

# Berlin High School Student Handbook



Updated June 2024

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# 1. INTRODUCTION

## PRINCIPAL'S MESSAGE

Welcome to 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. The information found in this book explains many of the policies and procedures used in our school. 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 Mr. Schommer or myself.

In addition to this handbook, there are several other documents that you should be aware of and that are cited in this handbook. They can all be found on the High School Website under Students and Families>Handbooks:

- BASD Attendance Manual
- BASD Code of Conduct
- BHS Course Registration Handbook
- BHS Extra-Curricular Handbook
- A Parent's Guide to BHS
- BHS Orientation on Demand Presentations

The staff at Berlin High School are excited to work with you and I am glad you are here. Let's have a great year!

Bryant Bednarek, Principal

## MISSION STATEMENT

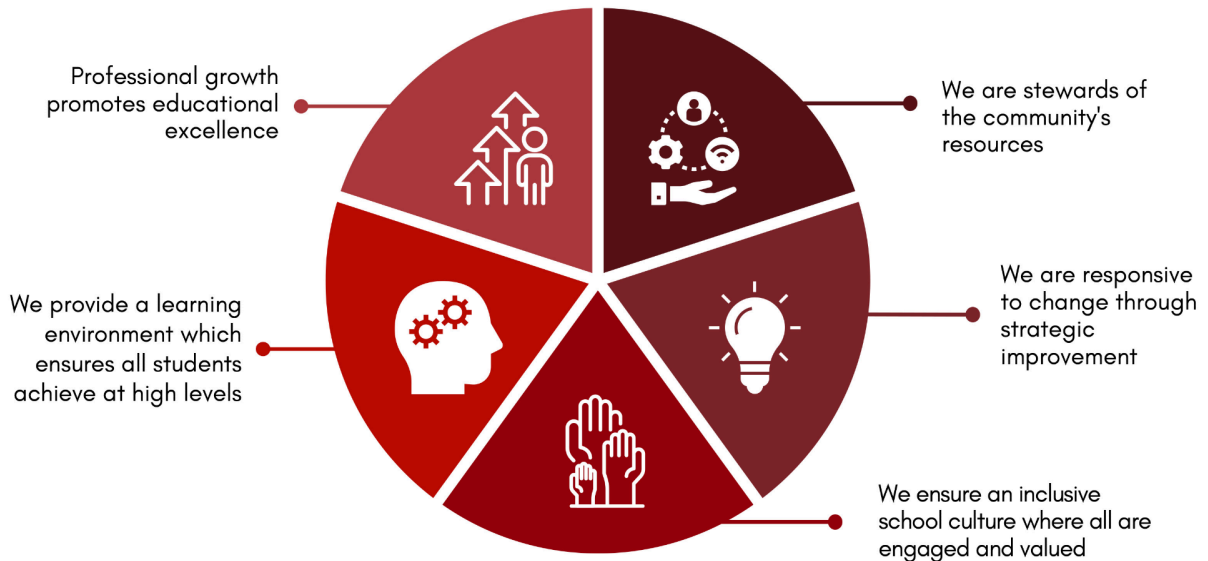
We will serve our community through a commitment to children by supporting them, challenging them, and preparing them for their futures.

## VISION STATEMENT

We will lead the region with exceptional educational opportunities so that all students learn, grow, and succeed.

## BELIEFS STATEMENT

The following beliefs about students, learning and our school system form a philosophical foundation for educational practices in our district.



## 2. REQUIRED NOTICES AND POLICIES

### WELLNESS POLICY (Policy 8510)

Please consider the following summary of our wellness policy and provide healthy and nutritious snacks for your child. In addition, if you choose to send a classroom treat, we encourage it to be healthy, nutritious, and individually packaged.

The Berlin School District emphasizes the importance of physical activity for students' overall wellness and learning ability. The district promotes a healthy environment where regular physical activity is integrated into the educational experience, with the support of all district employees, parents, and the community. Physical education is mandated for all students from kindergarten through twelfth grade, taught by certified teachers, and daily recess is provided in elementary and middle schools to encourage physical activity.

The district's physical education curriculum aims to instill the value of physical exercise in students, exposing them to various activities and teaching them the skills needed to maintain an active lifestyle. The curriculum aligns with Wisconsin Academic Standards and covers key fitness components such as cardiovascular endurance, muscular strength, and flexibility. Additionally, the health curriculum promotes lifelong healthy eating habits and physical activity, addressing topics like health promotion, disease prevention, goal setting, decision making, and the impact of culture and media on health.

Nutrition education is a crucial part of the district's curriculum, with a comprehensive approach from kindergarten through eighth grade. Students learn about the food guide pyramid, reading food labels, making healthy choices, and understanding the relationship between diet and disease. The district also supports education on the negative effects of alcohol, drugs, and tobacco, incorporating safety education to minimize accidents. Furthermore, wellness education extends to parents, providing them with resources and information to support healthy lifestyles at home.

## STUDENT RECORDS

Berlin High School, under District Policy (8330) has established policies and procedures to ensure the maintenance and confidentiality of student records. These records are kept for the benefit of students and serve purposes related to instruction, guidance, and research. Student records are categorized into three types:

- Directory data
- Progress records
- Behavioral records

Generally, student records are kept confidential and are not released without written permission from a parent or guardian of a minor student. However, certain information in the directory data category may be released without prior written consent unless a parent objects. This information includes:

- The student's name
- The student's photograph
- The student's major field of study
- The student's participation in officially recognized activities and sports
- The student's weight and height if part of an athletic team
- The student's date of enrollment and withdrawal
- The student's degrees and awards
- The name of the most recently attended school

**Parents have two weeks from the start of the school year to inform the building principal in writing if they do not wish for any or all of the above items to be released.**

Given that this Administrative Code impacts all students, both current and those leaving the Berlin Area School District, it is crucial for students and parents to be aware of the written policies regarding the content, maintenance, and confidentiality of student records. Protecting the privacy and confidentiality of student information is a priority for the District.

