

# Berkshire Schools

[www.berkshireschools.org](http://www.berkshireschools.org)



**2024-2025**

**Parent – Student Handbook**

### **Mission Statement**

Maximizing each student's potential as an individual and as a responsible citizen.

### **Philosophy of Education**

It shall be the purpose of the Berkshire School District to nurture each individual's self-esteem, strength of character, developer of mind and body, and respect for the worth and dignity of every human being.

An attitude of striving for excellence and a respect for learning will be required in all endeavors within the school system. A coherent academic curriculum including reading, writing, speaking, science, mathematics, social science and an appreciation of the arts will be maintained. The program of studies will be designed to cultivate skills that enable learning, develop intellectual curiosity, and expose students to the variety of disciplines necessary to prepare them for effective participation in a vocation and in satisfying human relationships in a global society where lifelong learning will be the standard. The opportunity will be provided to develop skills of analysis, synthesis and evaluation in conclusions about what is good, true and real.

The Berkshire School District is equally concerned for its students' personal and social growth. The district will encourage each individual to develop what is sensitive, creative and unique within themselves, a respect for all people and the environment, a work ethic and an attitude of lifelong physical well-being.

The school district will provide an environment that is physically safe and one in which each student can contribute with courage and confidence. It will also establish an atmosphere that is conducive to learning and will promote understanding, respect, and tolerance for diverse ideas and compassion for persons with special needs.

The district will endeavor to employ a faculty of dedicated teachers whose professional and personal stature make them effective educators, mentors and worthy role models. Also, it will strive to make the best use of the abilities of its teachers and will provide its faculty with avenues for professional growth and an atmosphere of professional freedom conducive to a stimulating and satisfying environment in which to teach.

The Berkshire School District recognizes that education at the elementary and secondary levels is inherently a cooperative undertaking of the students, their families, the schools and the community and that each must bear a share of responsibility for its quality and continual improvement.

The Berkshire School District further recognizes its responsibility to both conserve what is best from the past and to seek new and better ways to meet the needs of its students and their community in a complex and changing world.

### **Resources for Students and Families**

The district's School Counselors' offices work to eliminate barriers to our students' education, helping families that need additional resources, and to provide assistance with student mental health and wellness. When a school counselor is not available after school hours, the following crisis and suicide prevention hotline resources are available for students 24/7:

#### **Crisis/ Suicide Prevention Hotlines**

*Geauga County Resources - COPELINE: 440-285-5665 or 1-888-285-5665 (phone)*

*Crisis Text Line: text 'home' to 741741 (text)*

*988 Suicide & Crisis Lifeline: call or text 988 (text/phone)*

## **DISTRICT INFORMATION**

Berkshire Local School District  
14155 Claridon Troy Road  
Burton, Ohio 44021  
[www.berkshireschools.org](http://www.berkshireschools.org)

**Superintendent:** Mr. John Stoddard

**Treasurer:** Mrs. Beth McCaffrey

**Director of Special Education**

**Services:** Dr. Bill Kermavner

**Director of Professional Learning &**

**Community Outreach:** Dr. Vanessa Karwan

**Director of Curriculum, Instruction and**

**Assessment:** Mr. Matt Morbeto

**Vocational and Special Programs**

**Coordinator:** Mrs. Ashley Brzozowski

**Transportation Supervisor:**

Mr. Andrew Workman

## **Board of Education Members:**

Mr. John Manfredi, President

Mrs. Jody Miller, Vice President

Mr. Dan Berman, Member

Mrs. Linda Stone, Member

Mr. Bryan Wadsworth, Member

## **School Resource Officers:**

Deputy Joe Ray

Deputy Joshua Mikolajski

### **Berkshire Elementary**

Phone: 440-834-3380, ext. 4201

Fax: 440-298-3342

#### **Principal:**

Mrs. Heather Giel

[heather.giel@berkshireschools.org](mailto:heather.giel@berkshireschools.org)

