

Berlin High School Student Handbook 2023 – 2024

Purpose Passion Pride



139 Patterson Way
Berlin, CT 06037

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[Berlin High School Website](http://bhs.berlinschools.org)
bhs.berlinschools.org



Berlin High School

Katie M. Amenta

Principal

Karen L. Despres

Assistant Principal

Brian D. Testroet

Assistant Principal

Patricia H. Pires

School Counseling
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August 2023

Dear Students and Parents/Guardians,

On behalf of the entire Berlin High School community, we would like to express our sincere excitement for our students and their families as we enter the 2023-2024 school year.

Over the last several years, Berlin High School has substantially upgraded course offerings as well as co-curricular programs, which means students inherently become members of a highly competitive public high school that rivals the offerings of any high school in the state of Connecticut. We ask students and their families to take some time to navigate the excellent opportunities that Berlin High School offers. Each opportunity is designed to meet the wide range of passions, interests, and learners within our student body.

Berlin High School is not only committed to purpose, passion, and pride, but is committed to consistency, fairness, and inclusivity of all school community members. The Student Handbook is designed to inform students as well as their parents/guardians of the rights and responsibilities that come with being part of our school community. I strongly encourage you to take the time to read through the entirety of the handbook so that you are fully informed.

Throughout their high school career, students may be challenged with both academic and social pressures. Our goal at Berlin High School is to prepare students, with the support of their families, on how to navigate high school and the world at large. This handbook serves as a tool and resource to remind students of the successes that await them and expectations of sound character and integrity that come with being a Berlin High School Redcoat. Together, we can ensure that we do not interfere with the success or achievement of others and stand firm in our pursuit of individuality and excellence.

I trust that the language provided within this handbook will serve you well as you navigate the remainder of your high school career. We wish you every success in the year ahead!

Best Regards,

Katie M. Amenta, Principal

Purpose • Passion • Pride

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

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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 Mr. Francalancia (Director of Athletics, Health, and Physical Education) 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.

Directory

Board of Education Office

238 Kensington Road, Berlin, Connecticut 06037; 860.828.6581

[Berlin Public Schools Website](#)

Board of Education Members

Julia Dennis, President
Tracy Sisti, Secretary
Melissa Gibbons
Jaymee Miller
Gina Nappi

Adam Salina
Dr. Kari Sassu
Matthew Tencza
Peter Zarabozo

Student Representatives

Anousha Hashim

Ian Saunders

Administrative Officers

Brian J. Benigni.....	Superintendent of Schools
Jeffrey Cugno.....	Director of Operations
Ashley Dorsey.....	Director of Finance
Laurie Gjerpen.....	Director of Curriculum
Linda A. Holian.....	Director of Pupil Personnel Services
Cynthia Martin.....	Supervisor of Special Education, 6-12
Denise Parsons.....	Director of Human Resources
Kara Watson.....	Director of Curriculum
Michelle Zeuschner.....	Supervisor of Special Education, PK-5

Berlin High School

139 Patterson Way, Berlin, Connecticut 06037; 860.828.6577

[Berlin High School Website](#)

Berlin High School Administration

Principal

Katie M. Amenta

Assistant Principals

Karen L. Despres

Brian D. Testroet

Director of Athletics, Health, and Physical Education

David A. Francalangia

Department Supervisors/Coordinators Grades 6-12

Career Technical Education.....	Laura Kulpa
English.....	Laurie Piecewicz
Fine Arts.....	Tyler Boyle
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 at the end of senior year.

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 the 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 the 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

- Per FERPA, counselors will report rank to individual families, students, or institutions upon request.
- Reporting and listing of rank on student transcripts was removed beginning with the class of 2016 (per Board of Education policy).
- Weighted GPA will be reported on student transcripts.
- Class rank will be calculated based on our weighted GPA, but only used 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.
- Continue the practice of selecting the valedictorian and salutatorian as graduation speakers in order to maintain our tradition of honoring our top scholars.
- Please Note: Class rank is variable and changes *each* time grades are stored.

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.