Progress records may include identification information, a list of courses taken, extracurricular activities, and attendance records. These records are kept indefinitely.

Behavioral records include all other school records not classified as progress records. These may include standardized test scores, psychological test results, health records, and teacher evaluations other than grades. Behavioral records are destroyed one year after the student graduates or leaves the district, unless written permission from a parent or guardian allows them to be kept longer.

All records are confidential, except to a parent or legal guardian of a minor student. Upon written request, these individuals can view behavioral records in the presence of a qualified school district official who will explain and interpret them. Written requests for copies of progress or behavioral records will be fulfilled within a reasonable time frame, not exceeding 45 days.

Student records will be transferred to another school district upon written notification from a parent or guardian that the student intends to enroll elsewhere, or upon request from the new district.

Additionally, students and parents/guardians have the right to file a complaint with the Family Policy and Regulations Office of the Department of Education if there are concerns regarding student records.

## BULLYING (Policy 5517.01)

**Bullying** is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status;

however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

**Cyberbullying** is the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- cyberbullies more easily hide behind the anonymity that the Internet provides;
- cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
- cyberbullies hack into or otherwise gain access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

- posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
- sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- using a camera phone to take and send embarrassing photographs of students;
- posting misleading or fake photographs of students on websites.

**Harassment** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

### **Complaint Procedures**

Any student who believes they have been or are the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.



Complaints against a Board member shall be filed with the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice President, who is authorized to contact District legal counsel for assistance in handling the complaint.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this Policy shall be investigated promptly by the Principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

If the matter or complaint involves the District Administrator or a member of the Board, it is appropriate to engage outside legal counsel to conduct the investigation consistent with this policy. Legal counsel shall conduct a prompt investigation. The Board attorney is authorized to designate an outside third party to conduct the investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

#### **Retaliation/False Reports**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

### **Notification**

Notice of this policy will be annually distributed to all students enrolled in the School District and their parents. The policy will also be provided to organizations in the community having cooperative agreements with the schools. Additionally, the policy or a summary will be incorporated into the teacher, student, and parent handbooks.

The School District will also provide a copy of the policy to any person who requests it.

### **Records and Reports**

Records of investigations will be maintained in accordance with Policy 8330 - Student Records and State law.

## **NOTICE OF NONDISCRIMINATION POLICY (Policy 2260)**

The Berlin Area School District's Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, or physical, mental, emotional or learning disability in any of its student programs and activities.

The Board, as required by Title IX, does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX and its implementing regulations to the District may be referred to the Title IX coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both. The Title IX officer at Berlin High School is:

Kurt Schommer  
Berlin High School  
222 Memorial Drive  
Berlin, WI 54923  
(920) 361-2000 ext. 1016  
kschommer@berlin.k12.wi.us

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Policy 2266](#). The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

STUDENT NONDISCRIMINATION IN RELATION TO CAREER AND TECHNICAL EDUCATION All District career and technical education opportunities will be offered to students on a nondiscriminatory basis. Information regarding such program offerings and admission criteria is included in the school course description book, which is posted on the District website, [www.sdwd.k12.wi.us](http://www.sdwd.k12.wi.us), and available upon request from the school counselor office.

## **SPECIAL EDUCATION**

Upon request, the Berlin Area School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district. A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides. Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Ann Schnyder, Director of Pupil Services, at 920-361-2000, or [aschnyder@berlin.k12.wi.us](mailto:aschnyder@berlin.k12.wi.us).

## **PROGRAM/CURRICULUM MODIFICATIONS**

In response to Section 118.15(1)61 of the state statutes, parents/guardians need to be aware of the right to request program or curriculum modifications for their child. This request for modifications should be submitted in writing to the building principal as per the guidelines of the statutes. A conference between the parent/guardian, the building principal, and classroom teacher will be scheduled to establish a modification plan.

## **HUMAN GROWTH and DEVELOPMENT**

The Berlin Area School District believes that a family plays an essential role in their child's human growth and development education. Human Growth and Development is one aspect of an overall health curriculum that follows the Wisconsin Health Education Standards. The importance of the human growth and development curriculum is to help students understand their body and its changes, develop a positive self-concept, and acquire factual knowledge to develop strategies for responsible decision-making that will impact their well-being.

Below are the topics discussed by grade level. Wisconsin State Statute sec. 118.019 allows parents to exempt their child from instruction in Human Growth and Development with a written request. If you would like to exempt your child from all, or specific topics, please write a letter to the building principal that includes:

- Date
- Student Name
- Student Grade Level
- Specific topics that your child should not participate in
- Parent Name
- Parent Signature

Please address this letter to the building principal and send it to school with your child or mail it to the school office no later than October 1, of the current school year. Excluded students will be furnished with and required to complete alternative assignments on health-related issues.

Topics for High School:

- Understanding sexuality
- Reproductive systems
- Making decisions to support abstinence
- Influences on sexual choices
- Resisting sexual pressure
- Respecting sexual differences
- Understanding sexual risks and responsibilities
- Affirmative consent
- Avoiding pregnancy
- STIs/HIV - Facts
- Influences on sexual choices
- Seeking help
- Sexual identity
- Human trafficking

## **EDUCATION FOR EMPLOYMENT**

School boards are required by PI 26.04(4) of the Wisconsin Administrative Code to annually notify parents of the District's Education for Employment program. At Clay the program introduces students to career awareness, at Berlin Middle School the program includes career exploration, and at Berlin High School the program includes career planning and preparation.