#### **School Counselor:**

Mrs. Tricia Hart

[tricia.hart@berkshireschools.org](mailto:tricia.hart@berkshireschools.org)

#### **Main Office:**

Mrs. Kathy McKeon

[kathy.mckeon@berkshireschools.org](mailto:kathy.mckeon@berkshireschools.org)

Mrs. Rachel Sherman

[rachel.sherman@berkshireschools.org](mailto:rachel.sherman@berkshireschools.org)

### **Berkshire Middle School**

Phone: 440-834-3380, ext. 1101 or 1104

Fax: 440-834-8361

#### **Principal:**

Mrs. Mandy Randles

[mandy.randles@berkshireschools.org](mailto:mandy.randles@berkshireschools.org)

#### **Assistant Principal**

Mr. Shaun Forbes

[shaun.forbes@berkshireschools.org](mailto:shaun.forbes@berkshireschools.org)

#### **School Counselor:**

Mrs. Cindy Metzung

[cindy.metzung@berkshireschools.org](mailto:cindy.metzung@berkshireschools.org)

#### **Athletic Director (Grades 7 & 8):**

Mr. Brian Hiscox

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#### **Main Office:**

Mrs. Michell Durosko

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Ms. Barb Sugarman

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### **Berkshire High School**

Phone: 440-834-3380, ext. 3301

Fax: 440-834-0440

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#### **Assistant Principal:**

Mr. Stan Koterba

[stan.koterba@berkshireschools.org](mailto:stan.koterba@berkshireschools.org)

#### **School Counselors:**

Mrs. Michelle Paluf (A-L)

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Mrs. Brittany Bakalar (M-Z)

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#### **Athletic Director:**

Mr. Brian Hiscox

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#### **Main Office:**

Mrs. Maryalice Horton

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Mrs. Elizabeth (Bitsy) Hansel

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## Graduate Profile

Maximizing each student's potential as an individual and a responsible citizen through focus on the following skills: critical thinking/ problem solving, civic responsibility, communication, collaboration, creativity/ innovation.

## Berkshire Local Schools

### GRADUATE PROFILE

Maximizing each student's potential as an individual and a responsible citizen

## OUR GRADUATES

### Critical Thinking/Problem Solving

- Asks complex real-world questions that lead to new learning
- Begins tasks with the end in mind
- Applies knowledge to new and different situations
- Investigates and analyzes multiple perspectives/biases
- Justifies reasoning with credible and relevant evidence

### Civic Responsibility

- Citizenship
  - Serves as a role model to peers
  - Demonstrates outstanding leadership in school and community activities.
  - Participates in several service activities
  - Communicates the importance of service
  - Motivates others to participate.
- Global Awareness
  - Demonstrates leadership in service to the global community
  - Promotes a global perspective that fosters the sharing of ideas and greater understanding of other cultures
  - Takes action that leads to the contribution of new ideas that can advance humanity
- Inclusivity
  - Demonstrates moral and ethical conduct
  - Affirms diversity
  - Practices respect and contributes to a positive school and community climate
  - Fosters an environment that encourages individuality and respect for one another
  - Respects the expertise of each group member.



### Communication

- Reads, writes, speaks, listens effectively
- Adapts to diverse audiences and settings
- Organizes ideas and thoughts for the audience in a clear logical manner
- Effectively utilizes multimedia to enhance communication skills

### Collaboration

- Respects teammates- share ideas, value difference, opinions/approaches
- Accepts the decisions of the group
- Willingly accepts both leadership and supportive roles in a group process
- Reflects, identifies, values, and evaluates role in group
- Actively contributes to group goals for a meaningful outcome
- Demonstrates dependability and responsibility
- Takes ownership for contribution to the group

### Creativity/Innovation

- Develops unique, original and high quality ideas
- Takes risks
  - Enthusiastically engages in new endeavors
  - Recognizes personal barriers and identifies how to overcome them
- Demonstrates depth of thought and elaboration

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**Berkshire Elementary**  
Phone: 440-834-3380, ext. 4201

