register for courses online by September 30, 2020; and
  5. Pay for the courses by November 7, which must be done through the student's UConn ECE online account. (Financial aid is available to students who are receiving free/reduced lunch. Please see Mrs. Pires.)
- 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 30.

Questions and concerns can be directed to UConn ECE representatives via email at [ece@uconn.edu](mailto:ece@uconn.edu) or via phone at 1-855-382-8323.

## Rules and Regulations

### Attendance Policy

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

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

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**Students attending remotely through hybrid or full distance learning will adhere to all attendance policies as outlined.**

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### Attendance Limits

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

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

### **Excused Absences**

Verification of excused absences is done primarily by phone. The student's parent/guardian is asked to call the high school (860.828.6577 x1003) on the morning of the absence prior to 8:30 a.m. stating the reason for the absence. ***Parents/guardians 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/guardians 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/guardian).
  - Death in the student's family or other emergency beyond control of the student's family.
  - Mandated court appearance (with written documentation).
  - The lack of transportation that is normally provided by a district other than the one the student attends.
  - Extraordinary educational opportunities pre-approved by the district's administration and in accordance with Connecticut State Department of Education guidance.
  - Students whose parent/guardian is an active duty member of the armed forces that has been called for duty or who is on leave from or has immediately returned from deployment will be granted 10 days of excused absences to visit with his/her parent/guardian.

***A full review of the BOE policy on Student Attendance and Truancy may be found at [BOE 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**

Tardiness is defined as not present in the classroom and prepared for learning when the bell rings. Students are expected to be in class at the start of the class period.

**Excused Tardy:** Lateness to school with a legitimate reason and acceptable note from a medical professional or court. Excused tardy to class is lateness to class with a legitimate pass from a staff member. The following reasons are acceptable reasons for being tardy to school or class: personal illness, appointment with a health or legal professional, family emergency, late bus, or arriving late with a pass from another teacher.

Tardiness will not be excused for oversleeping, unverified transportation problems, etc. Verification for an excused tardy must be made the day of the lateness or the day following. 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.

**Unexcused Tardy:** Lateness to school or class up to 20 minutes without a legitimate pass from a staff member or acceptable note from a medical professional or court. Students more than 20 minutes late to class without a legitimate reason or acceptable pass will be considered to have an **unexcused absence** for that class period.

Any student arriving after 7:22 a.m. will need to enter through the main entrance and obtain a tardy pass at the tardy desk.

Consequences for ongoing unexcused tardiness:

1. Administration and office staff will work together to assign weekly detentions for students with three or more unexcused tardies in any given week.
  - a. First offense: warning issued
  - b. Future occurrences: after-school detention
  - c. Continual weekly tardiness: students may be assigned additional consequences including in-school suspension and loss of privileges

## **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/guardian.
3. Unless it is an emergency, no dismissals by phone will be accepted after 9:00 a.m.

4. Dismissals related to illness require authorization from the school nurse. Students should report to the nurse if they feel ill.
5. Unless it is an emergency, no dismissals will be allowed in the middle of a class period unless approved by administration.
6. Unless it is an emergency, parents/guardians 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. The assistant principal or designee may verify early dismissal notes by calling a parent/guardian at home or at work and appropriate discipline will be implemented if there is a false attempt for a dismissal or an unacceptable dismissal.
9. If any student accumulates a significant number of dismissals, a letter will be sent home notifying the parents/guardians of the number of dismissals along with the reason for the dismissals.
10. Dismissals will not be allowed during midterm exams, final exams, state mandated testing, or any other school-wide or grade-level testing, except in the case of an emergency.
11. Dismissals from In-School Suspension will result in making up the time the next school day.
12. All student dismissals must be processed through the main office prior to the student leaving school grounds. Dismissals will not be approved after the student leaves the school. Such dismissals are considered leaving the school without permission. **Failure to adhere to this procedure will be considered a class cut and will receive disciplinary and academic consequence.**

### **Class Cuts**

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

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

The result of a student arriving late to class by more than 20 minutes or leaving a class unexcused is a class cut. Further, as class cuts accumulate, the following restrictions/actions may occur:

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

### **Withholding Credit**

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

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

1. If a student or parent/guardian does not agree with the decision, an appeal may be made to the assistant principal within a week of notification using the [Credit Appeal Application](#). 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/guardians should schedule family vacations during the regularly scheduled school vacation periods. Under normal circumstances, it is not reasonable to expect teachers to provide work which will adequately make up for all a student should have learned while in school. Likewise, it is discouraging to students to miss school and have to maintain progress while making up work upon return.

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

## **Impact of Absence from School as it Relates 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/guardian presents an acceptable excuse for the Friday absence, the student may participate in the Saturday event. The parent should contact the principal or athletic director for approval.

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

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**Remote attendance is considered present provided the student logs into all classes appropriately and "attends" per expectation.**

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## **Bullying Prevention and Intervention Policy**

Berlin High School is committed to creating and maintaining an educational environment that is physically, emotionally, and intellectually safe and thus free from bullying, teen dating violence, harassment, and discrimination. State law and the Berlin Board of Education's Safe School Climate Plan expressly prohibit bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased, or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased, or used by the Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited. **Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension, and expulsion, and consistent with state and federal law.**

For purposes of this policy, “**bullying**” means the repeated use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

1. causes physical or emotional harm to such student or damage to such student’s property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such student at school; or
5. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but is not limited to, a written, verbal, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, or developmental sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Please refer to the [Berlin Board of Education Policy](#) and our school website for the Berlin Public School Safe School Climate Plan including definitions, responsibilities, and procedures for reporting and investigating complaints of bullying.

### **Administrative Regulations Regarding Sex Discrimination and Sexual Harassment**

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees, or third parties subject to the control of the Board. Students, Board employees, and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. **Any student or employee who engages in conduct prohibited by the Board’s sex discrimination and sexual harassment policy shall be subject to disciplinary action.**

Please refer to the [Berlin Board of Education Policy 5145.5-R](#) and our school website for complete regulations including definitions, responsibilities, and procedures for reporting and investigating complaints of sex discrimination and sexual harassment.

### **Code of Conduct**

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

1. Respect yourself, all members of the Berlin High School community, and the facility.
2. Treat others as you wish to be treated. Demonstrate respectful and courteous behavior at all times. This includes maintaining physical safety for self and others.
3. Students will use language that is respectful at all times. Profanity, inappropriate, or offensive language will not be tolerated.
4. Care for school and others’ property is expected. Students should not write, mark, or damage any items. This includes using trash receptacles for garbage at all times. Use furniture appropriately.



5. While in the hallways, avoid blocking areas and be relatively quiet. When in the hallway during class time students are expected to have a signed pass from a teacher.
6. Tobacco, e-cigarettes, vape pens, alcohol, illegal substances, and paraphernalia are not allowed on school grounds. Any incidents of possession will result in administrative action.
7. During all emergency situations or drills, full cooperation and silence is required in order to maintain safety for all.

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**It is expected that students will abide by all COVID-19 related safety measures, procedures, and protocols. Failure to comply or cooperate will result in progressive disciplinary action up to and including the removal of in-person learning.**

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### **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/guardian 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/guardians 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) or other consequences as appropriate.