## **STUDENT ASSESSMENT INFORMATION (Policy 2623)**

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

The District Administrator shall develop and present to the Board a program of testing and assessment that may include:

- State-required tests;
- Curriculum-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- District assessments.

The Board requires that:

- Tests be administered by persons who are qualified under State law and regulation;
- Parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- State required data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;
- The results of each school-wide, program-wide, and District-wide test be made part of the public record.

All students shall participate in State-wide or District-wide assessments, and any student with a disability shall be provided appropriate accommodation and/or alternate assessments where necessary as indicated in the student's I.E.P. or Section 504 plan.

The Board shall excuse any student from the State examination administered in 4th grade, 8th grade, 9th grade, 10th grade, or 11th grade whether the test administered is the one developed by the Department of Public Instruction or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations, the student's parent must submit a statement in writing to the building Principal stating that the parent is opting out of the examination(s).

## **STUDENT RELIGIOUS ACCOMMODATIONS (Policy 2270)**

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

Accordingly, no student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of his/her religion. However, if after a careful personal review of the program's lessons and/or materials, a parent indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such parent-requested absence.

## **HOMELESS CHILDREN and YOUTH**

The McKinney-Vento Act defines homeless children and youth as:

Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because the children are living in circumstances described above

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the School District provides the following assurances to

parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.

- Immediate enrollment and transportation to the school of origin. "School of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact, Ann Schnyder, homeless liaison for the Berlin Area School District, at (920) 361-2000 or aschnyder@berlin.k12.wi.us for additional information about the rights and services described above.

## **STUDENT PRIVACY (Policy 2416)**

The Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or their parents;
- Mental or psychological problems of the student or their family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or the student's parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- Allow the parents the option of excluding their student from the activity;
- Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- Treat information as identified in A-H above as any other confidential information in accordance with Policy 8350 - Confidentiality and Policy 8330 - Student Records.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

## **ASBESTOS MANAGEMENT (Policy 8431.01)**

The Berlin Area School District is in compliance with state and federal laws regarding asbestos in all district buildings, particularly under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). This plan is available to parents when requested.

### 3. SCHOOL OPERATIONS

#### BELL SCHEDULE

<b>REGULAR BELL SCHEDULE</b>			
<b>PERIOD</b>		<b>TIME</b>	
Homeroom		7:50 - 8:03	
1		8:07 - 8:59	
2		9:03 - 9:55	
3		9:59 - 10:51	
4		10:55 - 11:47	
5		11:51 - 12:43	
LUNCH		12:43 - 1:18	
6		1:22 - 2:19	
7		2:23 - 3:20	
<b>WEDNESDAY ELT</b>			
<b>PERIOD</b>		<b>TIME</b>	
1		7:50 - 8:36	
ELT		8:40 - 9:45	
2		9:49 - 10:35	
3		10:39 - 11:25	
4		11:29 - 12:15	
LUNCH		12:15 - 12:50	
5		12:54 - 1:40	
6		1:44 - 2:30	
7		2:34 - 3:20	
<b>TWO HOUR DELAY SCHEDULE</b>		<b>EARLY RELEASE SCHEDULE</b>	
PERIOD	TIME	PERIOD	TIME
1	9:50-10:26	1	7:50-8:21
2	10:30-11:06	2	8:25-8:55
3	11:10-11:45	3	8:59-9:29
4	11:49-12:26	4	9:33-10:03
LUNCH	12:30-1:05	5	10:07-10:37
5	1:09-1:50	6	10:41-11:11
6	1:54-2:35	7	11:15-11:45
7	2:39-3:20	LUNCH	11:45-12:20



## **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. Unless special circumstances exist, 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 credits Social Studies
  - e. 1.5credits Physical Education
  - f. 0.5 credit Health (1/2 credit between grades 7 & 12 is required, but not included in the 1.5 PE credits)
  - g. 9+ credits of elective classes
3. Each semester long class that is completed counts as 0.5 credits towards the graduation requirements.
4. All students must enroll in a minimum of 6.5 credits per year.
5. Senior Release: Seniors can apply for Senior Release as long as they are enrolled in a minimum of 6.5 credits per year. Seniors can be released from their study hall for up to 2 periods of release their senior year, providing that parents/guardians support 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 at any time. Senior release forms are available in student services.
6. Seniors who have not met academic graduation requirements will not be allowed to participate in graduation exercises. Communication to the student and to the parent will come from the school in the weeks leading to graduation of any student who may be in jeopardy of not graduating.
7. 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. Seniors must also attend at least 90% of their classes in the 4<sup>th</sup> quarter of their senior year to participate in the graduation ceremony.
8. All seniors choosing to participate in graduation exercises will wear caps and gowns in accordance with administrative direction.

### **B. COURSE REGISTRATION:**

9. 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 the first day of classes for that term.
10. Students taking Honors Classes or #900 series classes will earn additional grade points toward class rank and grade point average (applicable to graduating classes of 2025 and prior). 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.
11. Prerequisites for courses must be taken in their proper sequence.
12. If a required course is failed, it will be rescheduled as soon as possible or recovered through summer school.
13. 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
14. 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.
15. Early graduation will occur after the first semester only.

16. 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 semester.
17. 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.
18. 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.
19. 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.

## EXTENDED LEARNING TIME (ELT)

On most Wednesdays, Berlin High School will run the Wednesday ELT Schedule. The purpose of ELT is two-fold: It is a designated time for students to spend more time with a needed class/teacher (relearn, make up assessment, etc.) as well as a designated time where student groups can meet and organize. The Berlin High School Calendar on the website denotes which days will be ELT days (with some dates subject to change). Extended Learning Time is part of the normal school day and all students are expected to be in attendance as they would for a regular class.

## SUMMARY OF FEES AND FINES

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
Technology Fee	\$20.00	Lifetime Activities	\$50.00
Bowl Fee, Gr. 10	\$30.00	Body Sculpting	\$50.00
Weight Training	\$50.00		
*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.