**Principal:**

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**District Nurse:**

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**School Counselor:**

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[tricia.hart@berkshireschools.org](mailto:tricia.hart@berkshireschools.org)

Mrs. Rachel Sherman  
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**Health Aide:**

Mrs. Sarah Sidley  
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**Elementary School Staff**  
**2024-2025 School Year**

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**Berkshire Middle School**  
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**District Nurse:**  
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**Assistant Principal:**  
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**School Counselor:**  
Mrs. Cindy Metzungen  
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**Middle School Staff  
2024-2025 School Year**

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**Berkshire High School**  
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**High School Staff  
2024-2025 School Year**

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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Berkshire Local School District Board of Education's policies and the school rules at the time of Board adoption. If any of the rules or administrative guidelines herein referenced are revised after the date of Board adoption, the language of the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

## **STUDENT RESPONSIBILITIES**

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student or parent/guardian should contact the school.

In order to keep parents/guardians informed on their student's progress in school, parents will have access to the [\*\*Infinite Campus Parent Portal\*\*](#). This Parent Portal will provide information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use email, mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teacher and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. If you need assistance please contact the school main office number.

## **BUILDING HOURS**

**Doors Open for Students: 7:45 a.m.**

*doors will open at 7:30 a.m. in the winter*

**Warning Bell: 7:55 a.m.**

**School Hours: 8:00 a.m. - 3:10 p.m.**

**Office Hours: 7:30 a.m. - 3:30 p.m.**

# **BERKSHIRE LOCAL SCHOOL DISTRICT**

## **GENERAL INFORMATION**

**ACADEMICS** - See Individual School Academic Policies

### **ADDRESS, PHONE, CUSTODY, ETC. CHANGES**

Please notify the school office immediately upon a change of address, phone, custody, emergency phone number, etc. This can be very important in the case of an emergency, illness or other school matters.

### **ASSEMBLIES/ PEP RALLIES**

Assemblies and pep rallies will be held periodically throughout the school year for student recognition, school spirit, guest speakers, and enjoyment. Students are reminded to be on their best behavior during these special events.

### **ATHLETICS**

#### Eligibility

1. All incoming Seventh grade students (7<sup>th</sup>) are eligible for the first 9-week grading period;
2. In order to be eligible in grades Seven and Eight (7-8), a student must pass at least four (4) courses;
3. In order to be eligible in grades Nine through Twelve (9-12), a student must be currently enrolled and must have been enrolled in the school during the immediately preceding grading period and have received passing grades in a minimum of five one-credit courses or the equivalent which count towards graduation;
  - A student enrolled in the first grading period after advancement from the eighth grade to ninth grade must have passed a minimum of four (4) courses in the immediately preceding grading period;
4. In addition to the above OHSAA mandated baseline eligibility requirements, students in grades Seven through Twelve (7-12) must also receive a 1.5 Grade Point Average (GPA) or higher and receive no more than one failing grade in the immediately preceding grading period to be eligible;
5. Any student who receives two (2) non-passing grades in the immediately preceding grading period will be ineligible for interscholastic athletics.
6. The eligibility or ineligibility of an athlete continues until the start of the 5<sup>th</sup> school day of the next grading period, at which point the grades from the immediately preceding grading period become effective. The only exception to this rule is for fall sports which commences with the start of the fall sports season.
7. If, at any time, a student transfers after establishing eligibility as a 9<sup>th</sup> grader either by attending school for five days or by playing in a contest (scrimmage, preview, or regular season/tournament contest), that student will be ineligible for the second 50% of the maximum allowable regular season contests, plus the OHSAA postseason, in those sports in which the student participated in during the 12 months immediately preceding this transfer. The commissioner's office, in their sole discretion can reduce this 50% ineligibility if the athlete meets one of the OHSAA Transfer Bylaw Exceptions.
8. A summer school grade can change an overall class grade, but cannot change a quarter grade. Therefore, summer school grades do not have an impact and cannot change athletic eligibility.