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

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

Removal from Class: Each teacher shall have the authority to remove a student from class when the student causes a serious disruption to the educational process within the classroom. If a student needs to be removed from class, the teacher must call the main office to request an administrator or designee to escort the student. Further disciplinary action may be taken.

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

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

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

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

**Administrator’s Discipline Guidelines**

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

All safety protocols will be reviewed with students at the beginning of the school year.

1. Administrative Detention
2. In-School Suspension
3. Out-of-School Suspension
4. Loss of Privileges / Social Probation
5. Meeting or Phone Call to Parents/Guardians / Meeting with Teacher
6. Restitution
7. Follow Town/BOE Policies and Procedures
8. Expulsion Referral Possible
9. Notification of and/or Referral to Berlin Police Possible
10. Loss of Credit for the Assignment/Assessment or Period Grade

| Incident   | Possible Responses |   |   |   |   |   |   |   |   |    |
|--|--------------------|---|---|---|---|---|---|---|---|----|
|  | 1                  | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Alcohol (suspected use, possession) (1st offense)            |                    | X | X |   | X |   | X | X | X |    |
| Attendance Policy Violation                                  | X                  |   |   | X | X |   | X |   |   | X  |
| Cheating   | X                  | X |   | X | X |   |   |   |   | X  |
| Disruptive Behavior  | X                  | X | X | X | X | X | X | X |   |    |
| Drugs (distribution)   |                    |   | X |   | X |   | X | X | X |    |
| Drugs (suspected use, possession) (1st offense)              |                    | X | X |   | X |   | X | X | X |    |
| Failure to follow protocol of health-related safety measures | X                  | X | X | X | X | X | X | X | X | X  |
| Fighting/Altercation/Physical Aggression                     |                    | X | X | X | X |   | X | X | X |    |
| Forgery/Dishonesty   | X                  |   |   |   | X | X |   |   |   |    |
| Harassment (Non-Sexual)                                      | X                  | X | X | X | X |   | X |   |   |    |
| Harassment (Sexual)  | X                  | X | X | X | X |   | X | X | X |    |
| Inappropriate Behavior                                       | X                  |   |   | X | X | X |   |   |   |    |
| Insubordination/Disrespect                                   | X                  | X |   | X | X |   |   |   |   |    |

|   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|
| Leaving Class without Permission  | X | X |   | X | X |   |   |   |   |   |
| Leaving School Grounds without Permission   | X |   |   | X | X |   |   |   |   |   |
| Physical Altercation  | X | X | X | X | X |   | X | X | X |   |
| Plagiarism  | X | X |   |   | X |   |   |   |   | X |
| Profanity   | X | X |   |   | X |   |   |   |   |   |
| Racial Slurs/Hate Crimes  | X | X | X | X | X |   | X | X | X |   |
| Skipping Class  | X | X |   | X | X |   |   |   |   | X |
| Skipping Teacher Detentions   | X |   |   | X | X |   |   |   |   |   |
| Smoking/Possession of Tobacco or Nicotine Products (including cigarettes, cigars, pipes, other smoking equipment or products, or vaping paraphernalia e.g. electronic cigarettes and “vape pens”/juuls) | X | X | X | X | X |   | X |   |   |   |
| Tardiness   | X |   |   |   | X |   |   |   |   |   |
| Teasing   | X | X |   |   | X |   |   |   |   |   |
| Theft/Stealing  | X | X | X | X | X | X |   | X | X |   |
| Threat/Intimidation/Verbal Harassment   | X | X | X | X | X |   | X | X | X |   |
| Throwing Objects  | X | X |   | X | X | X |   |   |   |   |
| Vandalism   | X | X | X | X | X | X | X | X | X |   |
| Verbal Altercation  | X | X | X | X | X |   |   |   |   |   |
| Verified Bullying   | X | X | X | X | X |   | X | X | X |   |
| Violation of Code of Conduct/School Rules   | X | X | X |   | X | X |   |   |   |   |
| Violation of Hands Off Policy   | X | X |   |   | X | X |   |   |   |   |
| Weapons   |   | X | X | X | X |   | X | X | X |   |

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

## Dances/Proms

1. All students attending must be in at least grade 9, including guests.
2. A BHS student may bring a guest, age 21 or younger; however, the sponsoring student must register the guest in advance, using the [Dance Guest Pass](#). 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/guardian presents an acceptable excuse for the Friday absence, the student may attend a Saturday dance. This must be done in advance and approved by an administrator. Appropriate documentation will be requested.
4. Hours of regular dances are 7:00 to 10:00 p.m. with arrival starting 30 minutes prior to the start of the event. Parents/guardians 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/guardians 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.

## **Drugs, Alcohol, and Tobacco Regulations**

The unlawful use, sale, distribution, or possession of controlled drugs, controlled substances, drug paraphernalia, or alcohol on or off school property or during any school sponsored activity is prohibited.

Smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) or vapor product, on the property of any school or administrative office building or at any school-sponsored activity is prohibited.

It shall be the policy of the Board of Education to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale, or use of substances that affect behavior.

Any student in the Berlin Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling, or aiding in the procurement of tobacco, drugs, controlled drugs, controlled substances, drug paraphernalia, or alcohol either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes § 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.

Students may be suspended or expelled for drug or alcohol use off school grounds if such drug or alcohol use is considered seriously disruptive of the educational process. In determining whether the conduct is seriously disruptive of the educational process, the administration and the Board may consider among other factors: 1) whether the drug or alcohol use occurred within close proximity of a school; 2) whether other students from the school were involved; and 3) whether any injuries occurred.

### **Definitions**

**Drug(s):** Any alcohol, controlled drug, illegal substances, inhalants, or any medication for which the student does not have a prescription from a healthcare professional, or a substance or medication which is misused. For purposes of these regulations, drugs may include facsimiles.

**Controlled Drug(s):** Those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the commissioner of consumer protection pursuant to Section 21a-243 of the Connecticut General Statutes as having a stimulant, depressant, or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse and/or psychological or physiological dependence. Such controlled drugs are classified as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, and other stimulant and depressant drugs.

**Drug Paraphernalia:** Refers to equipment, products, and materials of any kind which are used, intended for use, designed for use, or which could be reasonably perceived as designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing or, injecting, ingesting, inhaling, or introducing into the human body.

**Tobacco:** Any product made or derived from tobacco or nicotine that is intended for human consumption, including any component, part, or accessory of a tobacco product. This includes, among other products, cigarettes, cigarette tobacco, roll-your-own tobacco, e-cigarettes, smokeless tobacco, or tobacco/nicotine inhalants or vaporizers (vapes).

**Distribution:** Actual transfer or actions leading to the transfer from one person to another.

**Offer:** Make available, present for acceptance or rejection.

### **Tobacco Regulations**

The State has mandated that smoking not be permitted anywhere on school grounds. Chewing tobacco is not permitted anywhere inside or outside the building. In accordance with Berlin Board of Education policy, there will be no smoking, possession, or use of any tobacco related products at any school, school sponsored event, or on any school grounds in the town of Berlin at any time. This rule also applies to school sponsored events off campus, sporting events, proms, etc.

For violations of the tobacco regulations, the administrator will make a reasonable effort on all offenses to contact a parent or guardian.