Honors Challenge

The Honors Challenge is offered for select courses in elective areas that are heterogeneously grouped. This opportunity is available to students who have a strong desire to strengthen their depth of knowledge and development of skills in a given course. Students will have options to take on more complex, in-depth exploration of course material through a variety of assignments or assessments, independent projects, co-curricular, or experiential activities. Honors Challenge expectations are developed by each elective department for designated courses.

Students will earn Honors credit upon successful completion of the Honors Challenge expectations as outlined for each designated course and successful completion of the course. In consideration of the difficulty of the actual coursework, an eight-point differential is added to all high school courses designated as honors challenge.

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 an 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 expected to recover credit through the online learning platform. Students must contact their school counselor to register for the credit recovery program. Any online course, other than the designated BHS online platform, must be approved by the principal before the student registers for that course. Completion of an online 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.

1. Failed courses may be completed through tutoring arrangements made by the student's family. Such courses must be approved **by the high school principal prior to the beginning of the program**. A minimum of 50 must have been earned in the failed course.
2. Tutors for such courses must have the approval of the high school principal. The tutored make-up course curriculum must have the approval of the high school subject department supervisor. It is the responsibility of the family and tutor to make all necessary contacts with the principal and department supervisor.
3. A tutor must be a certified teacher in the subject being tutored.
4. Tutored courses must have final examinations. Such examinations must be approved by the high school subject department supervisor and will be valued at one-third of the final grade.
5. There is to be a minimum of 10 graded papers besides the final submitted by the tutor to the subject department supervisor (5 for a semester course). The tutor is to submit all completed assignments and exams, a summary of completed curriculum, a final recommended grade, a final examination, and credit to be awarded. All papers are corrected by the tutor.
6. Evidence of a minimum of 30 hours of tutoring for a 1.0 credit course or 15 hours for a 0.5 credit course must be submitted. These hours must extend over a six week period for a 1.0 credit course or three weeks for a 0.5 credit course.
7. The credit and recommended grade are submitted directly to the high school principal or designee.
8. Work must be submitted at least one week prior to the start of the school year.
9. Students cannot repeat a course through tutoring that they have already passed for the purpose of qualification/eligibility for co-curricular activities, including athletics.
10. It is the student's and/or his/her family's responsibility to make all tutoring arrangements.
11. Completion of courses will be reflected on the student's transcript; however, credit recovery grades are not computed into the student's GPA. Students will receive a grade of "P" (pass) or "F" (fail) upon completion of the course.
12. Only 2.0 credits at a time may be taken for credit recovery.

NOTE: A student who is completing diploma requirements must do so prior to the first day of the next school year to qualify for his/her original diploma. If this is not done, the student will receive the diploma for the academic year during which he/she completes his/her requirements. In these cases, the requirements of the new graduating class must be met.

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

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 th Grade	6.75 credits
10 th Grade	13.50 credits
11 th Grade	20.25 credits
12 th 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 th Grade	6.25 credits
10 th Grade	12.50 credits
11 th Grade	18.75 credits
12 th 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 / Assessment Information

Midterm Exam Window:	January 16-19
Final Exam Window:	June 3-6 (subject to change based on weather)

Seniors who have an 85 average, including an 85 average in quarter 2 for a semester course or an 85 average in quarter 4 for a year-long course, will be excused from a final assessment, unless the assessment is required by the teacher for the course.

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.
- Any assignment not turned in when due regardless of reason will have a zero (0) entered until made up or turned in as appropriate.

Make-Up Work

It is the student's responsibility to contact teachers for make-up work due to absence from school. In addition, the student should check Schoology for lessons and work missed. 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, ARC
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, ARC
4. Work with student and parent/guardian to increase communication with the classroom teachers and use of PowerSchool to monitor academic progress and homework
5. Student Intervention Team may implement the following interventions:
 - a) Referral to After School Academy (ASA)
 - b) Parent/guardian meeting
 - c) Staffing
 - d) Counseling services with school counselor

- e) Referral to Academic Resource Center (ARC)
- f) Consult with Pupil Personnel Service providers (i.e. social worker, school psychologist, psychiatrist)

Student continues to have three or more grades below 60 as reflected on their report card for more than two quarters:

1. Counselor and/or administrator reviews previous interventions put in place through the Student Intervention Team;
2. Student Intervention Team identifies additional interventions and next steps for student, such as:
 1. Referral to Academic Resource Center
 2. Referral to Alternative Academic Program
 3. Referral to 504 eligibility determination
 4. Referral to Special Education eligibility determination
 5. 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.

