

## **Mission Statement**

Together We Can...

The Berlin Area School District provides a safe and healthy environment where all students can collaborate, problem solve, and develop their individual potential. In order to prepare students to live in and contribute to a changing world, Berlin Area School District partners with parents and community members to empower all students to become lifelong learners and productive citizens through the delivery of quality instruction and a well-developed curriculum designed to support all students' academic, social and emotional needs.

Berlin High School is committed to focusing on high expectations and, in partnership with the community, prepares all students to be college and career ready as well as lifelong learners, who are productive, empathetic members of society.

### **HIGH SCHOOL LEARNING GOALS**

1. To provide a safe learning environment that provides for the physical and emotional well-being of its students and staff.
2. To prepare students to be effective communicators in written and verbal forms.
3. To develop student's logical and high level thinking skills.
4. To promote safe and healthy lifestyles.
5. To develop citizenship skills that will prepare students to be productive members of society, aware of global cultures, and how they shape world affairs.
6. To teach respect for the environment by using the school and other community resources.

**THIS AGENDA BELONGS TO:**

NAME \_\_\_\_\_

## **PRINCIPAL'S MESSAGE**

Welcome to the 2018-2019 school year at Berlin High School. Our school endeavors to provide a wide variety of learning opportunities for all of our students. Your school experience will be greatly enhanced by being involved in school activities. Only you can decide what kind of student you will be and what kind of attitude you will display each day. Please remember this in all your daily interactions.

This handbook is designed to provide necessary information for you, as well as to provide a calendar for personal planning. The information found in this book explains many of the policies and procedures used in our school. The calendar can be used to track upcoming examinations, project due dates, or special events.

All students are responsible for knowing the contents of this handbook and for sharing it with their parents. If you have questions, please seek out one of the principals or a teacher for clarification.

The staff of Berlin High School is excited about working with you. Have a great year!

**Lynn Mork, Principal**

## **NOTICE OF NONDISCRIMINATION POLICY**

In compliance with Executive Order 11245; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Amendments of 1972; Title IX Regulation Implementing Education Amendments of 1974; Section 504 of the Rehabilitation Act of 1973 and S.118.13 Wisconsin Statute; The Age Discrimination Act of 1975; and all other Federal, State, School rules, laws, regulations, and policies, The School District of Berlin, Green Lake Co., Wisconsin, shall not discriminate on the basis of sex, age, race, color, national origin, religion or handicap in the educational programs or activities which it operates in employment.

Specific complaints of alleged discrimination under Title IX (Sex) and Section 504 (Handicap) should be referred to:

**ROBERT EIDAHL**  
**District Administrator**  
School District of Berlin  
Title IX Coordinator  
Section 504 Coordinator  
295 E. Marquette St.  
Berlin, WI 54923

## **HANDBOOK**

This handbook is being provided for you to use as a goal setter, a class organizer, an assignment keeper, a reference for school policies, and most importantly, your planner.

It is your responsibility to have it with you at all times. We strongly recommend that you sign your name in ink on each side of the pass pages; on the name page and several other strategic places. There is a \$5.00 replacement fee.

### **REGULAR SCHOOL HOURS AND CLASS BELLS**

Period	Time	Period	Time
1	7:50 – 9:05	4	12:25 – 1:35
2	9:10 – 10:25	5	1:40 – 2:50
3	10:30 – 11:45	CIA	2:55 – 3:20
Lunch	11:45 – 12:20		

### **WEDNESDAY WITHOUT LATE START SCHEDULE**

Period	Time	Period	Time
1	7:50 – 9:05	4	12:25 – 1:35
2	9:10 – 10:25	CIA	1:40 – 2:05
3	10:30 – 11:45	5	2:10 – 3:20
Lunch	11:45 – 12:20		

### **WEDNESDAY LATE START SCHEDULE**

Period	Time	Period	Time
1	9:00 – 9:55	4	12:35 – 1:30
2	10:00 – 10:55	CIA	1:35 – 2:20
3	11:00 – 11:55	5	2:25 – 3:20
Lunch	11:55 – 12:30		

### **TWO HOUR DELAY OR LATE START SCHEDULE**

Period	Time	Period	Time
1	9:50 – 10:25	4	12:25 – 1:35
2	10:30 – 11:05	5	1:40 – 2:50
3	11:10 – 11:45	CIA	2:55 – 3:20
Lunch	11:45 – 12:20		

BUS DEPARTURE 3:25 P.M.

Passing time between classes – five minutes

### **EARLY RELEASE SCHEDULE**

Period	Time	Period	Time
1	7:50 – 8:40	4	10:20 – 11:00
2	8:45 – 9:25	5	11:05 – 11:45
3	9:30 – 10:15	Lunch	11:45 – 12:20

## **CIA**

CIA (Connect, Inspire, Achieve) will provide time for academic support, enrichment/enhancement activities, club meetings, and make-up work. It is part of the school day and attendance is mandatory. This time may also be used for grade remediation.

Wednesday is connect day. All students must meet with their CIA advisor. This is a time where teachers are building relationships with students, checking academic performance and attendance, helping with scheduling, etc.

Any junior or senior who currently has a D or F will be scheduled into CIA for support with their instructor. They will be able to be dismissed from CIA once their grades improve.