**Possession or use of tobacco or nicotine products will result in appropriate disciplinary action up to and including suspension.**

### **Actions to be Taken When There is Suspicion or Confirmed Possession, Use, or Distribution of Alcohol, Drugs, and Drug Paraphernalia by a Student**

The administrator or designee will inform the student that the school suspects or has confirmed they possess, are using, and/or offering/distributing. In the case of a student who appears to be under the influence of drugs or alcohol during the school day, the health services office will evaluate the student's condition and make recommendations for further medical involvement, if necessary. When an administrator has reasonable suspicion that a student has ingested alcohol, the student shall be given the option to take a breathalyzer test.

The student will be asked to:

1. Give the administrator any drug(s) or drug paraphernalia on their person.
2. Give the administrator any drug(s) or drug paraphernalia that are stored in school or on school grounds, including vehicles.
3. Identify who the student gave/offered or from whom the student received/has been offered any drug(s) and/or drug paraphernalia.

The administrator or designee will conduct a search of the student and his or her belongings. This can and may include a vehicle parked on school premises.

The administrator or designee will provide a verbal report of the incident to the police when alcohol, controlled drugs, drug paraphernalia, or suspicious materials are involved.

The administrator or designee will contact a parent or guardian to inform them of the suspicion and ask for a meeting. The administrator or designee will refer all concerns to the school counseling department.

**Violation of this policy shall constitute reason for disciplinary action that will include suspension and possible expulsion from school and/or co-curricular activities and forfeiture of school leadership positions.**

Per state statute (Connecticut General Statute 21 a- 240(9), 21 a-277, 21 a-278), for offer or distribution of a drug or drug paraphernalia, the student will receive a 10-day suspension and a recommendation to the superintendent for a mandatory expulsion.

## **Electronic Devices**

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

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

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

- during lunch in the cafeteria
- in study halls, in the study hall location
- during passing time
- before and after school

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

No recording, video or audio, or photographs may be taken in school **or via remote access**, 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.

## **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, written, and electronic form is done by oneself unless the work is properly credited in an approved open fashion.

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

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

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

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

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

### **Consequences**

1. Student will receive a zero with no opportunity for make-up for any work in which the cheating occurred.
2. Teacher will notify the parent/guardian and file a behavior referral to the assistant principal. The incident will become part of the student's disciplinary record. A student may face disciplinary consequences of the school including but not limited to, suspension.
3. The student may jeopardize his/her eligibility for awards and other recognitions/opportunities offered by the school.

## Senior Privileges

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

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

1. Seniors with study hall at the beginning or end of the day may arrive late or leave early if they have completed and returned the [Senior Privilege Form](#) to the main office. Seniors with the late arrival privilege must report on time to their first scheduled class of the day.
2. Students with senior privilege late arrival should be prepared for class. Students may not enter with food and drink. Students may be required to show identification upon arrival.
3. Upon arrival, seniors who come in early on a given day must sign in at the attendance desk.
4. Seniors may not wait for rides. If transportation is not available, the senior is to report to study in the assigned area. Roaming the halls is not permitted.
5. Seniors may not alter their schedules in order to accommodate senior privilege late arrival or early dismissal.

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**For the 2020-2021 school year only, Late Arrival/Early Dismissal is available to all students, grades 9 through 12.**

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### **Senior Courtyard and Upbeat Room**

The Senior Courtyard and Upbeat Room are available for seniors to use during assigned study hall periods. Senior Courtyard will be available during students' assigned lunch waves.

#### Procedure for use during study hall:

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

#### Procedure for use during lunch waves:

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

#### 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 of.
3. Any student using the Courtyard **MUST** be a member of the Class of 2021.
4. The Courtyard will be closed during inclement weather.

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



### **Senior Prank and Graduation**

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

### **Final Exams for Seniors**

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

### **Student Dress**

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

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

See the [Board of Education Policy-Student Dress](#) for additional information.

### **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 study during this time.
3. After attendance is taken, pre-signed passes may be approved. No passes to the gym, school counseling office, or to other areas will be issued. 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.
5. *Any student requesting to leave study hall for another area must have a signed pass and sign out.*

# General Information

## Accountabilities

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

- **Locks:** Replacement cost is \$10.00.
- **Books:** Replacement cost during the first year of life of the book. Reduce by 10% each year. At five years, 50% of replacement cost. This is the lowest cost.
- **Rebound Books:** Same as above for five years. After five years, drop to \$5.00.
- **Other materials:** Replacement cost.
- **Chromebook:** Replacement cost is \$240.00; see the Chromebook Usage section below for additional fees.

## Senior Accountabilities

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

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

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

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

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

## Advisory

The goals of Advisory are:

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

## **Scheduling**

Advisory meets the first three days of school and will serve as a welcome back with information students need to begin the school year. Advisory will then meet every Wednesday in September and two times per month thereafter. Senior students will receive coaching from Advisors in completing the Senior Capstone project. More information about Capstone can be found in the Senior Capstone section of this handbook.

## **Age of Majority**

In all school matters requiring the approval or presence of a parent/guardian, the 18-year-old student will be allowed to represent him/herself and sign all appropriate forms under his/her responsibility. However, the school reserves the right to contact parents/guardians 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.

## **Cafeteria**

|                      |                         |
|----------------------|-------------------------|
| Breakfast is served: | 7:05 a.m. - 7:15 a.m.   |
| Lunch is served:     | 10:35 a.m. - 12:25 p.m. |

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

1. All students in the cafeteria must be seated at a table. To avoid injury students may not sit on tabletops and may not share seats.
2. Food and drink are to be consumed in the cafeteria or in approved designated areas (Senior Court) during lunch waves.
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 appropriate conversations.

## **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.

## **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; fees are as follows:

|                               |                |
|-------------------------------|----------------|
| Chromebook Replacement: \$240 | Shell: \$20    |
| Charger: \$30                 | Bezel: \$5     |
| Carrying Case: \$20           | Screen: \$75   |
| Top Case: \$60                | Keyboard: \$60 |
| Bottom Case: \$20             |                |

## Class Dues

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.

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

## Clubs and Activities

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

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

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

### **Requesting a New Club**

In order to establish a new club, a Berlin High staff member must first be willing to sponsor the new club. Once an advisor has been secured, the district's New Club Application will be completed, reviewed by the principal, and a determination made as to whether or not to allow the new club to form. See [New Club Application](#) for more information.

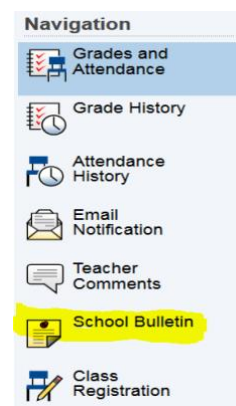
## **Communication**

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

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

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

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



## **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 Recognition](#) form must be completed after the activity and signed by the person in charge of the activity, attesting to the hours the student devoted to the service. 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 quarter four of senior year, and will be verified at that time.

## **Late Bus**

Late buses will leave at approximately 2:50 p.m., Monday through Thursday, from the main entrance to the building. The late bus is to be used for make-up work, intramural or extracurricular activities, detentions, etc. Please do not use the late bus service for large group activities.