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 the main office to request homework. 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 in grades 9 through 11 must have a total of 7.0 credits in their schedule and students in grade 12 must have a minimum of 6.0 credits 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. 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 regularly scheduled meetings with the student and Independent Study Advisor at least two to three times per month.
4. The student will present his/her completed work in the form best suited to his/her study.
5. The Independent Study advisor will submit progress reports quarterly.
6. 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 June.

Physical Education and Health & Wellness

All students will be enrolled in a minimum of one semester of physical education or health and 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 to 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 from physical education classes will be expected to make up missed class activities with an approved physical activity as outlined in your teacher's syllabus. Students that are absent or do not participate for more than nine classes per semester will not receive credit for the course.

Medical excuses from Physical Education or Health & Wellness will **only** be granted through Berlin High's health office. Students who need to be excused from Physical Education or Health & Wellness 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 or Health & Wellness 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 or Health & Wellness teacher.

Senior Capstone Experience

The Senior Capstone Project showcases a collection of skills in alignment with the Berlin Vision of the Graduate. Starting in grade 9, students will build an academic portfolio that supports their purpose, passion, and pride as Berlin Public Schools students and continue to add to and reflect upon their successes through their high school experience. By the end of grade 11 students will have spent ample time reflecting upon their educational journey and declare a topic they wish to pursue for the Senior Capstone Project.

The Senior Capstone Project is part of the culminating process in the Berlin K-12 educational experience that brings students an immense amount of pride while researching and presenting in the final exhibition at the end of their assigned semester. Students will also write a reflection related to their e-portfolio and proficiency of Vision of the Graduate standards.

All Capstone courses will meet twice per rotation and students will be scored on a Pass/Fail method for all benchmarks, including the final presentation. Any student with a failing grade after one quarter will be required to attend Capstone class three times in the rotation until the end of the semester. This may

impact Late Arrival/Early Dismissal and/or study hall. Students must pass Capstone in order to graduate and participate in graduation ceremonies.

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 February. Students will receive a copy of their courses prior to the end of the school year.

BHS Schedule Change Protocol

- Students in grades 9 through 11 are required to carry a minimum of 7.0 credits per year based on Board of Education policy, and students in grade 12 are required to carry a minimum of 6.0 credits.
- 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:

BHS Graduation Requirements

Humanities	9 credits
<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>	
STEM	9 credits
<i>(3 Mathematics; 3 Science including Biology and Physical Science; 3 electives in Science, Mathematics, or Technology Education)</i>	
Physical Education and Health and Safety	2 credits
<i>(1 Physical Education electives; 1 Health and Wellness I and II)</i>	
World Language	1 credit
Career and College Readiness	1 credit
<i>(0.5 Personal Finance; 0.5 elective in Business, Family & Consumer Science, or Technology Education)</i>	
Capstone	1 credit
Electives	4 credits

Required Total: 27 credits

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

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

Overrides

Berlin High School supports students interested in further challenging themselves in their academic pursuits. While BHS teachers will recommend students for particular courses, students may choose to enroll in a course other than that which has been recommended with the use of an override application. Prior to signing this application, there should be a consultation with the student, parent/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 completed in PowerSchool and signed off by a parent and the student in order to be considered. Overrides will then be sent to the recommending teacher for their input. Overrides must be submitted prior to April break.

Course Level Changes

Should a teacher decide that a student is struggling and in need of a level change, a 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, TR Health, TR Fine Arts, TR STEM, and TR Career & College Readiness and 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

GPAs 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 7.0 credits per year for students in grades 9 through 11 and 6.0 credits per year for students in grade 12.