*Consequences for missing: Teachers will follow discipline plan, including truancy*

## COURSE OF STUDY

### A. REQUIREMENTS:

1. Each student successfully completing the prescribed Berlin High School program shall, upon the recommendation of the Berlin High School principal and approval of the Board of Education, be presented a diploma certifying graduation. Each student shall complete a minimum program of 24 credits which shall include the courses required for graduation from Berlin High School.
2. The required courses shall include the following:
  - a) 3 credits Math
  - b) 3 credits Science
  - c) 4 credits English
  - d) 3 1/2 credits Social Studies
  - e) 1 1/2 credits Physical Education
  - f) 1/2 credit Health (1/2 credit between grades 7 & 12 is required, but not included in the 15.0 credits)
  - g) 9+ credits of elective classes
3. All students must enroll in a minimum of 6.5 credits per year.
4. Senior Release-Seniors must be enrolled in a minimum of 6.5 credits per year. Seniors can be released from their study hall up to 2 periods of release their senior year, providing that parents/guardians request such an arrangement. Entering their senior year, students must have at least 19 credits and have had no attendance issues as a junior (i.e. unexcused tardies, absences, or truancy papers). Seniors must be passing all classes, attending school regularly, and be exhibiting appropriate behavior in and out of school to be approved. This privilege can be revoked due to excessive tardiness, unexcused absences, low or failing grades, or inappropriate behavior. Senior release forms are available in student services.
5. Seniors who have not met academic graduation requirements will not be allowed to participate in graduation exercises if their parents are notified six weeks prior to graduation; they will be allowed to participate in graduation exercises if their parents are not notified six weeks prior to graduation.
6. Seniors who have met academic graduation requirements but have not met financial obligations or have not made up detention time may not participate in graduation exercises.
7. All seniors choosing to participate in graduation exercises will wear caps and gowns.

### B. REGISTRATION:

1. Course selection during the registration period will be considered as a commitment on the part of the student. Requests for program changes will not be accepted after they have been finalized except for administrative reasons. Finalizing of schedules usually occurs by June 1.
2. Students taking Honors Classes or #900 series classes will earn additional grade points toward class rank and grade point average. It is to be understood that honors classes demand additional responsibilities and expectations, including increased amount of homework, quality of homework, quality of work turned in and time spent on preparing for assignments.
3. Prerequisites for courses must be taken in their proper sequence.
4. If a required course is failed, it will be rescheduled as soon as possible.
5. Any student wishing to take a course not offered in the school curriculum, but necessary for college entrance, may do so by correspondence with the University of Wisconsin with prior approval of the high school principal, superintendent and Board of Education. The student is required to pay for the course and will be reimbursed by the district upon satisfactory completion.
6. Correspondence courses are available to students in some extenuating circumstances and must have prior approval of the guidance counselor and principal. All expenses incurred during the completion of a correspondence course are the responsibility of the student.
7. Early graduation will occur after the second trimester only.
8. Dropping classes-Ordinarily students are not allowed to drop classes for which they have registered. Only in a limited number of special circumstances and with everyone's approval, including final approval from the principal, will a schedule be changed. Students dropped from classes will be given an F grade for the trimester.

9. Berlin High School offers options on the every-other-day resource for a student who is only in choir or only in band during the second and third trimesters. Speak to you school counselor for all offerings.
10. Berlin High School discourages teacher change due to numerous reasons, one being the intricacies of the master schedule and the BHS philosophy of wanting to encourage our students to meet challenges they may face with certain classes and/or personalities. We understand extenuating circumstances do happen and one teacher change per student per high school career will be allowed.
11. If a student drops a class after the 5<sup>th</sup> day of the term, the student will earn an “F” for that class.
12. Students dropping school or transferring to another district during the year should return all school property, meet all obligations and leave a forwarding address with the office. Any students failing to properly withdraw will not be eligible to receive a refund.

**FEES AND DEPOSITS:**

Books are furnished by the school district. Any book damage will be subject to a book fine assessed by the teachers. Following is a list of courses for which user fees are charged.

Basic Fee	\$35.00	Instrument Rental per year	\$30.00
Bowl Fee, Gr. 10	\$25.00	Lifetime Activities	\$45.00
Weight Training	\$45.00	Body Sculpting	\$45.00
*ALL FEES ARE SUBJECT TO CHANGE			

\*Additional charges will be assessed as necessary in classes where students construct projects they keep or consume materials. Example: Furniture/Cabinet Making

\*NOTE: ALL REFUNDS WHERE APPLICABLE, WILL BE RETURNED AT THE COMPLETION OF THE SCHOOL YEAR.

Club Dues - Established by club membership.

Dances - Determined by the sponsoring organization.

Graduation - Fee is paid by the student or graduating class.

Home Athletic Contest - Admission for students \$2.00, adults \$4.00.

Library Fee - Lost/damaged items will be charged to person who checked them out.

Lunch Account- \$2.65 per meal (**subject to change**).

Music - \$30.00 rental for school-owned instruments including percussion per year.

Yearbook – Determined by the yearbook organization.

**GRADING**

**REPORT CARDS/PROGRESS REPORTS:**

Report cards are issued every twelve weeks by mail. Progress reports will be available at parent/teacher conferences each trimester.

**HONOR ROLLS:**

We feel it is important to identify our outstanding students, and to give them a well-deserved pat on the back. We have therefore designated the following honor rolls, which are generally published after each trimester:

**Superior Honors**

3.8 or above (GPA)

Students with more than two C’s or earning a D or F grade in any class are not eligible for Superior Honors.

**High Honors**

3.2-3.79 (GPA)

Students with more than two C’s or earning a D or F grade in any class are not eligible for High Honors.

**Honors**

3.00-3.19 (GPA)

The Honors designation may include students who have a GPA above 3.19 but who have been excluded from High or Superior Honors by the restrictions in those categories.

**ACADEMIC AWARDS:**

This is what high school is all about--to learn to do and be the very best you can. The following criteria are used to determine students who are eligible for an academic award.

A student must accumulate twelve award points to earn a letter. Points are awarded by semester in the following manner:

- 3 points for Superior Honors - GPA of 3.8 or above
- 2 points for High Honors - GPA of 3.2-3.79
- 1 point for Honors - GPA of 3.0-3.19

**CLASS RANK:**

Class rank is determined by using the following formula; total grade points divided by the total credits (earned at the end of the second trimester of the senior year) plus the cumulative grade point average.