Home Athletic Contest – Admission prices at the door or gate: adults \$5.00, students (high school, middle/grade school or Senior Citizens) \$2.00.

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

Chromebook/Chargers – Technology and accessories that are lost or damaged intentionally or due to negligence will be charged to the student at the discretion of administration and per the guidelines outlined later in this handbook under Chromebook Terms of Use.

Lunch Account- \$2.85 per lunch, \$1.40 per breakfast (**subject to change**).

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

Yearbook – Determined by the yearbook organization.

## ANNOUNCEMENTS AND PUBLIC ADDRESS

The announcements for the day are made at the beginning of the day 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.*

## 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.

## MESSAGES AND OFFICE 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.

## SCHOOL CLOSINGS

If school is to be canceled or delayed due to inclement weather, BASD will communicate this through their school website, school communication tool (Bright Arrow), WLUK (FOX11), and WBAY.

## EMERGENCY DRILLS

An Emergency Procedures 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.

ALICE - (Alert, Lockdown, Inform, Counter, Evacuate) In the event anyone becomes aware of a person who is armed or otherwise provides a threat to any student or employee, we will follow these steps: **Immediate Actions:**

1. Do not confront the person
2. ALERT
  - a. Activate staff notification, call 911, or activate PA alert system and tell the Administration or Emergency Dispatch the WHO, WHAT, WHEN, WHERE, WHY only if safe and able to do so.
  1. The school will immediately announce the following:
    - a. "Initiate ALICE" and provide any information to the staff to help them choose the best option for their students.

## 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.

## 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. It should be noted that lockers are the property of Berlin Area School District and subject to search under board policy.

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

Items such as clothing, water bottles, books, etc. that are found will be placed on the lost and found cart near the commons area. Items of higher value such as phones, earbuds, and jewelry will be kept 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 or check the cart.

## **COUNSELING SERVICES**

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.

## **SMARTPASS HALL PASS SYSTEM**

Student safety is our top priority at BHS, and knowing who is in the building and where people are is essential to maintaining a safe and orderly learning environment. BHS is utilizing a digital hall pass system called SMARTPass. SMARTPass can be accessed from student Chromebooks. Tutorials will be given at the beginning of each school year on how to complete a pass.

Students must have an active hall pass whenever they are not in their assigned classroom. This includes trips to the bathroom, water fountain, office, student services, library, and to another teacher's classroom. Students who abuse the privilege of leaving their assigned classroom will be placed on greater restriction and could face consequences per the Code of Conduct.

## **SCHOOL NURSE**

Berlin area school district has a full-time nurse as well as multiple assistants. Information, including forms can be found on the school website (Berlin High School>Students and Families>Health Services).

## **POLICE/SCHOOL LIAISON OFFICER**

To contact the PSLO, the extension at school is 1017 or [zplath@berlin.k12.wi.us](mailto:zplath@berlin.k12.wi.us)

## **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**

Students between the ages of 12-15 are required to have a work permit. As of July 1, 2023 all work permits are issued online directly from the Department of Workforce Development by visiting [www.dwd.wisconsin.gov/er/laborstandards/workpermit](http://www.dwd.wisconsin.gov/er/laborstandards/workpermit). Families no longer will be able to visit the district office to apply for work permits. For additional help, please contact the Department of Workforce Development at 608-266-7252.

## **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. Adult visitors will be expected to have a

valid reason for entering the building with prior administrative approval and bring along a photo I.D. to register in the Raptor security system at the main office.

### STUDENT DROP-OFF/PICK-UP

Parents should drop students off using the circle lot off of Memorial Drive. These students will enter the building through Door P in the morning. Parents can pick their child up at the end of the day in the same manner.

Students driving themselves should park in the assigned space in the student lot and enter the building through Door 'E' before school.

Students taking the bus will enter through the commons doors (G) in the morning.

\*Any student, parent, or visitor must enter through the office after 7:50 a.m.

### NOON HOUR/LUNCH ACCOUNT

While Berlin High School is an open campus during the lunch period, 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.

General Lunch Behavior Reminders:

- Use your manners and be respectful of staff and peers.
- Stay in designated areas.
- Leave no trace/Clean up after yourself.
- Use the restroom spaces appropriately (no loitering).
- Use appropriate volume.
- Alert staff to any unsafe conditions

## 3. ACADEMICS, GRADING, AND AWARDS

Information about BHS Courses and academic programming can be found in the Course Registration Handbook on the website.

### GRADING SCALE

Berlin High School uses a traditional letter grading system. Unless noted otherwise in a course syllabus, the following grading scale is used:

GRADE	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Bottom Range %	98	92	90	88	82	80	78	72	70	68	62	60	59.9 and Below
Top Range %	100	97.9	91.9	89.9	87.9	81.9	79.9	77.9	71.9	69.9	67.9	61.9	

### REPORT CARDS/PROGRESS REPORTS

Parents can always access a report of their child's grades by logging into the parent portal of Powerschool. Report cards are available at the end of the semester. To find these reports, login to the web version of PowerSchool and select "Student Reports".

## INCOMPLETES

Incompletes are the 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.

## RESOURCES/STUDY HALLS

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.

## HONOR ROLLS

Berlin High School wishes to celebrate and recognize students who maintain strong academic marks. In order to be recognized, students must achieve a grade point average (GPA) in accordance with these designated levels of honor rolls, which are generally published after each semester:

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

Each semester, BHS has an academic awards breakfast to honor students who have earned their academic letter or academic bar.

The following criteria are used to determine students who are eligible for an academic award.