## Library Media Center

Hours: 7:25 a.m. – 2:10 p.m.  
Library Media Specialist: Mrs. Rachel Rice

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

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

Students may visit the library media center during school hours with their class, or independently by obtaining an electronic library pass made available in Schoology each day. Visit the [Berlin High Library Media Center](#) for more information.

## Locker Information

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

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

### **Board of Education Policy**

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 ([BOE Policy 5145.12](#)).

**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.**

## 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 all grades to access student records via a secure website. A parent/guardian will be able to view attendance, homework assignments, and grades; visit [PowerSchool](#) to log in.

## Parking

Parking is available to seniors and juniors in good standing. The [Student Parking Application](#) can be found on the BHS website.

### Parking Lots

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

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

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

## Photographs

From time to time during the school year, school personnel and/or the media may take photographs. If you do not wish your child to be photographed for school use, school website use, or for media purposes, please complete the [Parent/Guardian Opt Out Form](#).

## Recruiting by Armed Services

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

## Residency and Change of Address/Phone Number

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

**It is the responsibility of parents/guardians to update demographic information including home phone, work phone, cell phone numbers, or email addresses of parents/guardians, in addition to any changes of emergency contact phones or names. To do so, [log into your PowerSchool account](#) and click on “Forms” in the left-hand navigation menu.**

If you are a current resident and need to update your address, please [log into your PowerSchool account](#) and complete the Change of Address form for your child(ren) online. Once you have logged into your account, the link to the form can be found in the left navigation panel under “Forms.” Proof of residency documents can be uploaded at that time. If you are unable to upload the required documents, require assistance, or need additional information, please contact [Ashley Dorsey](#).

Transportation changes and changes to the student's mailing address cannot be made before proof of residency is received. Please refer to the [Transportation](#) webpage for additional information.

## 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/guardians may also complete a Report of Suspected Bullying Behaviors and submit it to the Safe School Climate Specialist.

The Safe School Climate Specialist for the 2020-2021 school year is Katie M. Amenta, Assistant Principal.

The Safe School Climate Plan can be accessed here: [School Publications](#)  
The Safe School Climate Plan (BOE Policy): [Policy 5131.911-R](#)  
Bullying Prevention and Intervention (BOE Policy): [Policy 5131.911](#)

## Safety and Security

### Picture ID Protocol for Students

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

### Video Surveillance

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

### Visitors

- **During COVID-19, outside visitors will be extremely limited and only allowed per permission of Berlin High School administration.**
- All approved visitors must be checked in at the main lobby using the Raptor Visitor Management System before being allowed to enter the building. An ID (typically a driver's license) is inserted through the scanner and the Raptor system will either provide a printed access badge or notice of alert. The access badge must be worn by the visitor at all times while in the building. If a notice of alert appears, the visitor will be informed that he or she must speak with a designated school administrator before admittance can be granted. Once a visitor is registered in the Raptor System the first time, only a name, purpose, and building location will need to be provided at subsequent visits to obtain an access badge.
- 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/guardians and students considering enrollment at Berlin High School may arrange for a tour and visit after meeting with the School Counseling Supervisor. The tour will be conducted by a school counselor. Potential students may be permitted to observe classes at the discretion of the School Counseling Supervisor.

### **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.

## **Student Government**

### **Class Officers**

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

|               |  |
|---------------|--|
| Class of 2021 | Advisors – Mr. Rudy and Mrs. Portal                    |
| Class of 2022 | Advisors – Mrs. Pires and Mrs. Taradeina               |
| Class of 2023 | Advisors – Mrs. Dirkson and Mrs. Glass                 |
| Class of 2024 | Advisors – Mrs. Addamo, Mrs. Hamad, and Mr. Sobolewski |

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

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

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

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

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

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

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

### **Working Papers**

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

## Interscholastic 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 handbook, individual co-curricular activities and programs set regulation for participation which, in many cases, include expectations for good citizenship and behavior both within and outside the confines of school programs.

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.

The following sports are offered (men, women, or co-ed):

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

### Eligibility

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

1. You are not taking at least four (4) units of work or its equivalent. (Rule I.B.) 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. You have not passed at least four (4) units at the end of the last regular marking period as of the official day that grades are issued, with the exception of fall eligibility. (Rule I.A.)
3. The student has 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 his/her 20<sup>th</sup> birthday falls.
4. You have changed schools without a change of legal residence in grades 10, 11, or 12. (Rule II.C. See complete rule for exceptions.)

5. A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
6. 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.)
7. The exception to Rule II.E shall be:
  - a. Participation in parent/child tournaments and caddy tournaments.
  - b. Swimming, tennis, and gymnastics – a pupil may practice but not compete with a non-CIAC team or as an individual during the season as long as such practices do not interfere with or replace member school practices.
8. You play under an assumed name on an outside team. (Rule II.F.)
9. You receive personal economic gain for participation in any CIAC sport. (Rule II.F.)
10. Your work habits or conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of Berlin Public Schools.
11. You must have a 70% or better academic average to be eligible. You are ineligible if you have not attained a minimum cumulative average of 70 at the end of the last regular marking period. For the fall season, the final grade point average (GPA) of the previous school year must be 70 or higher. Summer school results do not change end of year GPAs and, therefore, will not have any effect on eligibility 14 status for athletics or other co-curricular activities. This does not apply to incoming freshmen.

#### Additional Rules:

1. 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.
2. 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).
3. Students who are ineligible due to not having attained the aforementioned minimum cumulative average of 70 at the end of the previous regular marking period will be afforded an additional opportunity to achieve eligibility determined by a PowerSchool audit of course grades at the halfway point of each quarter. Hence, a student can regain the privilege to fully participate in a sport or co-curricular activity if he/she has attained an average grade of 70 or better (accounting for all courses in which he or she is enrolled at the time of the audit).
4. 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.
5. If in doubt, find out before doing anything!

**The school principal may declare a student ineligible if it is felt that the student is not taking care of his/her responsibilities both as a student and citizen of Berlin High School and the community.**

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

1. **Substance Abuse Policy:** The student-athlete shall report any use of medication(s) prescribed by a physician to the coach.

Use, possession, distribution, or sale of illicit drugs, including anabolic steroids, alcohol, drug paraphernalia, or misuse of other drugs/medications will result in:

|                | In Season   | Out of Season   | Other   |
|----------------|---|---|---|
| First Offense  | Five-week suspension (no fewer than two games/contests). Adherence to reinstatement plan.   | Suspension for five calendar weeks from start of next participating season (no fewer than two games/contests). Adherence to reinstatement plan. | No leadership positions for one calendar year; consequences carry over to subsequent seasons. |
| Second Offense | Immediate dismissal for remainder of season and suspension from all sports until start of same season the following school year. Adherence to reinstatement plan. | Suspension from all sports until start of same season the following school year. Adherence to reinstatement plan.                               | No leadership positions for one calendar year.  |

A reinstatement plan will be developed in conjunction with the student, parent, coach, and athletic director and if necessary school administration and counseling. The plan may include counseling, health assessments, community service, and referral to appropriate agencies and/or educational programs if the individual circumstances warrant the need.

The use or possession of tobacco (including cigarettes, cigars, pipes, smokeless tobacco, snuff, other smoking equipment or products, or vaping paraphernalia e.g. electronic cigarettes and “vape pens”) will result in a two (2) week suspension from the team. This will include all practices and competitions. A second violation of this nature will result in the **immediate dismissal** from the team for the season. All infractions are cumulative beginning in a student’s freshman year.