**STUDENT RECORDS:**

*Berlin High School has adopted a student and permanent record policy that meets the specifics of both Wisconsin State Law and Federal Law. New federal legislation requires schools to give names, addresses and telephone numbers to the U.S. military services. General basic student information will be released upon request unless parents or adult students refuse the release in writing on their own initiative. Permanent record information will be released only with written approval of parents or adult students. If you have questions please contact BHS for further explanation.*

**INCOMPLETES:**

Incompletes are the TOTAL responsibility of the student and must be made up within two weeks after the grading period has ended or they will automatically become an F.

**ATTENDANCE**

Success in school depends on several factors, but the prime factor is regular attendance. This good habit carries over into our jobs long after we leave high school. Careful consideration should be given by both parent and student before a loss of school time is incurred for reasons which are not serious or in the nature of an emergency.

Wisconsin law (S. 118.15, 118.16) establishes the ultimate responsibility for regular school attendance with each student/parent. However, it is the prerogative of school authorities, not the students or their parent to determine the legitimacy of excuses. The school will be cooperative with the home when emergencies, pre-arranged absences or illness keep the student from attending school.

**PROCEDURE:**

All students, parents and staff of the Berlin Area School District must comply with Wisconsin's Compulsory Attendance Law (S 118.15).

If a student is absent, IT IS THE RESPONSIBILITY OF PARENTS/GUARDIANS TO DO THE FOLLOWING:

1. Telephone the high school at 361-2000 before 8:00 a.m. to report an absence or
2. Send a written note with the child upon return to school. Failure to follow the above procedures within 24 hours may result in the absence being ruled unexcused.

Each absence will be evaluated to determine if it will be excused or not. The following are considered excused absences:

1. Illness, hospitalization, medical care, eye and dental appointments
2. Family emergency
3. Religious holidays
4. Properly prearranged absences.

These absences will be counted in the total number of days absent and each subsequent absence beyond 10 days may require a doctor's statement.

In order for each student to participate in a contest, event, performance, or practice, he/she must be in school for half of their classes that day unless excused by the principal/athletic director.

Absences without legal excuse cannot, under state law (S.118.16) be considered justified and excusable and will be considered as unexcused/truancy. Truancy is an intentional absence, which includes leaving school during the day without checking out through the high school office and missing all or part of a day or an individual class period without legal excuse and proper advance arrangements.

Parents will be notified via an automated phone call when students have been marked absent.

### **ABSENCES:**

- 1) Upon returning to school, if the absence was reported via the telephone the student may go directly to class. Upon returning to school with a written note, the student must report to the office.
- 2) *Students may not leave the school (except during their lunch period) without permission from the office.*
- 3) Pre-arranged absences are any excusable absence that students have prior knowledge of. Students pre-arranging for an absence must have the appropriate sheet turned in to the office prior to the absence.
- 4) The following absences are examples of those which are not excused: 1) skipping, 2) working, 3) oversleeping, 4) car trouble, 5) babysitting, 6) haircuts, 7) shopping, 8) pre-arranged absence request not submitted in a timely manner, and 9) arriving more than ten minutes past the bell.
- 5) The consequences for unexcused absences may result in detention and/or suspension or a truancy citation given by administration.

Students with unexcused absences will be allowed to make up major tests.

Remember...ALL students leaving the building during school hours must check out in the office to be excused. This includes ill students leaving during the day. The office will contact the parent or the individual designated on the emergency card before an ill student may leave school.

### **TARDINESS:**

Teachers will manage the first three times that a student would be tardy to their classroom at their own discretion. A possible suggestion would be that the student report to their room during "CIA time" or before school. If the student fails to follow the teacher's request, it will be immediately sent to the office in the form of a detention.

After the third tardy incident, the teacher may fill out an ODR (Office Discipline Referral) and send it to the office.

Further consequences for tardies will be handled by the administration. This may include, but not limited to: detentions and/or meeting with parents and students and/or a truancy citation.

## **GENERAL INFORMATION– 2018-2019 CALENDAR**

Teacher Inservice	August 28 – 30, 2018
Labor Day – No School	September 3, 2018
Students Begin (7:50)	September 4, 2018
Early Release – (12:20)	October 18, 2018
Parent Conferences (1 – 9:00 p.m.)	October 18, 2018
No School	October 19, 2018
Early Release – (12:20)	November 21, 2018
Thanksgiving Break	November 22-23, 2018
End of Trimester/Early Release – (12:20)	November 30, 2018
Winter Break	December 24, 2018 – January 1, 2019
School Resumes	January 2, 2019
Parent Conferences (5 – 9 p.m.) only	January 17, 2019
Teacher Inservice – No School	January 21, 2019 *Possible Snow Make-Up Day
Teacher Inservice – No School	February 18, 2019 *Possible Snow Make-Up Day
End of Trimester/Early Release – (12:20)	March 8, 2019
Spring Break	March 11-15, 2019
School Resumes	March 18, 2019
No School	April 19, 2019
Memorial Day – No School	May 27, 2019
Graduation – (1:00 p.m. HS Gym)	June 2, 2019
Students' Last Day	June 7, 2019

### **SCHOOL CLOSINGS:**

Listen to the WISS FM 102.3 Berlin, WCWC AM 1600 or FM 95.9 Ripon, WOSH AM 1490 or FM 103.9, WPKR FM 99.5, or channel FOX 11 between 6:30 and 7:30 a.m. for school announcements any time conditions might cause schools to close or begin later than usual. You will also receive an automated call from the School Messenger system. **DO NOT CALL THE SCHOOL OR RADIO STATION.**

### **FIRE/TORNADO DRILLS:**

A fire and tornado evacuation plan is posted in each room. Students should be familiar with the plan in each of their classrooms.

Fire - When the fire alarm sounds, students will immediately and quietly leave the building. Students are to move at least 100 feet away from the building until the signal to reenter is given.

Tornado - When a tornado drill is announced, students will immediately leave their classroom area and quietly go to their designated area. The areas will be crowded so students are to remain as quiet as possible. Students may return to class when the all clear is announced.

### **PUBLIC DISPLAYS OF AFFECTION:**

The faculty and school administration want you to make friends, but ask that you use good judgment in your behavior. Touching should be limited to hand holding only.