9. Ineligible athletes shall not participate in any competition, and cannot dress on game days, but can have limited activity in practices and have different responsibilities as assigned by the head coach.
  - a. Any ineligible athlete that still has responsibilities with the team will be required to participate in a progress report program.
10. The athlete must complete a minimum number of practices (set by the head coach) before participation in their first event.

## **ATTENDANCE/TARDINESS TO SCHOOL**

### **Attendance Philosophy**

The Berkshire Local School District is committed to provide a high quality education to the students. To achieve this goal, students must consistently be in attendance at school in all classes. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. Attending class regularly and being on time allows the student the opportunity to positively benefit from the instructional program, as well as learning the necessary habits of punctuality, self-discipline, and responsibility. Excessive absences cause disruption in the learning process. Students who display good attendance records generally achieve higher grades, are more self-confident, enjoy school more, and are more employable after leaving high school. Good attendance habits contribute to success in academics and extracurricular activities and carry over into later life occupational experiences.

### **Absence from School**

When a student is absent from school, a legal parent/guardian must call their child's respective school (Berkshire High School, Berkshire Middle School, Berkshire Elementary) by 8:00 a.m. on the day of the absence. All buildings have a voicemail system and parents may call any time before or after school hours, prior to the absence, and leave appropriate information. If no parental call is received on the day of an absence, a phone call will be made to the student's primary contact person's phone number by the school.

### **Excused Absences and Tardies**

The Board considers the following factors to be reasonable excuses for time missed at school:

- personal illness (a written physician's statement verifying the illness may be required);
- appointment with a health care provider;
- illness in the family necessitating the presence of the child;
- quarantine of the home;
- death in the family;
- necessary work at home due to absence or incapacity of parent(s)/guardian(s);
- observation or celebration of a bona fide religious holiday;
- out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction to participate in a District-approved enrichment or extracurricular activity; Any classroom assignment missed due to the absence shall be completed by the student; If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance;

- such good cause as may be acceptable to the Superintendent
- medically necessary leave for a pregnant student in accordance with Policy 5751;
- service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

### **Medical Excuses**

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. Failure to provide an acceptable medical note within the timeline will result in the absence being processed in accordance with the district attendance procedures, including habitual truancy calculations. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call or note from a parent/guardian. Absences (time/out of school) that occur in excess of ten (10) full and/or partial days excused by a parent note shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant unless an absence (time out of school, full or partial days) is otherwise excused by the Principal due to unusual circumstances. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic. All absences beyond 10 days require the normal phone call on the day of absence. Any absence beyond 10 days, not excused with a medical explanation or a legal excuse, will be considered as unexcused and handled accordingly.

This rule does not create an entitlement for a student to be absent from school 10 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include but are not limited to: the student's attendance/grades in the current or prior school years; instances where students/parents/guardians have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. If it is in the best interest of the student, school administration may grant excused absences from school (time out of school, full or partial days) only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the building principal.

### **Habitually Truant and Excessive Absences (House Bill 410)**

The definition of Truancy and Excessive Absences are defined as follows:

1. 'Habitual truant' has changed from days to hours. Students will be considered 'habitually truant' if they are:
  - a. Absent 30 or more consecutive hours without a legitimate excuse (i.e. unexcused absence);
  - b. Absent 42 or more hours in one school month without a legitimate excuse (i.e. unexcused absence); or
  - c. Absent 72 or more hours in a year without a legitimate excuse (i.e. unexcused absence)

## 2. 'Excessive Absences'

- a. Absent 38 or more hours in one school month with or without a legitimate excuse, including excused absences; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse,

An Absence Intervention Plan (AIP) will be developed for students that are habitually truant from school.

### **Religious Observances**

As within any public school, students have varied religious beliefs. Ohio Revised Code allows schools to excuse students for religious observance. Please send a note to school if you wish your child to be excluded from activities, which may include the Pledge of Allegiance, etc. or if they will be absent due to a religious holiday. In your note, please indicate if you would like your child to participate in an alternative educational activity or if you prefer to pick them up for an excused dismissal from school.