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

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

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

- a. Civil law and criminal infractions.
- b. Theft or malicious destruction of individual, private, or school property.
- c. Misconduct by an athlete that is potentially detrimental to the athletic program, school, or school district.

3. **School Attendance:** Athletes will be allowed to participate in practice or contests only if they have been:
  - a. In school for five (5) hours on that day (this would include remote attendance during COVID-19 periods). Students who are absent from school may not participate in any athletic event during that afternoon or evening.
  - b. If the event is scheduled on Saturday, the student must be in school on Friday. If the student’s parent or guardian presents an acceptable excuse for the Friday absence, the student may participate in the Saturday event. The parent should contact the Athletic Director for approval.
  - c. Individual exceptions may be approved by the principal or athletic director when arranged in advance.

- d. Unexcused single period absences during a given day may cause an athlete to be withheld from practice or contests on that day.
- e. Students who are suspended out of school or in school (ISS) may not participate in or attend any school function for the duration of their suspension, including practices. A suspension is considered ended when the student returns to classes.

**For more information and the full text of the policy, please view the [Student-Athlete Handbook](#).**

## Support Services

### After School Academy

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

### Developmental School Counseling

#### **Mission Statement**

The Berlin School Counseling Department provides a comprehensive, developmentally-appropriate and sequential program to all students. Counselors focus on the needs, interests and issues related to the stages of student growth through personal/social, academic and career development. In partnership with students, staff, family, and community, we empower students to maximize their potential to become effective, lifelong learners in a changing world.

#### **Philosophy**

Berlin Public Schools Counselors believe:

- All students regardless of their intellectual or physical ability should be treated as equals and given fair opportunities and proper support to reach their individual personal potential.
- Following ethical guidelines assures the well-being of students and the integrity of the school counseling program.
- Collaboration between school personnel, families, and community resources will afford every student opportunities to become productive citizens of a global society.
- All students are unique and contribute to the school community through their varied personal, social, ethnic, cultural, and academic backgrounds, experiences, and strengths.
- All students benefit from the ability to self-advocate, exhibit personal responsibility, and strive for accountability.
- All students benefit from a counselor who participates in ongoing professional development to access current research as well as collaborates with other professionals in the counseling field.

- Counselors must regularly reevaluate the program to ensure it meets the changing needs of the students it serves.

### **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 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.

### **School Counseling Appointment Policies**

**Students:** Students are encouraged to schedule appointments online, and the link to each counselor's schedule is available in Schoology. Students may also obtain a pass from the School Counseling administrative assistant. When students have secured an appointment, they must first sign in to their class/study and show the teacher their confirmed appointment before proceeding to the school counseling office.

**Parents/Guardians:** It is requested that parents/guardians call ahead to the School Counseling administrative assistant to schedule an appointment to meet with their student's counselor. Walk-ins may not be accepted due to counselor availability. Please refer to PowerSchool for your student's school counselor assignment.

[Mrs. Meneo](#), School Counseling Administrative Assistant – 860.828.6577 x1085

## **Health Services**

### **Health and Wellness Information**

#### **Activities/Clubs/Enrichment/Intramurals**

Students are invited to join and to become active participants in a variety of activities. Privileges to participate in clubs/enrichment activities are subject to the Eligibility Policy and may be revoked due to grades, disciplinary referrals, suspensions, or behavioral issues of concern. The team, school counselors, and/or the administration will be responsible for making this decision. Students may not attend an activity/ club/enrichment/intramural if they are on social probation or were absent, dismissed due to illness, or suspended from school on that day.

#### **Eligibility Standards for Interscholastic Athletics and Unified Sports**

In addition to the eligibility policy, the following are requirements for participation in interscholastic athletics and unified sports:

- All students participating must have a yearly physical examination on file. This yearly examination must be recorded on the state blue form, which is available at the school and the physician's office. These forms expire 13 months from the date of examination. This form must be on file with the school nurse when completed by the child's physician. Please hand in these forms to the school nurses directly.

### **Assistive Devices**

Students will not be given assistive devices, such as crutches, by the school nurse. If your child requires crutches (or other assistive devices) they will need to be provided by the parent or guardian along with a physician's note.

### **Attendance Call-In Procedure/Absences**

When a parent/guardian determines that an absence will be necessary, parents need to contact the school and leave a detailed, symptom-specific message on the dedicated absence line. It is requested that the phone calls are placed prior to the start of the school day. Upon return to school, students need to provide a note from the parent/guardian or physician explaining the reason for the absence. [See Board of Education Policy 5113-R, Student Attendance, Truancy, and Chronic Absenteeism.](#)

Please note, all parents/guardians in the elementary schools will receive a robocall reminding parents to send in appropriate documentation regarding their child's absence. Middle school and high school parents/guardians will receive notifications through PowerSchool (if the parent is registered).

### **Cough Drops**

*Medicated cough drops* are defined as those cough drops which require a prescription to obtain, and those cough drops which contain menthol. Medicated cough drops, per the State of Connecticut, must be treated as a medicine, and require a Medical Authorization form signed by the child's physician and parent/ guardian. An adult must bring medicated cough drops to the school.

*Non-medicated cough drops* do not require a Medical Authorization Form and may be administered by the nurse. Non-medicated cough drops must be provided by the parent along with a parent/guardian's signed permission for middle and elementary students. All cough drops must be kept in the nurse's office and must be consumed there prior to the student leaving. The Nurse may only administer cough drops at the rate of one every two hours, or according to packaging, for no more than one week.

### **Concussion**

If your child has been diagnosed with a concussion, please contact your school nurse and provide any documentation regarding accommodations from your medical provider. Students must also provide documentation that they can return to academic and physical activities without restrictions. All documentation needs to be submitted to the school nurse. At BHS, any student-athlete who has sustained a concussion will go through the return to play protocol under the guidance of the athletic trainer who will be aware of any concussions.

### **Diabetic Students**

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

### **Medical Emergency**

Parents are asked each year to complete the emergency information form through PowerSchool for use by the school in the event of a medical emergency.

In the case of an emergency, if a nurse is treating the student, a parent/guardian will be contacted by an administrator or other school personnel. If we are unable to reach a parent/guardian, the nurse will pursue appropriate medical attention and emergency transport per [Board of Education Policy 3541.01-R, Procedures for Emergency Transportation of Students to Medical Facility.](#)



### **Food Allergies/Cafeteria**

- Children's health and safety are most important, so it is necessary for the school to know of any food allergies your child(ren) may have. Please have your doctor forward a note explaining the allergy information to the school nurse. Necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions that may occur.
- Information regarding your child's specific food allergy will be shared with school staff and New Britain Transportation (NBT) (if applicable).
- Food allergy-safe table(s) are available in all elementary and middle schools. If a parent/guardian wants their child to forfeit the use of the allergy-safe table, a note from the parent/guardian (dated and signed) needs to be submitted to the school nurse and will be kept on file in the Health Room.

### **Field Trips**

If a student has medication in the nurse's office it will be sent with the teacher for any school-sponsored field trips; this includes any daily medication or as needed medications such as inhalers or epi-pens. All teachers are trained in medication administration prior to the start of each school year with a review prior to any field trip. For overnight field trips, a separate order may be necessary, depending on the administration order. Please contact your school nurse with any questions.