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. Students will go to UConn.DualEnroll.com to create a personalized login, complete the application, and select courses. Registration is open August 28 – October 6. Once complete, parents/guardians will receive an email from UConn to provide consent and payment.
2. 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 October 6. To add or drop a course, log into your UConn.DualEnroll.com account.
3. Parents/Guardians are required to approve each course individually via the email/text messages they receive. If parents/guardians do not approve and pay for the course by the October 6 deadline, the student will not be eligible to earn UConn college credits.

Financial aid is available to students who are receiving free/reduced lunch. Please see Mrs. Pires.

For additional information regarding this process visit the UConn ECE site. Questions and concerns can be directed to UConn ECE representatives via email at 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.

Attendance Limits

1.25 and 1.00 Credit Courses:	18 absences maximum, excused and/or unexcused
0.50 Credit Course:	9 absences maximum, excused and/or unexcused
0.25 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 PowerSchool 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 x3105) 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. Students must sign in at the main entrance lobby and the tardy will be recorded in PowerSchool as excused or unexcused.

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.

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 scan using their student ID in the main entrance lobby.

Consequences for ongoing unexcused tardiness:

1. Administration will work together to assign weekly detentions for students with three or more unexcused tardies in any given week.
 1. First offense: warning issued
 2. Future occurrences: after-school detention
 3. 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 (two or more block periods) 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.

4. Dismissals related to illness require authorization from the school nurse. Students must report to the nurse if they feel ill.
5. 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.
6. 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.
7. The assistant principal or designee may verify early dismissal notes by calling a parent/guardian and appropriate discipline will be implemented if there is a false attempt for a dismissal or an unacceptable dismissal.
8. If a student misses more than 20 minutes of class due to an early dismissal, it will be recorded as an absence from class.
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 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. Once dismissed students cannot linger and must leave school grounds.**

Class Cuts

For any class cut, students may 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 PowerSchool 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.

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 an act that is direct or indirect and severe, persistent or pervasive, which

1. causes physical or emotional harm to an individual,
2. places an individual in reasonable fear of physical or emotional harm, or
3. infringes on the rights or opportunities of an individual at school.

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

For purposes of this policy, “Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

For purposes of this policy, “Teen Dating Violence” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Consistent with the requirements under state law, the Berlin Board of Education authorizes the Superintendent or designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

1. enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;
2. enable the parents or guardians of students to file written reports of suspected bullying;
3. require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
4. require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
5. require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
7. provide for the inclusion of language in student codes of conduct concerning bullying;
8. require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation described in subdivision (4), above (A) of the results of such investigation, and (B) verbally or by electronic mail, if such parents’ or guardians’ electronic mail addresses are known, that such parents or guardians may refer to the plain language

explanation of the rights and remedies available under Conn. Gen. Stat. Section 10-4a and 10-4b published on the Internet website of the Board;

9. require each school to invite the parents or guardians of a student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;
10. require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;
11. establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
12. direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
13. prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
14. direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
15. require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
16. prohibit bullying (A) 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 local or regional board of education, and (B) 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;
17. require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
18. require that all school employees annually complete the training described in Conn. Gen. Stat. §§ 10-220a or 10-222j related to the identification, prevention and response to bullying.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

The Board shall submit its Safe School Climate Plan to the State Department of Education for review and approval. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the Board's and each individual school in the school district's website and

ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

As required by state law, the Board, after consultation with the Connecticut Department of Education and the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative, shall provide on the Board's website training materials to school administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' (1) actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance or mental, physical, developmental or sensory disability, or (2) association with individuals or groups who have or are perceived to have one or more of such characteristics.

As required by state law, the Board shall post on its website the plain language explanation of rights and remedies under Conn. Gen. Statutes §§ 10-4a and 10-4b, as developed and provided to the Board by the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative.

Please refer to the [Berlin Board of Education Policy](#) and our school website for the Berlin Public Schools 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. This includes sportsmanship and appropriate spectator behavior at athletic events.
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.