### **Work Due to Absence**

An excused absence gives a student the privilege of making up work that has been missed. It is the responsibility of the student to consult with the teachers to make up this work as soon as possible at the convenience of the teacher. A student has the same number of days to make up work, as the student was absent from school. If you are absent from school for two days, it is best to get your assignments from your teachers when you return. If you are going to be out for three or more days, your parents may call the main office to have your assignments prepared for you.

### **Makeup Work Due to Travel**

The Berkshire Local Schools Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. The school will not excuse students to be taken out of school for trips or vacations. Responsibility for this will rest with the parents and they must not expect any work missed by their child to be re-taught by the teacher. However, if the school is notified in advance of such a trip by the parents (legal guardian), a form will be given to the student to take to all teachers in order to procure assignments. Parents are to contact the guidance counselor at least a week prior to leaving. Teachers are not obligated to permit makeup work if proper arrangements have not been made prior to departure. Assignments are due on the day of the student's return to school.

### **Tardiness To School**

1st Period begins at 8:00 a.m. If students arrive after this time, they are tardy. Missing the bus and/or getting up late are not considered excused tardies. Excessive tardiness will be considered truancy and will be reported to the Attendance/Residency Officer. Circumstances may arise in which it is necessary for students to arrive after our starting time (8:00 a.m.) or to be picked up or released from school prior to dismissal (3:10 p.m.).

The school will make student and/or parent/guardian contact when there have been three (3) incidences of an unexcused tardy. At the 4rd tardy, the school district can, but is not limited to, a detention, and a parent/guardian meeting, home visit, or other intervention that the school district feels is appropriate to ensure the student's success. This policy will not reset at the semester.

Generally, the consequences for unexcused tardiness to school during a school year are the following for students in grades 9-12:

- **1st Tardy** – Warning;
- **2nd Tardy** – Warning;
- **3rd Tardy** – Parent/Guardian Notification/Conference with Student
- **4th – 8th Tardy** – Afterschool Detention;
- **9th and Subsequent Tardies** – Consequences will be determined by administration.

### **Tardiness To Class**

When tardy to any class during the school day, report to your scheduled class. If a teacher is responsible for your tardiness, that teacher should give the student a pass showing that the tardiness is excused. Except in the event of an emergency, students must report to class to get a pass to visit the clinic. Otherwise, a late admission slip will not be issued from the office. A student is considered tardy to class if he/she is not in the classroom when the bell rings. Teachers may further define their expectations for an individual classroom. Generally, the consequences for unexcused tardiness to class during a school year are the following for students in grades 9-12:

- **1st Tardy** – Warning;
- **2nd Tardy** – Parent Notification;
- **3rd & 4th Tardy** – Afterschool Detention;
- **5th Tardy** – Referral to office and Administrative Detention;
- **6th and Subsequent Tardies** – Consequences will be determined by administration.

### **Truancy**

Students absent for one of the reasons listed below are considered truant. Truancy might include, but is not limited to:

1. Leaving school without permission.
2. Being absent from school without parent(s) knowledge.
3. Being absent from class without permission.
4. Obtaining permission to go to a specified place and failing to report there
5. Being absent from school for reasons not excused
6. 10 or more occurrences of tardiness.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities, and
- Referral for truancy if applicable.

### **Vacations**

Any vacation absence from school must be approved in advance by the principal. The request must be submitted at least one week prior to the requested day(s) on a form that is available in the school office. This will enable the teacher time to prepare work if he/she feels it is necessary. All vacations are authorized, but are recorded as unexcused absences.

Parents may choose to withdraw their children during the period of an extended absence; however, they must indicate how their child will be educated during the time he/she is not enrolled in Berkshire Local Schools. Parents must re-enroll their child upon return to the district, however, there is no guarantee the student will be placed in the same classroom.