### **Health Assessments**

All students must present evidence of a physical examination upon enrollment in the district. Any student from outside of Connecticut must provide a Connecticut Health Assessment Form. An updated physical assessment form is also required before entry to seventh grade and eleventh grade.

If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison. See [Board of Education Policy 5118.1-R, Administrative Regulations Regarding Homeless Children and Youth](#).

### **Health Records**

School nurses maintain health records using the Connecticut "Health Assessment and Record Form." Copies may be provided if requested. If a student transfers to another school in the state, their original cumulative record will be sent. If moving out of state, a copy will be forwarded. Health records are maintained for six years after the student graduates. Immunization records are saved for 50 years. The district will comply with the Family Educational Rights and Privacy Act (FERPA) to maintain the privacy of protected health information. See [Board of Education Policy 5125, Confidentiality and Access to Education Records](#) and [Policy 5125-R, Administrative Regulations Regarding Classification of Education Records](#).

### **Immunizations**

All students must be immunized against certain diseases and must present a certificate from a physician or local health agency. If the student should not be immunized due to medical reasons, signed documentation from the physician is required. If the child is not immunized due to religious reasons, the parent must provide a notarized religious exemption form.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eleventh grade. See [Board of Education Policy 5141.31-R, Administrative Regulations Regarding Immunizations](#).

The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records; see [Board of Education Policy 5118.1-R, Administrative Regulations Regarding Homeless Children and Youth](#).

### **Lice Policy**

Parents of students with an active head lice infestation must be notified. In these cases, the school will recommend and encourage parents to pick up their children to begin treatment. The student must be treated that evening and can return to class after proper treatment has begun. Routine classroom or school-wide screening for head lice is not recommended and only students exhibiting symptoms will be screened, unless administration determines it is necessary.

### **Nurse**

The nurse's office is available to all students during school hours. When it is necessary for a student to see the nurse, a pass must be obtained from a teacher, unless there is an emergency; this applies to McGee and BHS only.

The nurse offers first aid, assists in calling parents/guardians or physicians, dispenses medication in compliance with State Statutes (10-212), secures emergency care, and offers health guidance.

### **Medication**

Students are not permitted to carry medication unless orders for self-administration are on file with the nurse. All medication must be in a properly labeled container, accompanied by a physician's order to be dispensed by the nurse, or as stated in State Statutes. All medication will be administered by the nurse, principal, certified teacher, or coach. The policy regarding school personnel administering medicine to students is in compliance with state law.

Medication authorization containing all required information listed in the policy must be on file in the nurse's office prior to the administration of any medicine. Medication authorization forms are available in the nurse's office, school website, and physician's office.

The dispensation of medication during the school day will be done in accordance with the following:

- The school must receive an order signed by both the parent/guardian and the physician who prescribed the drug which includes the following information:
  - Name and address of the student
  - School and class in which the student is enrolled
  - Name of the drug and dosage to be administered
  - Times or intervals at which each dosage is to be administered
  - The beginning date for administration of the drug
  - The date on which administration of the drug is to stop
  - Any severe adverse reactions that should be reported to the physician and one or more emergency phone numbers for the physician
  - Special instructions for administration of the drug, such as sterilization and storage

The physician's order must be resubmitted when the initial order has expired. Medication remaining at the end of the time designated by the physician or at the end of the school year must be claimed by the parent within five days or it will be discarded. The drug must be received by the school designee in the container in which it was dispensed by the physician or pharmacist. The Board of Education, administration, and employees who are designated to administer a prescribed drug and who shall have a

copy of the most recent physician's statement shall not be held liable in civil damages for administering or failing to administer the drug unless he/she acted in a manner that would constitute gross negligence or wanton or reckless misconduct.

### **Self-Administration of Medications**

Self-medicating students are responsible to report to the school nurse when requested and/or upon any change in the prescription or administration schedule. Failure to comply with this procedure may result in the loss of self-administration of medication privileges. Self-administration of medication by the student will be permitted only under the following conditions:

- A written authorization to self-administer medication and signed by the parent/guardian and
- A written order by an authorized prescriber for the self-administration of medication for medical reasons or
- The school nurse will collaborate with the parent and doctor to decide those students that would be appropriate for the self-administration program.
- Prescribed medications shall be administered to and taken only by the person for whom the prescription has been written.
- The school nurse will periodically consult with the student who is self-administering medications.
- The school nurse and parent will determine the plan for self-administration including storage, backpack, and method for monitoring the self-administration medication.

[See Board of Education Policy 5141.21, Administration of Student Medications in the Schools.](#)

### **Release Due To Illness / Exclusion from Gym/Recess**

- No child will be released from school due to illness without contact from the nurse's office.
- A note from a doctor is necessary if a student is to be excluded from recess, physical education, or wellness class for any reason. **A note must also be obtained to clear students to return to physical education and recess.**

### **Screenings**

All students in grades K-1 and 3-5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K-3 and grade 5. If a student shows a decided loss and/or significant change from a past screening, parents are notified. The postural screening will be conducted for all females in grades 5 and 7 and males in grade 9.

All parents are notified prior to any screening. A parent/guardian can choose to have their child opt out of a screening. If so, a note (dated and signed) needs to be provided to the school nurse stating the choice to opt out of participation in the particular screening. This note will be kept in the student's cumulative health file. See [Board of Education Policy 5141.3-R, Administrative Regulations Regarding Health Assessments/ Screenings.](#)

### **Sunscreen**

Students who are 6 and older will be allowed to carry and apply sunscreen before outdoor activities at school, provided they have a written note from a parent or guardian.

**Communicable and Infectious Disease Policy – Please Notify the Health Room**

| <b><u>Illness</u></b>                  | <b><u>Excluded from School</u></b>  |
|--|---|
| Strep Throat                           | 24 hours fever free and on antibiotics for a full 24 hours  |
| Varicella (Chicken Pox)                | Until all lesions have dried  |
| Measles                                | 5 days from first time rash appeared  |
| Mumps                                  | As long as glands are swollen   |
| Impetigo                               | Until dried or adequately cured   |
| Conjunctivitis (Pink Eye)              | 24 hours of eyedrops and no drainage  |
| Fever (100.0 or greater)               | Fever free for 24 hours without fever-reducing medication   |
| TB                                     | Note from a physician and chest x-ray   |
| Parvovirus (Fifths Disease)            | Once the rash appears, it is no longer contagious and can return to school; <a href="#">CDC Fifth Disease</a> |
| Coxsackie virus (Hand, Foot and Mouth) | Until symptom-free; <a href="#">CDC Hand, Foot, and Mouth Disease</a>   |
| Vomiting/Diarrhea                      | No vomiting or diarrhea for 24 hours  |
| MRSA                                   | If actively draining and unable to keep it covered; <a href="#">CT Department of Public Health MRSA</a>       |
| Influenza                              | Fever free for 24 hours without fever-reducing medication and a note from the child's medical provider        |
| COVID-19/Coronavirus                   | Fever free for 72 hours and a note from a physician   |
| Unknown Rashes                         | Until rash is cleared or a note from physician is provided  |

**COVID-19 Prevention and Implementation**

The school health office will follow CDC protocol for appropriate PPE and the utilization of PPE. Each cot and chair in the health office will be six feet apart with partitions separating them. Each nurse will have a plexiglass partition at their desk. Each cot will be properly sanitized after each use. Touchless sanitizer is available both inside and outside of the health office. All bathrooms and isolation rooms will be thoroughly cleaned after use by symptomatic students.