Board of Education Policy 5144: Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, alienage, ancestry, gender identity or expression, marital status, age, pregnancy, veteran status or any other characteristic protected by law.
7. Refusal by a student to respond to a staff member's request for the student to provide the student's name to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds, on school transportation, or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in Paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), electronic cannabis delivery system, or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances

or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term “electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to electronic cigarette liquid. For the purposes of Paragraph 15, the term “electronic cannabis delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device. For the purposes of this Paragraph 15, the term “vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law, including cannabis.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Unlawful possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances, including cannabis.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device on school grounds, on school transportation, or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.

28. Possession and/or use of a beeper or paging device on school grounds, on school transportation, or at a school-sponsored activity without the written permission of the principal or designee.
29. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as an act that is direct or indirect and severe, persistent or pervasive, which:
 - a. causes physical or emotional harm to an individual;
 - b. places an individual in reasonable fear of physical or emotion harm; or
 - c. infringes on the rights or opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral 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 or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.
33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or district health and safety protocols.
35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication to persons other than school officials.
37. Using computer systems, including email, remote learning platforms, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, which occurs between two students who are currently in or who have recently been in a dating relationship.
40. Any action prohibited by any Federal or State law.
41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

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.

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.

Search and Seizure: If school administration reasonably suspects there are grounds that a search will turn up evidence that a student has violated or is violating the rules of the school, a search of the student and their effects will be conducted. Metal detectors and breathalyers *may* be used.

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) (1 st offense)		X	X		X		X	X	X	
Attendance Policy Violation	X			X	X		X			X
Cheating/Plagiarism	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) (1 st 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	
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				
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. Arrival starts 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. If there is reasonable suspicion that a student may 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 or other disciplinary consequences.

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, only one earbud/headphone is 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.

Teachers may request that students place their phones in a designated location (i.e., classroom phone tree or backpack).

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. This includes any work derived through Artificial Intelligence (ChatGPT, etc.) without permission.
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.
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 may 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.

Privileges

Students in good standing may be eligible for the following privileges:

Late Arrival/Early Dismissal

1. Students in grades 10 through 12 with a study hall at the beginning or end of the day may arrive late or leave early if they have completed the Late Arrival/Early Release form in PowerSchool. ***Both the student and parent/guardian must sign off on the form before this can be added to a student's schedule.***
2. Students in grade 9 must remain in school the entire day. It is important for students to learn the benefit of properly using study hall time and accessing appropriate academic resources for support.
3. Students with the Late Arrival privilege must report on time to their first scheduled class of the day and be prepared for class. Students must enter through the main office lobby and scan in using their student ID.
4. Students with Early Release must exit the building upon the end of their last scheduled class. They must exit through the main office lobby and scan out using their student ID.
5. Students who come in early on a given day must report and remain in the main office lobby until the start of the next class period. For students with early dismissal, if transportation is not available they must wait in the main office lobby until transportation has arrived. Walking around the hallways is not allowed.
6. Students may not alter their schedules in order to accommodate a late arrival or early dismissal. This privilege is for those who happen to have such periods unassigned.
7. Students must remain in good academic/behavioral standing to maintain this privilege.

Senior Privileges

Senior Final Assessment Exemption

Seniors who have an 85 average, including an 85 average in quarter 2 for a semester course or an 85 average in quarter 4 for a year-long course, will be excused from a final assessment, unless the assessment is required by the teacher for the course.

Senior Courtyard and Upbeat Room

The Senior Court and Upbeat Room are available for seniors to use during assigned study hall periods. Senior Court 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 Senior Court/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 Senior Court.
2. Students are to remain in Senior Court until the end of the lunch wave.
3. Students are individually responsible for disposing of their trash prior to leaving the Senior Court 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 senior class.
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.

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. For safety purposes, only one earbud/headphone is allowed during passing time in hallways.
7. Students should dress appropriately for the professional business of school. Tops and bottoms should appropriately cover tops and bottoms. Students may be asked to change or offered school appropriate clothing if necessary.

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 or electronic passes may be approved. No passes to the gym, school counseling office, or to other areas will be issued by the study hall teacher. 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. Seniors may sign out of study hall for Senior Court. Refer to and abide by Senior Court expectations listed in the Senior Privileges section.
5. Any student failing to attend a scheduled study hall will be subject to disciplinary action.
6. *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.