### **AWARDS**

Students may be recognized for special achievement in many ways and will receive recognition for participation and achievement in special programs at their respective buildings.

### **BULLYING PREVENTION**

The Berkshire staff makes anti-bullying education a priority. Through our on-going classroom guidance, small group and individual guidance, positive behavior procedures, and assemblies, students are taught about bullying and what to do if they are bullied or witness someone else being bullied. Please support this effort at home by reminding your child to tell an adult right away if they see someone bullying another student. Please also refer to the Code of Conduct RULE 22: Harassment/Bullying at the end of this handbook and Board of Education Policy 5517.01.

### **CAFETERIA LUNCH/BREAKFAST PROGRAMS AND PROCEDURES**

#### **Nutrition Services Program**

The Nutrition Services Department is committed to providing high quality meals to students at an affordable price to families. The Department of Nutrition Services strictly adheres to the United States Department of Agriculture (USDA) regulations regarding the sale of food items to children in schools. Breakfast meals, lunch meals and a la carte items are sold in all cafeterias daily. We offer chef salads, fresh fruits, and veggies at every school, every day. We serve education by promoting healthy habits and nutrition.

#### **Breakfast & Lunch Prices**

Funds may be deposited through your Infinite Campus Parent Portal at any time. Menus are planned to ensure that the USDA requirements are met or exceeded. A lunch meal consists of five components: protein, fruit, vegetable, grain, and milk. A breakfast meal consists of a protein or grain, fruit, and milk. Please see the links on the District's website for the breakfast and lunch menus. A student may refuse certain items, but must take a fruit or vegetable. The full price is still charged even if a student declines certain parts of the meal.

#### **Student Lunch Prices**

- **Lunch:**
  - \$3.75 (Middle and High School)
  - \$3.45 (Elementary)
- **Breakfast:** \$2.50

### **Free & Reduced-Price Meal Application**

If you feel you would qualify for meal assistance, please fill out a free or reduced price meal application through your IC Parent Portal beginning July 1, 2024. If your child was previously approved for free or reduced price meals during the 2023-24 school year, the benefits carry over for the first 30 days of the 2024-25 school year. You must reapply for the benefits to continue during the entire 2024-25 school year. Apply online for free or reduced-price meals by logging into your parent portal on Infinite Campus. After logging in to your Infinite Campus Parent Portal, click on the "More" link then "Meal Benefits" link on the left side of the screen. You will be asked to create a 5 character PIN. This PIN must be no more than 5 characters and must contain at least two of the following: number, letter, special character. This is the fastest, most secure method to be approved for free or reduced-price meals. Alternatively, if you would like a paper application, please call the school office. A new application must be submitted yearly and you must provide meals for your child until your application has been approved. If you received a letter from our office stating you have prequalified for free meals, you do NOT need to submit an online free or reduced-price meal application.

### **Payment Methods**

**Online Pre-Payments:** To pay online with a credit or debit card, log into your Parent Portal account in Infinite Campus. Allow 24 hours for payments to be received and applied to the account. Student transactions may also be viewed through this service.

**Check:** Please make checks payable to your school cafeteria and include your child's name and ID number on the check. If splitting among multiple children in the same building, please indicate the amount to post to each child.

**Cash:** Cash is accepted. The district is not responsible for lost or stolen money.

**Charging:** In the event of a forgotten packed lunch or lunch/breakfast money, students may charge a full lunch and/or breakfast to their account. Snacks, beverages, and other à la carte items are not allowed to be charged to a student account. Charged amounts are expected to be repaid the following day.

### **Breakfast and Lunch Procedures**

- While in the lunchroom, students must display good manners and courteous behavior at all times.
- Students must arrive in the cafeteria before the bell rings or you will be considered tardy.
- Do not cut in line.
- Once a table has been chosen students are to remain seated until lunch is finished.
- A pass from a supervising teacher or staff member must be given in order to leave the cafeteria.
- A supervising staff member will be assigned to various sections of the cafeteria. If needed, this person can assign seats.
- It is each student's responsibility to properly dispose of their refuse and clean their place at the table. Failure to do so may result in cleaning duty or a lunch detention.
- All students must enter their PIN into the PIN pad for any breakfast or lunch purchase. This 6-digit PIN can be found on student schedules, report cards or by asking cafeteria or school personnel.
- Breakfast is available for purchase prior to the start of the school day.