### **PUBLIC ADDRESS SYSTEM:**

The announcements for the day are made at the beginning of the first period and shown on the T.V. in the commons. It is the responsibility of each student to listen to the announcements and to respond to necessary requests. *The public address system will not be used for students to have other students called to the office.*



### **PRIDE IN OUR DRESS/APPEARANCE:**

An individual's dress and appearance, like his or her behavior, should reflect a sensitivity to and respect for others. Dress and grooming should not interrupt or distract from the educational process and should reflect good taste and style appropriate for school activities.

Examples of unacceptable apparel include for both genders:

- Caps, hats, bandannas, hairnets, beanies, hoods, or other fashionable head coverings,
- Shirts implying off-color meaning, shirts promoting alcohol or drugs, clothing with racial, gender or other offensive slurs, or jewelry/clothing which depicts gang membership.
- Strapless, spaghetti/thin straps, and halter tops are not permitted. Cleavage and midriff should be concealed at all times.
- Pants and shorts should fit at the waist without excessive sagging, and underwear should not be visible. Skirts, skorts, and shorts should be at least mid-thigh in length (skirts with slits must meet the same requirement). Garments with holes in them, considered in-style, may not be worn if the holes are excessive or located in inappropriate places above the mid-thigh. Pajama bottoms/lounging attire and coveralls are not permitted.
- Sunglasses, heavy chains, spike necklaces or other inappropriate jewelry

Additional dress standards may be set by the school board. Students who do not comply will be subject to the following consequences:

**First offense** – Student will be given the chance to change clothes or turn shirts inside out, etc. A parent contact will be made.

**Repeated offenses** – May result in out-of-school suspension. A continued pattern of non-compliance will result in referral to the Berlin Area School Board for expulsion.

### **STUDENT IDENTIFICATION CARDS:**

All students enrolled in Berlin High School will be issued, at no cost, one student ID card each school year. The cards are to be carried AT ALL TIMES and shown to teachers if requested. If lost, pictures for new ID cards will be taken each at a cost of \$5.00 each.

### **TELEPHONE:**

Students will not be called from class unless an emergency arises. Messages from parents can be left and will be forwarded to the student at announcement time, between classes or immediately after school. The office phone may be used for emergencies only.

### **STUDENT USE OF TWO-WAY COMMUNICATION AND/OR ELECTRONIC DEVICES:**

The Berlin Area School District recognizes the legitimate safety purpose that students and parents have in providing students with cellular phones and other two-way communication devices. The Berlin Area School District also recognizes the legitimate education right that students have to learn without distraction or disruption from the use of two-way devices or other personal electronic equipment.

Cell phones and personal music devices such as iPods may be used in the cafeteria and hallways before and after school as well as passing time between classes. Use of these devices is prohibited in the classroom and during class time (devices must be turned off and be out of sight during class time), except at the discretion of the instructor. Failure to abide by these guidelines may result in confiscation of the device.

The inappropriate use of personal cell phones or other digital devices by students during the school day is subject to disciplinary action. Students may not share or post personal information about or images of any other student or staff members without permission from that student or staff member. The inappropriate use of cameras or electronic communication devices includes but is not limited to the following examples. Cameras or electronic communication devices shall not be used:

- in areas where one would reasonably expect privacy, i.e. locker rooms, bathroom, etc.
- to communicate test answers, photograph tests, or in any way enable students to cheat.
- To engage in cyber-bullying – placing cell phone calls or sending text messages that ridicule, threaten or harass other students, staff members or school employees.

## **Consequences**

**1<sup>ST</sup> Offense** – The device will be taken away and returned to the student at the end of the school day in the office.

**2<sup>nd</sup> Offense** - The device will be taken away and returned to the parent or guardian.

**3<sup>rd</sup> Offense** – The device will be returned to the parent/guardian but with the understanding the student is forbidden thereafter for the rest of the school year from possessing a communication device at school. This will be considered a school rules violation, which may result in an ISS or OSS.

*If a communication device subject to this policy is confiscated for violation of this policy, school officials have the right to view the contents of the communication device when a reasonable suspicion exists that the search of the communication device may produce evidence that the student violated this policy or that the student violated the law, a school rule, or another policy. The search of the communication device shall in all respects be reasonable in scope with respect to the suspected violation. Violations of this policy may result in further consequences which may include a police referral. In all instances governed by this paragraph, the communication device may not be immediately returned to the student, parent, or guardian until any evidence produced is secured for the appropriate purpose.*

*School officials also have the right to view the contents of a communication device when a reasonable suspicion exists that the student violated the law, school rule, or school policy and that the search of the communication device may produce evidence of that violation. The search of the communication device shall in all respects be reasonable in scope with respect to the suspected violation. In such instances, the communication device may not be immediately returned to the student, parent, or guardian until any evidence produced is secured for the appropriate purpose.*

*Any student requesting use of a two-way communication device must turn in a permission form signed by both the student and parent/guardian.*

## **STUDENT-DRIVEN VEHICLES/PARKING:**

There is adequate parking in the school parking lots. All students driving vehicles to school must park in the designated parking areas and within the lined spaces provided. Students must purchase a parking permit each year in the high school office. Remember, driving to school is a privilege and abusing that privilege may result in loss of parking privileges on school property.

## **BUS RULES/SERVICE:**

Riding the bus is a privilege provided for students living more than two miles from school. However, students within the city limits may ride the bus if they are at regular pickup areas designated by the director of transportation.

Remember - riding a bus is a privilege and appropriate behavior is expected at all times - misbehavior may lead to losing that privilege.

**LOCKERS:**

Lockers are offered to students as a convenience but the control and regulation of these facilities remains with the Board of Education and its appointed authorities. Any student requesting use of a locker must turn in a permission form signed by both the student and parent/guardian giving consent for search by appropriate authorities.

Students are encouraged to use their lockers, rather than carrying backpacks.

It is also understood that the student assume all responsibility for contents therein and the Board of Education will not be liable for any losses that may occur.