- **Student IDs:** Students will be charged \$5.00 for each requested ID after the loss of the initial student ID and one replacement.
- **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 \$250.00; 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 permitted. Students with outstanding accountabilities – money owed for lunches, class dues, or 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. Payment may be made via cash, check payable to Berlin High School, or online using [MySchoolBucks](#).

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. - 7:20 a.m.
Lunch is served:	10:33 a.m. - 12:36 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. Any student leaving the cafeteria must scan out and scan in when returning (Senior Court, restroom). Seniors must remain in Senior Court for the duration of lunch. All other students must remain in the Cafeteria at all times.
3. Students going to Upbeat, School Counseling, or a teacher’s classroom **must** have a pass.
4. Students must use the restroom closest to the cafeteria in the Science wing.
5. Food and drink are to be consumed in the cafeteria or in approved designated areas (Senior Court) during lunch waves.
6. **Students may not order food from outside vendors at any time during the school day. Any food ordered by an outside vendor will be confiscated and disposed of. Students will not be reimbursed.**
7. 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.
8. Disruptive behavior in the cafeteria is not permitted and may result in a loss of lunch privileges.
9. 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 Berlin Public Schools 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: \$250	Shell: \$20
Charger: \$30	Bezel: \$5
Carrying Case: \$35	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. ***Only students currently enrolled at Berlin High School may participate in school sponsored clubs and activities.*** A complete list of clubs and their descriptions can be found on the [BHS Clubs](#) page of the website.

After School Academy
 American Sign Language
 Band / Color Guard
 Berlin FIRST Robotics (McGee students may participate)
 BHS eSports
 BHS Theatre
 Bike Club
 Broadcast Club
 Choral Ensembles
 Coding Club
 Debate Team
 DECA Business Club
 Drama Club
 Environmentalism Club
 Equity Advocates
 First Responders Club
 Funky Fibers
 Future Teachers Club
 Gaming Club
 GSA+
 Habitat for Humanity
 Improv Team
 Interact Club
 Math Team

Medical Club
 Mock Trial Club
 National Honor Society
 POC Student Union
 Powerlifting Team
 Random Acts of Kindness Club
 Redcoat Review Newspaper
 Redcoat Rundown
 Rho Kappa Social Studies Honor Society
 Ryan T. Lee Memorial Foundation Club
 Science Horticulture Club
 STEM Tutoring Center
 Student Art League
 Student Government
 Tech xPerts
 Ultimate Frisbee
 Unified Theater
 Unity Team
 Upbeat Peer Leadership Program
 WERB Radio
 Wilderness Club
 Windows & Mirrors Book Club
 World Language & Culture Club
 Writing Center
 Yearbook

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](#)). Students should always check with their advisor first.

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.

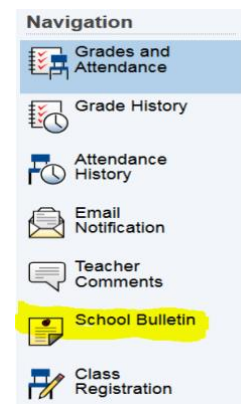
Communication

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.



Follow Berlin High on social media:

- [Twitter/Instagram @BHS_Berlin_CT](#)
- [Facebook.com/BerlinHighSchool](https://www.facebook.com/BerlinHighSchool)
- [BHSTV Broadcast on YouTube](#)

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. – 3:00 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.

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 and/or further disciplinary consequences. 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](#).

PowerSchool Parent Portal Information System

The Berlin Board of Education has enhanced its student information system to include a PowerSchool 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.

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.

Red Sea Block

The advisory program at Berlin High School creates a safe space where all students are connected, represented, and celebrated to ensure access to opportunities within the school community. The goals of Red Sea Block are:

- Expand and maintain relationships with students and adults at BHS
- Support school-wide goals and activities
- Focus on social emotional wellness
- Build a greater sense of community, perspective, and empathy

Red Sea Block meets the first two days of school and will serve as a welcome back with information students need to begin the school year. Students will then meet every Monday. Red Sea Block will not meet on weeks that begin with a Monday holiday and/or no school.