Superior Honor Roll: 3 points

High Honor Roll: 2 Points

Honor Roll: 1 point

	Letter	1st Bar	2nd Bar	3rd Bar	4th Bar
Class of 2024	12 points	18 points	21 points	24 points	NA
Class of 2025 and beyond	9 points	15 points	18 points	21 points	NA

## 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 first semester of the senior year) plus the cumulative grade point average. The class rank system will be replaced with a Laude system for the Class of 2026 and beyond.

## LAUDE SYSTEM

Berlin High School graduating classes of 2026 and beyond will be operating under the Laude system and not in the class rank system. The purpose of the Laude system is to eliminate student to student competition and celebrate students who have taken courses of rigor and depth while in Berlin High School.

Students will earn 'Laude Points' for every class that they pass on the [Laude List](#) (0.5 Laude point for every 0.5 credit earned from Laude List). The courses on the Laude List are courses that Berlin High School has determined carries a higher level of challenge or depth to the content than other courses offered at Berlin High School.

Students will earn a 'Laude Score' by multiplying their GPA (non-weighted) by their Laude points ([Link to Calculation Tool](#)). At the end of 7 semesters, a student's Laude Score is final. A student can earn the following distinctions based on their Laude Score:

Summa Cum Laude: Laude Score of 50 or more (Gold Cords)

Magna Cum Laude: Laude Score of 35-49.9 (Silver Cords)

Cum Laude: Laude Score of 20-34.9 (White Cords)

## ACADEMIC EXCELLENCE SCHOLARSHIP

The State of Wisconsin awards an Academic Excellence Scholarship to the senior with the highest GPA at each school (1 scholarship for every 500 students enrolled). With the elimination of the class rank system and weighted GPA after the Class of 2025, the following tiebreaking rules will be used to award the Academic Excellence Scholarship:

- 1) Highest GPA
- 2) Most Laude Points/Highest Laude Score
- 3) Highest composite score on the WI Statewide ACT Assessment
- 4) Highest sub-score on the WI Statewide ACT Assessment
- 5) Coin Flip

## TECHNICAL EXCELLENCE SCHOLARSHIP

The State of Wisconsin awards a Technical Excellence Scholarship to the senior who demonstrates the highest level of proficiency in technical education subjects. This scholarship is awarded based on the criteria set forth by the Wisconsin Department of Public Instruction and the Higher Education Aids Board (HEAB) as outlined in BASD Board Policy 5451.02.

## CHEATING/PLAGIARISM

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 it 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.
- Giving your completed work to another student to pass off as their 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 teacher will complete a minor referral and notify parents and the student may receive a zero grade on the assignment in which the cheating/plagiarism occurred as well as possible administrative action.

**Subsequent Offenses** – An office referral will be completed. The incident will be addressed as repeated non-compliance through the code of conduct as well as administrative action.

#### **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.

## **4. STUDENT EXPECTATIONS**

Students at Berlin High School are expected to adhere to the following **Berlin PRIDE Expectations**.

- **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.

### **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.

Attendance procedures are outlined in the [BASD Attendance Manual](#) which can be found on the BASD Website. It is important that students and parents are familiar with the processes outlined in this manual.



## **STUDENT MOVEMENT AND LOCATION**

Students are expected to use the SMARTPass system when moving from location to location during class time. Students should go directly to their destination, taking the shortest route. Students found wandering or loitering will be held accountable per the BASD Code of Conduct.

For the safety of all, students are expected to enter the building through the office after 7:50 a.m. Students should never let other students, visitors, or adults in the building during the school day, nor should any doors ever be propped open.

## **BEHAVIOR AND CONDUCT**

Every community has a set of expected behaviors and rules that govern the conduct of its constituents. This creates safety, order, and efficiency. In order to optimize the learning environment for our students, a manual of expected and prohibited behaviors has been established. [The Berlin Area School District Code of Conduct](#) is available on the school website and should be reviewed and understood by students and parents alike.

## **DRESS AND APPEARANCE**

Berlin High School recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. We will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the school or cause undue distraction. In the event that the school administration determines a student violates BASD dress guidelines, the student will be given opportunity to correct the violation. If the student refuses to make the necessary corrections or adjustments, their actions may lead to consequences from the school labeled as disruption/disrespect. Reference board policy 5511 Dress and Grooming.

These minimal standards of dress apply to all students in BASD and BHS unless the principal grants a specific exemption. Items not to be worn:

- Clothing or accessories that expose undergarments or the buttocks.
- Clothing or accessories that distract from the learning environment.
- Clothing that is see-through.
- Clothing or accessories that cover the student's face (other than masks approved for health purposes)
- Clothing or accessories with statements or images that are vulgar, obscene, or promote illegal drugs, alcohol, sex, violence, or gang activities.
- Clothing or accessories with words, pictures, or caricatures based on stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation, or disability.
- Clothing or accessories that could be used as a weapon or endanger students or staff.

Additionally, students are to wear appropriate shoes at all times. Clothing or accessories with sincerely held religious beliefs or purposes will be approved by the principal.

## **STUDENT DRESS FOR SPECIFIC CLASSES**

Certain classes require specific clothing. For example, students taking technical education classes must wear proper safety gear, shoes, and clothing. Students taking the CNA class have clinical requirements that require the students to dress in appropriate scrubs. Students are expected to change into appropriate athletic clothing for phy ed classes. Students should 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. Students who continually fail to change into appropriate clothing will lose daily points on their grade and may be excused from the class according to the 'course drop' rules in the course handbook. If there are specific requirements around student dress, it will be provided in the course syllabus at the beginning of the semester.

If any student or family has difficulty providing the appropriate dress or protective equipment for a class, please contact the school office and it will be provided for the student.