**LOST AND FOUND:**

The lost and found department is in the office. If you find anything, turn it in to a secretary in the main office. If you lose something, report it to the secretary in the main office.

**PHYSICAL EDUCATION:**

Students provide their own clothing which must be acceptable to the standards set up by the physical education department, namely, clean, plain gym shorts, T-shirt and athletic shoes and socks.

**RESOURCES:**

Students who are assigned a resource are responsible to that teacher during that period as if it were a regular class period. This means you will need to get a pass prior to going to another teacher's area during your resource period.

Resources will give the students an opportunity to work together quietly with the aid and supervision of a teacher. Students are encouraged to seek help from their teachers.

No resources are designed to just visit, sleep, loaf, or play games. If you have no direct assignment to do, use the time for enrichment in some area of interest.

**COUNSELING SERVICE:**

Counselors are available to discuss school problems or other personal concerns with you. A pass must be obtained prior to seeing the counselor. Counselors can help you with:

1. Personal problems in and out of school, such as alcohol and other drug abuse, depression, family, friendships etc.
2. Choosing your high school courses.
3. Planning your career.
4. Planning post high school education.
5. Gaining information about scholarships and other financial aids.
6. Obtaining information about employment.

All students will be divided by the counseling department according to alphabet; students A-L will be group A, M-Z will be group B.

**POLICE/SCHOOL LIAISON OFFICER:**

Officer Georgia Trochinski is our school liaison officer. Her extension at school is 1017.

**STUDENT INSURANCE COVERAGE:**

It is assumed that most parents have adequate health and accident insurance of their own to cover school accidents. Therefore, no insurance is provided for student injury or accident at school. This policy will also apply to students participating in the various athletic programs.

**WORK PERMITS:**

Work permits for 12 to 15-year-olds as required by the Wisconsin Department of Industry, Labor and Human Relations are available in the Central District Office throughout the year. The office must have the following information in order to issue a work permit:

1. Written request from your prospective employer.
2. Written permission of your parents.
3. A copy of your birth certificate, or baptismal certificate, or driver's license
4. Statutory permit fee is \$10.00.
5. Minor's Social Security Card.

We encourage parents to carefully monitor the employment schedule or the number of hours their child works, insuring the opportunity for a successful educational experience. School work should have priority over all other activities - including work.

**STUDENT IMMUNIZATIONS:**

Wisconsin State Law requires all public and private school students to present written evidence of immunization against certain diseases (measles, mumps, rubella, polio, diphtheria, tetanus and whooping cough) within 30 days of school admission. These requirements can be waived only if a properly signed exemption is filed with the school.

**VISITORS:**

During school class hours, the outside doors will be locked and all visitors must enter through the office doors. School policy at this time is that there will be NO student visitors permitted.

**NOON HOUR/LUNCH ACCOUNT:**

It is strongly recommended that all students stay and eat lunch at school. The only area that food or drinks are allowed at any time except by permission of the instructor throughout the day is the cafe/commons area. An outside court yard for eating lunch is available for you. PLEASE KEEP IT CLEAN.

Lunch Account payments can be made before school in the concession stand or in the main office.

Remember...leaving campus is a privilege and it can be revoked for misconduct in or out of school.

**SCHOOL MANAGEMENT/GENERAL RULES****Hall Behavior**

- Smile, say "hello", be polite, and help others.
- Use appropriate language, voice volume, and manners.
- Display affection appropriately in the hallway.
- Students must have passes from instructors to be in the hall during class periods.
- Alert staff members of unsafe situations.

**Lunch/Noon Behavior**

- Take your turn in the lunch line; line jumping is not allowed.
- Be polite and patient.
- Clean up after yourself; leave surrounding areas better than you found them.
- Students are only allowed in the commons during lunch. The halls in the academic wing are not to be used during lunch.

## General School Rules

- Rules of common courtesy are to be adhered to at all school activities including bus drivers/staff of visiting schools.
- All school employees and bus drivers should be shown respect at all times.
- Class and organization meetings should be called only by the president, after receiving the approval of the advisor and principal.
- The school grounds and buildings are for you to enjoy; please help keep them clean and neat. Help make your school an attractive place.
- Beverages are allowed only in the cafeteria or designated concession areas during athletic events. Only water and other healthy beverages will be allowed in classrooms, halls or lockers at any time.
- Bullying, harassment, intimidation and/or hazing of individuals will not be tolerated in school. Anyone who may be involved will be dealt with by the administration. It is the school's commitment and obligation to make the school safe for all students.
- Students are to be under the supervision of a teacher after 3:45 p.m.
- Students are responsible for their actions, including paying for any damage they incur.
- Berlin High School realizes the importance of keeping Wednesday evenings and Sundays free from school-sponsored events. Occasionally, when approved by administration and strictly on a voluntary basis, with NO effect on student's grades, these times may be used.
- Throwing or shooting any objects where injury could result is not allowed.
- Fighting is prohibited by city ordinance. Parents and police will be contacted when fist fighting occurs.
- Possession of tobacco products or substitute forms of electronic cigarettes by a student on school grounds is prohibited. 1st offense will result in the police being contacted and the parent notified. 2nd and subsequent offenses will result in the police being contacted and an automatic three day out-of-school suspension.
- Single-stall gender-neutral restrooms are available for all students.

These rules are not to deny the right of reasonable dissent, but to prevent the disruption of the educational rights of others.

When actions taken by the teacher have failed or the rule of infraction is of a serious nature, the incident will be reported to an administrator for investigation and action. The consequences of the infraction will depend upon the severity of the offense and the previous discipline record of the student.

### Minor Behaviors that Receive Classroom-Managed Consequences:

1. **Inappropriate Language** that is used accidentally or not directed at someone/used aggressively.
2. **Initial Defiance/Disrespect/Disruption** of the learning environment, peers, teachers, or other authority member.
3. **Being Tardy** to class and arriving after the bell has rung.
4. **Fixable Dress Code Violations** that can be fixed within a timely manner.
5. **Public Display of Affection** as defined by the school.