The health office will have a maximum capacity of **four** students. Students waiting to enter the health office must be socially distanced in the hallway outside of the office. No one will be seated in the front entry waiting room and students must scan in with their student ID.

In the event a student demonstrates COVID-19 related symptoms, the athletic training room will be used for isolation and containment, and families will be notified to pick up their student immediately.

## 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 private insurance due to any injury sustained while a student is engaged in interscholastic sports including senior high school tackle football, band, cheerleading, intramural, or non-sport extra-curricular activities.

## Student Accident Insurance

Berlin Public Schools has made arrangements to offer optional student accident insurance for all students. This coverage is available to parents/guardians 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/guardians for injuries that occur during school, including those incurred during gym classes and recess. Please visit the Business Office page of the website for more information on this [optional student accident insurance](#).

# Board of Education Policy

## Table of Contents

In addition to the rules and regulations outlined in other sections of this handbook, the Berlin High School administration is governed by policies passed by the Berlin Board of Education. The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of the handbook will be made available to students and parents/guardians through web pages and other communications. Please visit the [Board of Education Policies](#) online for the full text of these policies. For the convenience of students and parents/guardians, the table of contents is included in this handbook.

### **SERIES: 1000 COMMUNITY RELATIONS**

|        |   |
|--------|---|
| 1010   | Green Cleaning Programs   |
| 1011   | Non-Discrimination  |
| 1011-R | Administrative Regulations Regarding Discrimination Complaints                          |
| 1100-R | Administrative Regulations Regarding Sexual Offenders                                   |
| 1160   | School Security and Safety  |
| 1160-R | School Security and Safety – Administrative Regulations                                 |
| 1212   | School Volunteers, Student Interns and Other Non-Employees                              |
| 1212-R | School Volunteers, Student Interns and Other Non-Employees – Administrative Regulations |
| 1250   | Visitors and Observations in Schools  |

- 1250-R Visitors and Observations in Schools – Administrative Regulations
- 1300.2 Possession of Deadly Weapons or Firearms
- 1313 Gifts to School Personnel
- 1330 Use of School Facilities
- 1330-R Use of School Facilities – Administrative Regulations
- 1331 Prohibition Against Smoking
- 1340 Automated External Defibrillators
- 1340-R Automated External Defibrillators – Administrative Regulations

**SERIES: 3000 BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

- 3100 Board Budget Procedures and Line Item Transfers
- 3260 Disposal of Obsolete or Surplus Equipment/Materials
- 3280 Gifts, Grants, and Bequests to the District
- 3280-R Gifts, Grants, and Bequests to the District – Administrative Regulations
- 3280.12 Individuals with Disabilities Education Act Fiscal Compliance
- 3280.12-R Individuals with Disabilities Education Act Fiscal Compliance – Administrative Regulations
- 3281.1 Advertising and Promotional Activities on School Property
- 3281.1-R Advertising and Promotional Activities on School Property – Administrative Regulations
- 3323 Purchasing
- 3453 School Activity Funds
- 3516.12 Notification Concerning Asbestos Management Plans
- 3524.1 Pesticide Application on School Property
- 3524.1-R Pesticide Application on School Property – Administrative Regulations
- 3541 Transportation
- 3541-R Transportation – Administrative Regulations
- 3541.01-R Procedure for Emergency Transportation of Students to Medical Facility
- 3541.02-R Educational Stability Procedures for Transportation Coordination with the Department of Children and Families

**SERIES: 4000 PERSONNEL**

- 4111 Hiring of Certified Staff
- 4111.1 Plan for Minority Educator Recruitment
- 4112.51 Employment Checks
- 4112.52-R Criminal History Record Information (Procedures) – Administrative Regulations
- 4115.3 Evaluation, Termination and Non-Renewal of Athletic Coaches
- 4118.11 Non-Discrimination
- 4118.11-R Administrative Regulations Regarding Discrimination Complaints (Personnel)
- 4118.112 Sex Discrimination and Sexual Harassment in the Workplace (Personnel)
- 4118.112-R Sex Discrimination and Sexual Harassment in the Workplace – Administrative Regulations and Complaint Form
- 4118.114.A Section 504/ADA
- 4118.114-R Section 504/ADA – Administrative Regulations
- 4118.14 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder
- 4118.232 Alcohol, Tobacco and Drug-Free Workplace
- 4118.234 Prohibition on Recommendations for Psychotropic Drugs
- 4118.241 Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees (including appendices)
- 4118.3 Sudden Cardiac Arrest Awareness for Intramural and Interscholastic Athletics

- 4118.5 Employee Use of the District’s Computer Systems and Electronic Communications
- 4118.5-R Employee Use of the District’s Computer Systems and Electronic Communications – Administrative Regulations
- 4118.51 Social Media
- 4118.51-R Administrative Regulations Regarding Use of Social Media
- 4118.55 Retention of Electronic Records and Information
- 4118.55-R Retention of Electronic Records and Information – Administrative Regulations
- 4118.56 Holds on the Destruction of Electronic Information and Paper Records
- 4121-R Substitute Pay – Administrative Regulations
- 4131.7-R Concussion Management and Training for Athletic Coaches – Administrative Regulations
- 4134 Private Tutoring
- 4140.2 Board Salary Review of Employees Not Covered by a Collective Bargaining Agreement
- 4152.6 Family and Medical Leave
- 4211 Hiring of Non-Certified Staff
- 4247.1-R Exposure Control Plan for Bloodborne Pathogens – Administrative Regulations

**SERIES: 5000 STUDENTS**

- 5113 Student Attendance, Truancy and Chronic Absenteeism
- 5113-R Student Attendance, Truancy and Chronic Absenteeism – Administrative Regulations
- 5113.3 Religious Holy Days
- 5118.1 Homeless Children and Youth
- 5118.1-R Homeless Children and Youth – Administrative Regulations
- 5125 Confidentiality and Access to Education Records
- 5125-R Confidentiality and Access to Education Records – Administrative Regulations
- 5130.5 Fundraising Activities
- 5130.5-R Fundraising Activities – Administrative Regulations
- 5131.6 Drug and Alcohol Use by Students
- 5131.61 Chemical Health Policy for Student Athletes
- 5131.81 Use of Private Technology Devices by Students
- 5131.83 Student Use of the District’s Computer Systems and Internet Safety
- 5131.83-R Student Use of the District’s Computer Systems and Internet Safety – Administrative Regulations
- 5131.911 Bullying Prevention and Intervention
- 5131.911-R Safe School Climate Plan
- 5132 Student Dress
- 5141 Wellness Policy
- 5141.21 Administration of Student Medications in the Schools
- 5141.25 Food Allergies and/or Glycogen Storage Disease
- 5141.25-R Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease – Administrative Regulations
- 5141.3-R Health Assessments/Screenings – Administrative Regulations
- 5141.31-R Immunizations – Administrative Regulations
- 5141.4 Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure
- 5141.5 Suicide Prevention and Intervention
- 5141.5-R Suicide Prevention and Intervention – Administrative Regulations
- 5142 Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out
- 5142-R Administrative Regulations Concerning Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out
- 5144 Student Discipline