## **STUDENT CELLPHONE AND COMMUNICATION GUIDELINES**

Use of personal communication devices such as cell phones have become a part of everyday life. The immediate access to information and communication brings convenience and efficiency. However, it also brings distraction and attachment, which can hinder a student's ability to learn. For these reasons, Berlin High School does not allow

students to be in possession of cell phones or other communication devices during a class period. Students who choose to bring their phone to school can either keep the device in their locker or place the device in the appropriate holding place (ex: class phone pocket chart) during a class period. Students will not be allowed to keep their phone in their pocket or bag during a class period as it still poses a temptation and distraction. Devices brought to school are done so at the student's own risk. BASD is not responsible for student devices that go missing or become broken.

Students will be allowed to access their phones during passing periods and during the lunch break. Parents who need to get in contact with their child in an emergency situation can contact the high school office and will be connected with their child.

### **Progression of Consequences**

**1<sup>ST</sup> Offense** - Cell phone is confiscated by the teacher and returned to the student at the end of the hour. Parent is notified by the teacher. Minor referral written.

**2<sup>nd</sup> Offense** - Cell phone is confiscated and turned into the office. The student will pick up the phone at the end of the day. Major referral written.

**3<sup>rd</sup> Offense** – Cell phone is confiscated and turned into the office. Parents/guardians are required to pick up the phone. Major referral written along with administrative action. This will be considered a school rules violation, which may result in an ISS or OSS. Additional offenses may result in losing the privilege of possessing a communication device at school.

Failure to forfeit an electronic device at the request of an administrator will be treated as gross insubordination, a level III Code of Conduct violation, and will include a level III consequence (suspension)

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

Students must complete an application for a parking permit in advance of parking on school property. A link to the application can be found on the school website and can be completed at any point in the year. When a parking permit is awarded, the student will be provided a permit to display on their vehicle and assigned a parking space in the student lot. Students should only park in their assigned parking space.

The parking lot closest to the greenhouse, also known as 'The P.R.I.D.E. lot,' will be reserved for students who exemplify the characteristics of being prepared, responsible, involved, dignified, and empathetic. When completing the parking application, students can check that they are also applying for a spot in the P.R.I.D.E. lot and complete a few additional fields in the application. Parking applications open in August and priority will be given to seniors. If more students apply and qualify than available spots, GPA and administrative discretion will be used as selection criteria.

Students can be reassigned parking spots at the discretion of the administration at any point and for any reason. Failure to follow safe driving and appropriate parking rules can result in revocation of a parking pass with no refund of any parking fees. The parking pass fee is \$10.

## **BUS RULES/SERVICE**

Riding the bus is a privilege provided for students living more than two miles from school.

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

Students should only ride their assigned bus and will only be allowed to ride another bus with advanced approval from the bus company. For more information regarding bus services, please contact Norther Express at (920)361-2877.

## **PUBLIC DISPLAYS OF AFFECTION**

The faculty and school administration encourage healthy relationships between students. Touching should be limited to hand holding only. Sitting on laps, kissing, or other physical displays of affection is not appropriate at school.



## 5. 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	KIND Committee	Spring Play
AcaVox	LINC Crew	STAR
Art Club	Manga Club	Student Council
Battle of the Books	Mascoutin (Yearbook)	Swing Choir
Beast Club	Mosaic Club	Trap Shooting
BHS Grafix Club	Musical Production	Trees for Tomorrow
Cheer and Stunt	*NHS National Honor Society	Wordsmiths
Drama Club	Red 'n' Green	
ECCA Academic Bowl	Robotics	
"Encore"	School Grounds	
Finance Club	School Store	
FFA	Science Club	
Forensics	Ski /Snowboard Club	
Game Club	Skills USA	
Jazz Ensemble	Solo Ensemble	
Key Club	Sources of Strength	

\*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. More information can be found on the website.

### CONFERENCE

For all sports except Football, Berlin High School competes in the East Central Conference consisting of: Kettle Moraine Lutheran, Kewaskum, Plymouth, Ripon, Waupun, Winneconne. Football competes in the South Central Conference which includes Adams-Friendship, Mauston, Nekoosa, Ripon, Wautoma, Westfield, and Wisconsin Dells. In the fall of 2025, BHS will join the South Central Conference for all sports.

### ATHLETIC OFFERINGS

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			

### EXTRA-CURRICULAR CODE OF CONDUCT

Participants in extra-curricular activities are subject to the rules of eligibility as outlined in the Berlin High School Extra-Curricular Handbook which can be found on the website.

### BERLIN HIGH SCHOOL TEAMS

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

BHS Will have 4 dances per school year including Homecoming, Halloween, Winterfest, and Prom. following rules apply at all dances.

1. All students **MUST** show their student ID card.
2. Students may bring a guest to the dance, but the guest **MUST** have a pre-approved form from the principal and provide a photo ID at the door.
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 11:00 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 can be asked to leave without a refund at the discretion of school staff.
10. Students must have been in attendance at school on the day of the dance (or prior to if dance is on Saturday) in order to attend the dance unless permission is granted by administration.

\*Students must be in good standing to be eligible to attend dances. This means they cannot have any unserved detentions or consequences as well as no suspensions or level III or level IV conduct violations within the last 30 days prior to the dance. Additionally, students must have strong attendance with minimal unexcused absences per the discretion of administration. Administration has the final say regarding eligibility for attendance at a dance.

Students wishing to attend a dance at another school must follow the rules and procedures of the host school. Guest passes are to be provided to school administration with advanced notice.

## 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.

## 6. 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.

*\*A Parent's Guide to Berlin High School* is a document that can be found on our website. It provides more information about how parents and the school can work together, as well as more information about the operation of Berlin High School.

## 7. TECHNOLOGY NOTICES AND POLICIES

### **ACCEPTABLE USE POLICY OF BERLIN AREA SCHOOL DISTRICT**

#### **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**

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.