### Major Behaviors that Receive Office-Managed Consequences:

1. **Inappropriate Language** directed at another student/staff member and/or is used aggressively.
2. **Repeated Defiance/Disrespect/Disruption** that interferes with the learning process even after repeated redirection from staff or other authority members.
3. **Fighting/Physical Aggression** where injury may or does occur.
4. **Bullying Harassment** (verbal or gestural) that seeks to threaten or intimidate another student through the use of obscene gestures, pictures, written notes, verbal threats.
5. **Threats of Violence** on school campus or near school campus.
6. **Use or Possession of Weapons**, real or look-alike, or other objects readily capable of causing bodily harm. Any student with a gun at school illegally will be expelled for no less than one year by Wisconsin statute.

7. **Use, Possession, or Intent to Sell Controlled Substances** such as alcohol, drugs, or tobacco. Police referral will accompany school-issued consequences per WI State Statute 101.123(a) and School Board Policy.
8. **Non-Fixable Dress Code Violation** that cannot be fixed within a timely manner.
9. **Vandalism or Theft.**
10. **Illegal Acts and any act that is covered under the Disorderly Conduct Statute, 947.01 Wisconsin State Statute or any other behaviors that require police contact/involvement.**

**ARTICLES PROHIBITED AT SCHOOL/SCHOOL FUNCTIONS:**

Problems arise each year because some students bring articles, which are hazards to the safety of others or interfere in some way with school procedure. Such items as matches, lighters, toy water balloons, hard balls, playing cards, cards, laser pointers, etc. are unacceptable. They will be confiscated and are cause for disciplinary action. Music/media players, radios, tape-players of any kind, walkmans, boom boxes, beepers, pagers, any two-way communication devices, miniature televisions, electronic games, other electronic equipment and noise makers should be left at home. Fires, firecrackers, smoke bombs, cap guns, etc. are causes for disciplinary action. Any articles related in any way to gang activities or functions are prohibited.

**The possession of or the making of any dangerous weapon or look alike weapon may result in disciplinary action that may include, but not limited to suspension and/or expulsion from school.**

Roller blades, roller skates, skateboards or rip sticks are not allowed on school grounds. They may be confiscated and returned at the principal's discretion.

**Alcohol and Drug Abuse Policy**

***Philosophy***

The Berlin School District is responsible for providing an optimal school environment, which fosters learning and healthy lifestyles for students and staff. The school recognizes that the growing problem of illicit use and abuse of alcohol and other drugs negatively impacts the health and learning potential for students.

***Standards of Conduct***

The following actions are prohibited by students in or on school property; in any district owned or contracted vehicle and at all school sponsored activities; and while under the supervision of a school authority, to the fullest extent authorized by Wis. Stat. §120.13.

1. The use, possession, concealment, distribution, manufacture, and/or delivery of a controlled substance, alcohol and/or drug paraphernalia.
2. The possession with the intent to distribute, manufacture or deliver a controlled substance, alcohol, and/or drug paraphernalia.
3. The use, possession, distribution, manufacture and/or delivery of inhalants, look-alike drugs, alcohol (i.e., non-alcoholic beer), other mood altering and intoxicating substances.
4. Being under the influence of alcohol, controlled substances, and/or inhalants.
5. The unauthorized use, possession, possession with intent to sell, distribution, transfer and/or sale of prescription drugs.

***Consequences for Policy Violations***

Any student found to be in violation of this policy is subject to disciplinary action that may include suspension and or expulsion from school. Such student may also be referred to law enforcement or juvenile authorities. In addition, when applicable, violations of the policy may be referred for investigation of athletic code violations.

**STUDENT DETENTION PLAN:**

Step #1 – Detention with teacher.

Step #2 – If detention is not served within three days, a noon hour detention will be assigned.

Step #3 – If skipping of noon hour detention continues, student will lose open campus privileges for one week.

Step #4 – If the student does not serve the week, then closed campus will continue.

Step #5 – If the student continues to not serve, Out of School Suspension will be issued with a continuation of closed campus.

**DETENTION INFRACTIONS:** Excessive Tardies, Talking, Unexcused Absence, Cutting Class Early, Cell Phones, Soda, Dress Code, Language, Etc.

**SEVERE INFRACTIONS TO REFER TO OFFICE:** Insubordination, Fighting, Harassment, Etc.

**EXCEPTIONAL CIRCUMSTANCES:**

Although suspension or possible expulsion are authorized under the conditions described above, in exceptional circumstances the principal may pre-scribe an alternative punishment or assignment to a special educational program.

**EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities enrich the curriculum of the school by making available a variety of activities in which students may participate. Students have the opportunity to join the following various clubs and groups at BHS.

Academic Decathlon	Jazz Ensemble	Rube Goldberg
AcaVox	Key Club	School Store/School Grounds
"B" Club	Kind Committee	Science Club
B-S.A.L.T.	LINC Crew	Ski /Snowboard Club
Battle of the Books	Madrigal Singers "Encore"	Solo Ensemble
Beast Club	Manga Club	Spanish Club
BHS Grafix Club	Mascoutin (Yearbook)	Spring Play
Cheer and Stunt	Math Team	STAR
Dance Team	Mock Trial	Student Council
Drama Club	Mountain Biking Club	Swing Choir
ECC Academic Bowl	MSOE TEAMS	Trap Shooting
FCCLA	Musical Production	Trees for Tomorrow
FFA	*NHS National Honor Society	Wordsmiths
Forensics	Red 'n' Green	Yearbook
Game Club	Robotics	Youth Alive

\*The National Honor Society is comprised of juniors and seniors who have met the national qualifications of scholarship (3.70 GPA or better), character, leadership, and service. Members must apply and are selected annually by the Berlin High School Faculty Council.