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 [Kim Pethigal](#) at the Berlin Board of Education.

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 this school year is Karen Despres, Assistant Principal.

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

- Students will be required to show their ID upon entering the building. Students who do not have their ID with them will be asked to go to the main office to request a temporary or new ID.
- All students will be issued a student ID and lanyard upon entering Berlin High. Students will be charged \$5.00 for each student ID after the loss of the initial ID and one replacement.
- 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

- 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.

Emergency Procedures

Students will review the following emergency procedures during the first week of Red Sea Block:

- Lockdown – Doors locked, room dark, out of sight, stay silent
- Secure School – Doors locked, remain in room, clear hallways, continue activities
- Shelter in Place – Severe weather, move to interior room away from windows
- Evacuation – Evacuate building and follow emergency protocol/procedures
- Drop, Cover, Hold – Drop low (under furniture), cover head and eyes
- Reverse Evacuation – Enter building to a safe area

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 Red Sea Block 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.

Secure School

Of all emergency procedures, the Secure School is the most commonly called throughout the school year. When a Secure School is called over the intercom, all students and staff must **clear the hallways immediately**. Students and staff must remain in their designated space (classroom, bathroom, courtyard, etc.) until an All Clear is called. Teachers, counselors, and other staff may continue their routines once their spaces are secure and doors are closed.

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, Mrs. Adams and Mr. Recore, a week prior to the election day for appropriateness and decorum.

Class of 2024	Advisors – Mrs. Addamo and Mr. Sobolewski
Class of 2025	Advisors – Mr. Adams and Mrs. DiMaio
Class of 2026	Advisors – Mrs. Minor and Mrs. Smith
Class of 2027	Advisors – Mrs. Quintero and Mrs. Wyskiewicz

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 David Francalanga.

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 (co-ed)	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) Carnegie 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) Carnegie 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 20th birthday. A student athlete will not be allowed to start a season or compete during a season in which his/her 20th 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, gymnastics, golf, and indoor and outdoor track – a student 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 marking period 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 at the Athletic Director’s discretion. 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:
- In school for five (5) hours on that day. Students who are absent from school may not participate in any athletic event during that afternoon or evening.
 - 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.
 - Individual exceptions may be approved by the principal or athletic director when arranged in advance.
 - Unexcused single period absences during a given day may cause an athlete to be withheld from practice or contests on that day.
 - 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

Academic Resource Center

Teachers or counselors will identify academically struggling students and recommend them for enrollment in the Academic Resource Center (ARC). ARC provides support in homework completion, reinforcing content material, and monitoring academic progress related to grades, work completion, and assessment performance.

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

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

Math Problem Solving Lab

Teachers or counselors will identify academically struggling students and recommend them for enrollment in the Math Problem Solving Lab. This course provides students the opportunity to strengthen and acquire fundamental math skills with both individualized and group instruction. Students will have the opportunity to test out at the end of Semester 1.

Math Tutoring Center

The [Math Tutoring Center](#) is a resource that offers peer tutoring in mathematics. Students should visit the Berlin High School website, under Student Services, to see when math tutors are available. Students may seek a tutor during the day while in study hall or after school. The Math Tutoring Center is located in the Library Media Center.

National Honor Society Tutors

Students that need support in a variety of content areas can request a National Honor Society tutor through their school counselor or subject area teacher.

Writing Center

The [Writing Center](#) is a resource that offers one-on-one tutoring for any type of writing assignment. Students may make an appointment to receive assistance from a trained peer tutor in any stage of the writing process. Students should visit the Berlin High School website to register for an appointment during a study hall or after school. The Writing Center is located in room 1500.

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 should 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 (860.828.6577, option 4). 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 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.

To contact a school nurse please call 860.828.6577 x1050 or x1051.