## **CHROMEBOOK TERMS OF USE- BASD**

Chromebooks have been purchased for the students of the Berlin Area School District because we believe them to be a necessary requirement for access and completion of many learning activities. They function as a digital textbook and information access tool that is necessary for student success.

Parents will annually sign a Loan Agreement Form. Chromebooks will be distributed at the beginning of each school year. Students will be taught all Chromebook expectations and will be expected to adhere to those expectations. At the conclusion of the school year, Chromebooks will be collected from students for summer maintenance.

The following will be distributed to students and recorded in the BASD inventory system:

- Chromebook, with barcode affixed to the device.
- Power cord.

A protective case will not be provided; however, families may opt to purchase a case to further protect the device from accidental damage.

### **Ownership**

- All Chromebooks are the property of the Berlin Area School District.
- Students are the custodian of their assigned Chromebook and are responsible for its general care.
- Students must return their assigned Chromebook and power cord upon leaving the Berlin Area School District.
- If requested, students must return their District-issued Chromebook at any time, for any reason. Failure to return a requested device will result in the device being disabled, and/or a school fine being imposed, and/or a possible referral to law enforcement for theft.

### **General Care**

- Students should keep Chromebooks away from hazards that could cause damage, including food, drink, pets, water/moisture, and/or small children.
- Students should be careful when inserting cords, cables, and removable storage devices into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Students MAY NOT write/draw on Chromebooks, adhere stickers or labels, or do anything that may deface the Chromebooks assigned to them.
- Students SHOULD NOT place heavy objects on top of Chromebooks at any time.
- Students may put Chromebooks in their backpacks; however, they should never place heavy items on top of them, which could crack the Chromebooks.
- Students may ONLY use the original power cord provided by the BASD.
- Students MAY NOT use their Chromebooks to charge their cell phones or other electronic devices as this can cause the Chromebook to lose its ability to charge fully.
- Chromebooks should NEVER be left unattended as they are in danger of being stolen.
- If an unattended Chromebook is found, students will notify a staff member immediately.
- Students who leave their District-assigned Chromebooks unattended may be subject to disciplinary action.
- Upon discovery that a Chromebook has been stolen or damaged, report the information to building administration immediately.
- Chromebooks should never be stored in a vehicle (at home, school or otherwise, for security and temperature control reasons).

### **Carrying of Chromebooks**



- Students should always carry their assigned Chromebook with care. Generally speaking, students should care for it as if they own it.
- Students should NEVER lift Chromebooks by the screen.
- Students should NEVER carry Chromebooks with the screen open.

### **Screen Care**

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. Screens are very sensitive to damage from excessive pressure.
- Students should not put pressure on the top of the Chromebooks when it is closed.
- Chromebooks should never be stored with the screen open.
- Students should never put something on their keyboards before closing the lid (e.g. pens, pencils, papers, etc.).
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Screens should only be cleaned with a soft, dry microfiber cloth or anti-static cloth. NEVER use window cleaner, household cleaners, or sprays that may damage the Chromebook.

### **Asset Tags**

- Each Chromebook will be labeled with a BASD asset tag.
- Asset tags MAY NOT be removed or modified in any way.

### **Using the Chromebook at School**

- Students in grades K-5 will generally keep Chromebooks at school unless specified by school personnel. Students in grades 6-12 will bring their Chromebooks home with them daily. Chromebooks MUST return to school each day fully charged.
- Students MUST bring their Chromebooks to all classes unless specifically advised not to do so by their teachers.
- Students are bound by the BASD Student Education Technology Acceptable Use and Safety Code (Board Policy 7540.03) whether using their assigned Chromebooks at home or at school.

#### **If a student does not bring his/her Chromebook to school...**

- First and foremost, it is an expectation that students bring their assigned Chromebook, fully charged, to school each and every day.
- A student may visit the school library to check out a loaner for the school day. Individual schools may limit the number of times a student can forget their Chromebook and receive a loaner.
- Excessive checkouts of a loaner may cause the student to lose the right to take their device home with them.
- Students that checkout a loaner for the day will be responsible for returning the borrowed device before leaving for the day. If not returned, the student will become responsible not only for his/her assigned Chromebook but also the loaner. Additionally, the student's BASD network account may be locked until the device is returned.

### **Repair of Chromebooks**

- If a student's assigned Chromebook is in need of repair, it must be taken to the school library as soon as possible. A loaner will then be temporarily assigned to the student. Students will become fully responsible for the loaner assigned to them.
- Problems due to defect or normal use will be repaired at no cost to the student/family.
- Any damage caused by improper use or care will be billed to the student/family.
- Accidental breaks will be repaired ONCE without charge to the student/family. After that, students will be billed as follows:

**FIRST INCIDENT** - The BASD will assume the cost of the repair.

**SECOND INCIDENT** - The student/family may be responsible to pay \$54, which is the cost of insurance the BASD has purchased or each device.

**THIRD AND SUBSEQUENT ISSUES** - The student/family will be billed equal to the repair/replacement cost of the Chromebook not to exceed the prices below:

- Chromebook = \$350 maximum
- Power Cords = \$50 maximum
- Incidents are accumulated per school year and do not carry over year to year.

### **Backgrounds and Themes**

- Students may personalize their Chromebooks desktop backgrounds or themes.
- Students **MAY NOT** personalize their Chromebooks with any inappropriate media as backgrounds. The presence of guns, weapons, sexual material, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary action.

### **Sound**

- Sounds **MUST** be muted at all times unless permission is granted from a teacher.
- Headphones or earbuds may be used at the discretion of teachers.
- Students **MAY NOT** share headphones or earbuds with other students for sanitary reasons.

### **Printing**

- Students will be encouraged to digitally publish and share their work. Items needing to be printed can be shared with classroom teachers and they will use discretion.