**CHARACTER AND REMOVAL GUIDELINES FOR NHS**

**Character**

1. No documented drinking or smoking violations during the year of nomination
2. No athletic or school code violations
3. No documented drug violations
4. No in-school or out of school suspensions during the nomination year
5. Appropriate classroom behavior:
  - a. Participation in class discussion and/or activities
  - b. Willingness to learn; evidence of preparation for class
  - c. Respect for teachers and classmates
  - d. No evidence of cheating
  - e. Regular school attendance

**Recommendations regarding removal of NHS members**

1. Drop in cumulative grade point to less than 3.25. Review of members' grade points will take place in September and March
2. Documented drinking, smoking, drug, or athletic violations. (Any illegal act greater than a moving traffic violation)
3. Action will be taken according to the discretion of the NHS Council.
4. NHS members will receive a warning or a hearing (to be determined by the council).

Berlin High School competes in the East Central Conference consisting of: Campbellsport, Kettle Moraine Lutheran, Kewaskum, Plymouth, Ripon, Waupun, Winneconne

Berlin High School offers the following sports teams:

BOYS		GIRLS	
Football	Track	Volleyball	Cross Country
Cross Country	Baseball	Softball	Basketball
Wrestling	Golf	Track	Golf
Basketball	Swimming	Swimming	Soccer
Soccer			

**BERLIN HIGH SCHOOL**

COLORS: Red and Green MASCOT: Indians

**SCHOOL SONG**

Go, go, ye Indians on to Victory  
 Keep your color flying  
 Give a cheer for Berlin High  
 U-rah-rah

We'll win with honor  
 Stay right on the beam  
 Stand up, let's hear you holler  
 For the rock'n sock'n Indians' team  
 V-I-C-T-O-R-Y

Second time – repeat first and second verses and end with:  
 V-I-C-T-O-R-Y VICTORY

**STUDENT DANCES:**

No dances will be allowed when school will be in session the following day.

1. All students **MUST** show their student ID card or schedule.
2. Students may bring a guest to the dance, but the guest **MUST** have a pre-approved form from the principal.
3. Any student leaving the dance is not permitted to return.
4. There will be no loitering in the hallways.
5. Proper dress and conduct are expected.
6. Doors will be closed one-half hour after the dance starts - no one will be permitted after that except by a special pass from the principal (exception: team members following a game). Dances will end at 11:30 p.m. unless prior approval is obtained.
7. Clean-up is the responsibility of the sponsoring group.
8. All outerwear, jackets, and coats must be checked in to the appropriate area.
9. Any student in an off-limits area or roped off area will be asked to leave without a refund.
10. Students must have been in attendance at school periods 4-5 in order to attend a dance or have prior approval of the principal/advisor.

**SPECTATOR BUS:**

There is a flat rate of \$4.00 for a ticket and bus ride (minimum of 25 paid student riders). Due to school liability, students riding the bus must also return on the bus unless they ride home with their parents or receive prior approval from the principal to ride with another parent. Admission ticket price is determined by WIAA.

**Cheating/Plagiarism Policy Statement**

Berlin High School defines cheating/plagiarism as the act of taking and using the ideas and words of another and passing them off as your own. Helping another student to cheat/plagiarize by giving away/letting them look at your work is academic dishonesty and will be handled as an act of cheating/plagiarism. Examples of cheating/plagiarism include:



- Sections (phrases, sentences or paragraphs) copied verbatim without proper documentation or citation.
- Cutting and pasting any part of an Internet source and presenting as one's own work.
- Ideas which are paraphrased or summarized without citation
- Failure to include a required bibliography or works cited page for researched work.
- Turning in another student's essay or homework as one's own.
- Any other act which effectively "steals" information from another source or person.

THIS POLICY WILL APPLY FOR ALL MAJOR HOMEWORK, PROJECTS, TESTS, AND ANY OTHER ASSIGNMENT AS DESIGNATED IN ADVANCE BY THE TEACHER.

### **Consequences of Cheating/Plagiarism**

**1<sup>st</sup> Offense** – The office and parents will be notified and the student may receive a zero grade on the assignment in which the cheating/plagiarism occurred.

**2<sup>nd</sup> Offense** – The office and parents will be notified and the student will receive a failing grade and be removed for the trimester in the course where the repeated acts of cheating/plagiarism occurred.

### **Responsibility of the students:**

- To understand the meaning of plagiarism
- To learn the proper techniques for documentation
- To make available all steps (note cards, rough draft, etc.) and resource materials for faculty review, if necessary. Nothing should be discarded until the project is graded and returned
- To complete tests and homework on their own as indicated by the teacher

- **Responsibility of faculty:**

- To inform students about the cheating/plagiarism policy at the beginning of each course
- To provide students with a clear definition of cheating/plagiarism and a reminder of its consequences.

### **STUDENT EXPECTATIONS**

Students at Berlin High School are expected to adhere to the following **Berlin PRIDE Expectations**. For more information, please see the Berlin PRIDE Matrix.

- **Be Prepared**
  - Be on time, bring required materials, and be prepared to learn by completing assignments on time.
- **Be Responsible**
  - Show up ready to learn, accept consequences, follow directions, keep the building clean, and follow expectations for all areas.
- **Be Involved**
  - Participate positively in learning, set and obtain goals, use time wisely, participate in extracurricular activities.
- **Be Dignified**
  - Use appropriate language and voice volume, treat equipment with care, respect others' space, display affection appropriately, follow the dress code, listen to others, follow technology policies, be polite and kind, and represent BHS positively within the community.
- **Be Empathetic**
  - Be helpful to others, be polite and kind, respect others' differences, and encourage others.

Following these expectations ensures that all students have the ability to:

1. Receive an education without disruption.
2. Be safe at school.
3. Receive help with school work.
4. Give opinions in a mannerly way.
5. Learn to make appropriate decisions.
6. Be clear about expectations and reasons for discipline.

## **PARENT EXPECTATIONS**

We believe that communication between the school and the home should be an on-going process and not limited to formal parent conference days. Many of our expectations involve communication which we feel is the key to successfully monitoring the student's social and academic progress.