- 5144-R Student Discipline – Administrative Regulations Regarding Alternative Educational Opportunities for Expelled Students
- 5144.2 Physical Activity and Student Discipline
- 5145.1 Student Privacy
- 5145.12 Search and Seizure
- 5145.12-R Search and Seizure – Administrative Regulations
- 5145.14 Uniform Treatment of Recruiters
- 5145.4 Non-Discrimination (Students)
- 5145.4-R Administrative Regulations Regarding Discrimination Complaints (Students)
- 5145.401 Section 504
- 5145.401-R Section 504 – Administrative Regulations
- 5145.5 Sex Discrimination and Sexual Harassment (Students)
- 5145.5-R Sex Discrimination and Sexual Harassment (Students) – Administrative Regulations

**SERIES: 6000 INSTRUCTION**

- 6135 Parent-Teacher Communication
- 6141 Curriculum Development
- 6141-R Curriculum Development – Administrative Regulations
- 6144.1 Curricular Exemptions
- 6146 High School Graduation Requirements
- 6146.11 Weighted Grading for Honors Classes
- 6146.22 Individuals with Disabilities Education Act – Alternative Assessments for Students with Disabilities for Statewide and District-wide Assessments
- 6147.1 Promotion and Retention
- 6147.1-R Promotion and Retention – Administrative Regulations
- 6153 Instruction – Field Trips
- 6154 Homework
- 6154-R Homework – Administrative Regulations
- 6161.1 Evaluation and Selection of Texts and Instructional Materials
- 6161.1-R Evaluation and Selection of Texts and Instructional Materials – Administrative Regulations
- 6161.8 Parental Access to Instructional Material
- 6172.4 Parent and Family Engagement Policy for Title I Students
- 6172.6 Distance Learning and Virtual/Online Courses
- 6172.61 Credit for Online Courses

**SERIES: 9000 BYLAWS**

- 9001 Committees
- 9005 Conflict of Interest
- 9010 Construction and Posting of Agenda
- 9015 Filling Vacancies on the Board
- 9020 Formulation, Adoption, Amendment or Deletion of Administrative Regulations
- 9025 Formulation, Adoption, Amendment or Deletion of Bylaws
- 9030 Formulation, Adoption, Amendment or Deletion of Policies
- 9033 Code of Conduct for Board Members
- 9035 Meeting Conduct
- 9040 Minutes
- 9045 Oath of Office
- 9046 Board Organizational Meeting
- 9050 Officers



|        |  |
|--------|--|
| 9050.1 | Official Duties – President                                  |
| 9050.2 | Official Duties – Secretary                                  |
| 9051   | Student Representation on the Board of Education             |
| 9055   | School Attorney  |
| 9060   | Public Meetings and Executive Session                        |
| 9065   | Quorum and Voting Procedures                                 |
| 9070   | Removal of Board Officers                                    |
| 9075   | Role of Board and Members                                    |
| 9080   | Suspension of Policies, Bylaws or Administrative Regulations |
| 9085   | Time, Place and Notice of Meetings                           |
| 9090   | Transaction of Business                                      |
| 9095   | Reimbursement of Board Members' Expenses                     |

# BHS Bell Schedule

| <b>Days 1 – 3 – 5</b>   | <b>Days 2 – 4 – 6</b>   | <b>Advisory</b>  |
|---|---|--|
| <p style="text-align: center;"><b>1</b><br/><b>7:25 – 8:55</b></p>  | <p style="text-align: center;"><b>2</b><br/><b>7:25 – 8:55</b></p>  | <p style="text-align: center;"><b>7:25 – 8:40</b></p>  |
| <p style="text-align: center;"><b>3</b><br/><b>9:00 – 10:30</b></p>   | <p style="text-align: center;"><b>4</b><br/><b>9:00 – 10:30</b></p>   | <p style="text-align: center;"><b>8:45 – 10:00</b></p>   |
| <p style="text-align: center;"><b>5</b><br/><b>10:35 – 12:25</b></p> <p>Wave 1 10:35-10:55<br/>Wave 2 11:05-11:25<br/>Wave 3 11:35-11:55<br/>Wave 4 12:05-12:25</p> | <p style="text-align: center;"><b>6</b><br/><b>10:35 – 12:25</b></p> <p>Wave 1 10:35-10:55<br/>Wave 2 11:05-11:25<br/>Wave 3 11:35-11:55<br/>Wave 4 12:05-12:25</p> | <p style="text-align: center;"><b>Advisory</b><br/><b>10:05 – 10:45</b></p>  |
|   |   | <p style="text-align: center;"><b>10:50 – 12:40</b></p> <p>Wave 1 10:50-11:10<br/>Wave 2 11:20-11:40<br/>Wave 3 11:50-12:10<br/>Wave 4 12:20-12:40</p> |
| <p style="text-align: center;"><b>7</b><br/><b>12:30 – 2:10</b></p>   | <p style="text-align: center;"><b>8</b><br/><b>12:30 – 2:10</b></p>   |  |
|   |   | <p style="text-align: center;"><b>12:45 – 2:10</b></p>   |

# BHS Bell Schedule

## Early Dismissal

| <b>Days<br/>1 – 3 – 5</b>  | <b>Days<br/>2 – 4 – 6</b>  |
|----------------------------|----------------------------|
| <b>1<br/>7:25 – 8:20</b>   | <b>2<br/>7:25 – 8:20</b>   |
| <b>3<br/>8:25 – 9:20</b>   | <b>4<br/>8:25 – 9:20</b>   |
| <b>5<br/>9:25 – 10:20</b>  | <b>6<br/>9:25 – 10:20</b>  |
| <b>7<br/>10:25 – 11:30</b> | <b>8<br/>10:25 – 11:30</b> |

# BHS Bell Schedule

## Late Arrival

| <b>Days</b><br><b>1 – 3 – 5</b>   | <b>Days</b><br><b>2 – 4 – 6</b>  |
|---|--|
| <p style="text-align: center;"><b>1</b><br/><b>9:25 – 10:17</b></p>   | <p style="text-align: center;"><b>2</b><br/><b>9:25 – 10:17</b></p>  |
| <p style="text-align: center;"><b>3</b><br/><b>10:22 – 11:14</b></p>  | <p style="text-align: center;"><b>4</b><br/><b>10:22 – 11:14</b></p>   |
| <p style="text-align: center;"><b>5</b><br/><b>11:19 – 1:09</b></p> <p>Wave 1 11:19-11:39<br/>           Wave 2 11:49-12:09<br/>           Wave 3 12:19-12:39<br/>           Wave 4 12:49- 1:09</p> | <p style="text-align: center;"><b>6</b><br/><b>11:19 – 1:09</b></p> <p>Wave 1 11:19-11:39<br/>           Wave 2 11:49-12:09<br/>           Wave 3 12:19-12:39<br/>           Wave 4 12:49-1:09</p> |
| <p style="text-align: center;"><b>7</b><br/><b>10:14 – 2:10</b></p>   | <p style="text-align: center;"><b>8</b><br/><b>10:14 – 2:10</b></p>  |