### **Logging into a Chromebook**

- Students will log into their assigned Chromebook using their district-issued G Suite account. Students **MAY NOT** log into any personal accounts.
- Students may **NEVER** share their account passwords with other students. Students may be required to share account passwords with teachers and/or administrators.

### **Managing and Saving Digital Work**

- All student created work will be saved by the student to their Google Drive account.
- It is **NOT** recommended that a student saves his/her work to the Chromebook's solid state drive. These files may not be recoverable in the event of repair.
- Students should always remember to save their work frequently when working on digital media that does not automatically save.
- The BASD will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on portable storage devices.

### **Using Chromebooks Outside of School**

- Students are encouraged to use their assigned Chromebooks at home (Grades 6-12) and other locations outside of school. A WiFi connection will be required for the majority of applications used on the Chromebook; however, some applications can be used while not connected to the internet.
- Students are bound by the BASD Student Education Technology Acceptable Use and Safety Code (Board Policy 7540.03) whether using their assigned Chromebooks at home or at school.

### **Operating System and Security**

- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the BASD.
- ChromeOS updates itself automatically. Students do not need to manually update their assigned Chromebooks.
- The BASD utilizes an internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks while in the District will have all internet activity protected and monitored by the District. If a website is blocked during school hours, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked. Some sites may be available outside of school hours, but not during school hours.
- All activity on the Chromebook will be recorded by the District, regardless of where the device is used.

#### **No Expectation of Privacy**

- Students have no expectation of confidentiality or privacy with respect to any use of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.
- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
- The District’s monitoring software can detect searches and activity that may suggest a student may harm themselves and send notification to District staff. District staff will monitor these notifications only during the school day. The District is not responsible for responding to self-harm alerts outside of the normal school day.
- Email and communications sent/received should be related to educational needs. Additionally, emails are not private and are subject to inspection by the BASD at any time.

#### **Appropriate Uses and Digital Citizenship**

- District-issued Chromebooks should be used for educational purposes, and students are to adhere to the BASD Student Education Technology Acceptable Use and Safety Code (Board Policy 7540.03).
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following code:

**Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will use appropriate, respectful language. I will act with integrity.

**Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

**Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

**Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

**Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

#### **Chrome Web Apps and Extensions**

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store that have been pre-approved by the District.
- Students will face disciplinary action as a result of accessing non-approved content.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.
- Students should not knowingly install Apps or Extensions that interfere with the operation of the Chromebook, monitoring software, or the District network.

### **Chromebook Identification**

- The BASD will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

### **Annual Fee**

The BASD has a \$20 annual fee for the use of all Chromebooks, which is paid at the time of registration.

### **Chromebook Frequently Asked Questions**

#### **What is a Chromebook?**

Chromebooks are mobile computing devices that run Google's Chrome operating system. Chromebooks have a fully functioning internet browser so students will be able to utilize email, access the internet, and complete work online.

#### **Do you need internet access to use a Chromebook?**

Chromebooks work best when connected to the internet. Some Chromebook functions are able to be performed offline (e.g. Gmail, Google Drive, apps). It is important to understand though that after completing work offline on a Chromebook it needs to be connected to WIFI to sync the work to the cloud.

#### **Does a Chromebook need virus protection?**

Chromebooks are designed so that they do not require virus protection.

#### **Can I opt my student out of receiving a Chromebook?**

The Chromebook is a necessary tool to be used in the instruction process. Students cannot opt out of a District-issued Chromebook and may be required to use it during the school day.

#### **What about insurance?**

The Chromebook is insured by the Berlin Area School District.

#### **Who else can use my child's device?**

Each student will be held responsible for Chromebook usage. We do not authorize others to use a student's Chromebook.

#### **What kind of technology support will we have outside of school hours?**

No technology support will be provided outside of school hours.

#### **Is there an option to buy the Chromebook?**

No, Chromebooks issued by BASD are not available for purchase at this time.

#### **What if I don't want my child to bring his or her Chromebook home?**

Students are encouraged to bring Chromebooks home each night; if nothing else, it must be charged at home, nightly. If parents or legal guardians decide they do not want their children to bring their devices home, the parents or guardians will need to consult with administration.

#### **Will the Chromebook replace all my child's textbooks?**

No! Some textbooks may be digital, but that will not be the case for all subjects. The District continues to work with content publishers and gives preference to those that provide content digitally on the Chromebook.

**Will students be able to keep their Chromebooks over the summer?**

No. Chromebooks will be turned in to the BASD before the school year comes to a close.

**Berlin Area School District Chromebook Loan Agreement**

Your child is being assigned a District-owned Chromebook computer for his/her educational use. Each student is responsible for the care and proper use of the device assigned to him/her. The same device will be assigned to the student for multiple years. This equipment is, and at all times remains, the property of the Berlin Area School District, and is lent to the student for educational purposes only. All use of District-owned equipment and accounts can be monitored by the District.

The Chromebook must not be defaced or destroyed in any way. The device must be used in accordance with the BASD Student Education Technology Acceptable Use and Safety Code (Board Policy 7540.03) as well as, local, state, and federal statutes. Inappropriate use of the machine may result in the student losing his/her right to use this Chromebook.

The equipment must be returned to the school if the student completes or withdraws from the Berlin Area School District. The District will obtain reimbursement from, or on behalf of, student(s) for any damage to, loss of, or failure to return school property.

Identification and inventory (asset) tags have been placed on the Chromebook. These tags must not be removed or modified. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings must not be added to the Chromebook.

Defects in the Chromebook will be covered by the device warranty. Accidental damage will be covered by an insurance policy for the first incident. The second incident will incur a fine of \$54. The third incident will incur a fine for the entire cost of the Chromebook. You are responsible for 100% of any damage or loss to the loaned computer equipment that is not covered by warranty or insurance. The replacement cost will not exceed \$350.00 for the Chromebook, \$50.00 for the power cord.