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. 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. Hearing screening will be conducted for all students in grades K-3 and grade 5. If a student shows hearing 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 screenings are mandated by the State of Connecticut. A parent/guardian can choose to have their child opt out of a screening by providing the school nurse with a written note that is dated, signed, and states the choice to opt out of participation in a 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

<u>Illness</u>	<u>Excluded from School</u>
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; CDC Fifth Disease
Coxsackie virus (Hand, Foot and Mouth)	Until symptom-free; CDC Hand, Foot, and Mouth Disease
Vomiting/Diarrhea	No vomiting or diarrhea for 24 hours
MRSA	If actively draining and unable to keep it covered; CT Department of Public Health MRSA
Influenza	Fever free for 24 hours without fever-reducing medication and a note from the child's medical provider
COVID/Coronavirus	Per CDC guidelines
Unknown Rashes	Until rash is cleared or a note from physician is provided

COVID Prevention and Implementation

The school health office will follow CDC/CCHD protocol for appropriate PPE and the utilization of PPE. 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 follow appropriate social distancing guidelines. 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 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.

Opt-Outs

Opt-Out for Opioid Antagonist (Narcan) Administration

Public Act 22-80 allows school nurses or, in their absence, qualified school employees to maintain and administer opioid antagonists, on an emergency basis and without prior written authorization, to students experiencing opioid-related drug overdoses. By law, an opioid antagonist means naloxone hydrochloride (e.g., Narcan) or any other similarly acting and equally safe drug that the Food and Drug Administration has approved for the treatment of drug overdose.

Opt-Out for Epinephrine (EpiPen) Administration

Connecticut law requires the school nurse and other qualified school personnel in all public schools to maintain epinephrine in cartridge injectors (EpiPens) for the purpose of administering emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. State law permits the parent or guardian of a student to submit a written directive to the school nurse that epinephrine shall not be administered to such student in emergency situations.

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

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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.

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BHS Bell Schedule

Days 1 – 3 – 5	Days 2 – 4 – 6	Red Sea Block
1 7:25 – 8:55	2 7:25 – 8:55	7:25 – 8:45
3 8:59 – 10:29	4 8:59 – 10:29	8:49 – 10:09
5 10:33 – 12:36 Wave 1 10:33-11:03 Wave 2 11:20-11:50 Wave 3 12:06-12:36	6 10:33 – 12:36 Wave 1 10:33-11:03 Wave 2 11:20-11:50 Wave 3 12:06-12:36	Red Sea Block 10:13 – 10:43
		10:47 – 12:47 Wave 1 10:47-11:17 Wave 2 11:35-12:05 Wave 3 12:17-12:47
7 12:40 – 2:10	8 12:40 – 2:10	
		12:51 – 2:10

BHS Bell Schedule Early Dismissal

Days 1 – 3 – 5	Days 2 – 4 – 6
<p style="text-align: center;">1 7:25 – 8:18</p>	<p style="text-align: center;">2 7:25 – 8:18</p>
<p style="text-align: center;">3 8:22 – 9:15</p>	<p style="text-align: center;">4 8:22 – 9:15</p>
<p style="text-align: center;">5 9:19 – 10:12</p>	<p style="text-align: center;">6 9:19 – 10:12</p>
<p style="text-align: center;">7 10:16 – 11:30</p> <p>Wave 1 10:16-10:36 Wave 2 10:45-11:05 Wave 3 11:10-11:30</p>	<p style="text-align: center;">8 10:16 – 11:30</p> <p>Wave 1 10:16-10:36 Wave 2 10:45-11:05 Wave 3 11:10-11:30</p>

BHS Bell Schedule

Late Arrival

Days 1 – 3 – 5	Days 2 – 4 – 6
<p style="text-align: center;">1 9:25 – 10:25</p>	<p style="text-align: center;">2 9:25 – 10:25</p>
<p style="text-align: center;">3 10:29 – 11:29</p>	<p style="text-align: center;">4 10:29 – 11:29</p>
<p style="text-align: center;">5 11:34 – 1:06</p> <p>Wave 1 11:34-12:04 Wave 2 12:05-12:35 Wave 3 12:36-1:06</p>	<p style="text-align: center;">6 11:34 – 1:06</p> <p>Wave 1 11:34-12:04 Wave 2 12:05-12:35 Wave 3 12:36-1:06</p>
<p style="text-align: center;">7 1:10 – 2:10</p>	<p style="text-align: center;">8 1:10 – 2:10</p>