### **A parent may expect:**

1. A positive environment which promotes school success.
2. To receive regular reports on their child's academic and social progress and to be informed of any problems relating to these areas.
3. To have conferences, upon request, with teachers, the principal, the counselor, and the psychologist.
4. To take part in the decision-making process as we work cooperatively to overcome concerns regarding student behavior.

### **A parent is expected to:**

1. Ensure that their child attends school regularly and punctually.
2. Notify the school if their child has to leave early, is absent, and explain absence with a short, written note.
3. Be supportive of the school and encourage a positive attitude to learning.
4. Make every effort to attend parent-teacher conferences and school events.
5. Keep the teacher/counselor informed of any situation which might affect the student's learning or behavior.
6. Help develop a positive, secure self-concept by giving praise and encouragement and instill a sense of worth.
7. Accept and love your child as she/he is and do not compare your child with other children.

## **SPORTSMANSHIP**

Good sportsmanship is conduct which imposes a type of self-control involving honest rivalry, courteous relations, and graceful acceptance of results. School spirit is a reflection of these attitudes and behavior. If our school is to succeed in one of its prime functions, that of developing good citizenship, it is necessary that student groups radiate proper sportsmanlike conduct. Sportsmanship is good citizenship in action. The promotion of sportsmanship is everyone's responsibility.

1. Always cheer in a positive manner. It is inappropriate to cheer against the other team or to cheer in response to an opposing player's mistake.
2. Cheers and chants with suggestive words and/or motions should not be used if they bring about an inappropriate response.
3. No actions should be made to purposely distract the players.
4. Intimidation of opponents has no place in high school athletics. Positive spirit signs are great and helps create a positive crowd atmosphere.
5. Any obnoxious behavior is inappropriate under the disguise of school spirit, including any noisemakers, booing, or stomping on bleachers, etc.
6. Officials and coaches should always be treated with respect and dignity.

Sport Schedules are on the Berlin website on the high school page -  
[www.berlin.k12.wi.us](http://www.berlin.k12.wi.us), r-School BHS Activity & Athletic Calendars

**Technology Mission Statement**

Berlin Area School District students and staff will effectively utilize technology to support and enhance student learning.

**Acceptable Use Policy**

It is the intent of the Berlin Area School District to improve learning and teaching through interpersonal communication, student access to information, research, teacher training collaboration and dissemination of successful educational practices, methods, and materials. When using the district's access to the Internet/network, users are expected to abide by the policies established by the district which include generally accepted rules of Internet/network etiquette. Use of district Internet/network services does not create an expectation of privacy. Users may encounter material they interpret as controversial, inappropriate, or offensive. It is impossible to completely control the content. It is the user's responsibility not to willingly access such material. The school reserves the right to search and/or monitor any information created, accessed, sent, received, and/or stored in any format by users on school equipment.

**Acceptable use of the Internet/network will include the following:**

- using the Internet/network for educational purposes only
- respecting and upholding copyright laws and other applicable laws or regulations
- respecting the rights and privacy of others by not accessing private files
- following all regulations posted in the computer lab or other rooms where computers are in use
- following the directions of the adult in charge of the computer lab or other rooms where computers are in use

**Unacceptable use of the Internet/network will include, but is not limited to the following:**

- using the Internet/network for any illegal purpose
- changing user logins or passwords or sharing this information with others
- using the Internet for personal e-mail, chat rooms, Instant Messaging, etc.
- using impolite or abusive language
- violating the rules of common sense or etiquette
- changing any computer files that do not belong to the user
- using the system for commercial use or the purchase of goods or services
- using an account other than their own or misrepresenting their identity
- creating and/or distributing a computer virus over the Internet/network
- using the system to illegally transfer software, otherwise known as pirating
- revealing personal addresses or telephone numbers of students or staff
- using the Internet/network in such a way that would disrupt the use of Internet/network by others
- causing damage deliberately or willfully to computer equipment or data or assisting others in doing the same
- accessing materials that are inconsistent with the school's code of conduct and district's educational goals or showing others how to do the same
- swapping copyrighted files such as MP3, Kazaa, etc
- downloading files or programs without consent
- copying programs to or from a removable media without the consent of the technology department
- using the network for non-school related bandwidth intensive activities such as network games, downloading of music/video files or serving as a host for such activities

Access to the Internet/network via the Berlin Area School District is a privilege not a right. This privilege may be restricted at any time for use not consistent with the educational goals of the district. The Berlin Area School District has the right to monitor use of the Internet/network to make sure that it continues to function properly for all of its users.

Consequences of violations include but are not limited to:

- Suspension or revocation of Internet/network access
- Suspension or revocation of computer access
- Discipline by administration
- Legal action and prosecution by the authorities including expulsion from school

### **Web Page Publishing and Internet Safety Policy**

A district policy statement has been drafted for the posting of material to the district web servers. For the protection of students and staff the following guidelines must be followed. Parent permission is required for students to post web pages and as indicated below for the posting of photos etc.

Due to the public nature of the Internet, the following guidelines must be followed to protect the privacy of our students and staff.

1. Photos of staff are allowed provided the district secures advance written permission from the staff member.
2. Photos of pre K-12<sup>th</sup> grade students without names may be used provided the district secures advance written permission from the pictured persons' parents or legal guardians.
3. It is the responsibility of staff members who post student pictures to verify that a parent permission form is on file.
4. Staff members who post pictures of students are expected to protect the images with the html code that prohibits website visitors from right clicking on the pictures to save or alter them.
5. First names and last name initials of students may be used to identify student work.
6. Identifier listings including (any/all) full names, social security numbers, phone numbers, addresses and email addresses of students may not be used under any circumstance.
7. Identifier listings including (any/all) social security numbers, home phone numbers, home addresses and personal email addresses of staff may not be used under any circumstance

**(Grades K-12)** In conjunction with classroom activities/projects, under the supervision of an adult, students may have the opportunity to contribute to web pages on the district's web servers. No personal, non-education-related material may be placed on official district and/or building specific web pages. However, students may post student-created work and projects.