## **CALAMITY DAYS/ SCHOOL CLOSING**

During the school year, there may be an occasion to cancel school due to weather or road conditions which may endanger the safety of the students. There will be no practices, meetings, contests, or other related activities on a day when school is canceled by the superintendent due to inclement weather. Any exceptions to this will occur at the discretion of the superintendent. In the event of severe weather or other calamity necessitating the closing of school, a phone call will be made to the student's primary contact person's phone number and announcements will also be posted on the District's website, local television and radio stations. Parents are encouraged to watch television channels 3, 5, 8, and 19 for broadcasts of our school closing. Every effort will be made to cancel school and notify the Metro Cleveland Area's closing and cancellation system before 6:00 a.m.

## **CELEBRATIONS**

**Birthdays (K-4):** A child may distribute birthday treats on his/her birthday. Arrangements must be made in advance with the teacher to accommodate schedule and dietary restrictions. Birthday treats are distributed during the lunch periods to the birthday student's homeroom. Invitations to birthday parties may only be distributed if all students within the homeroom receive an invitation. Please make sure to send individual treats. We are unable to accommodate cakes or any items that need to be cut and served.

**Holiday Celebrations (K-4):** There may be PTO Sponsored events in the classrooms throughout the year. PTO Room volunteers will contact and organize the parties/events. Parents may remove their children from school during any of these special holiday celebrations; arrangements must be made ahead of time. The students will not be counted as absent if they are removed from school during a particular celebration. No student shall be discriminated against for participation or non-participation in a holiday celebration.

## **CLINIC AND MEDICAL INFORMATION**

Injuries or illnesses occurring during the school day should be reported immediately to the supervising teacher. He/she will issue an excuse admitting the student to the clinic. No student who is ill is to call his parents from the school phone and leave the building without permission. It should be understood by parents and students that clinic and office personnel are forbidden to diagnose ailments or dispense medication without a medical authorization form, including over the counter medications. Students who are too ill to attend class are generally too ill to remain in school (the health department states that any student with an elevation in temperature of 100 degrees or over should not remain in school.) Other criteria that would result in a student being sent home from school includes one or more of the following: vomiting, diarrhea, cough that interrupts normal activity, yellow or green drainage from eye(s), and rash or draining sores. Parents will be notified to arrange for transportation when necessary. The nurse will investigate reasons for an unusual number of clinic visits and parents will be notified. Parents must provide each student with the name of some relative, neighbor, or doctor who the school will contact if they are unable to reach the parents in case of emergency. A student emergency card is on file in the office for this purpose.

All communicable diseases should be reported to the school nurse.

### **Medication Policy**

Should it be necessary for a student to take medication at school, parents **MUST** adhere to the Board of Education Policy 5330 and 5331. Forms are available in the school office or on the website. Students, who must take prescribed medication during the school day, must comply with the following guidelines:

Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.

- The appropriate form must be filed with the respective building principal and/or clinic before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication. Forms must include the student's name, nature of illness, name of medication, dosage, time and duration the medication is to be given and possible side effects.
- All medications must be registered with the clinic and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, physician's name, name of medication, dosage and time of administration.
- Medication that is brought to the clinic will be properly secured. Except as noted below, medication must be delivered to the School Nurse by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent and physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- The Board shall appoint a responsible person or persons to supervise the storing and administering of medication in the absence of the school nurse. Person(s) designated, either by name or position, to administer medication shall be recorded in the Board minutes.
- If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- The school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.
- Non-prescribed (Over-the-Counter) Medications - No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent and physician authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the principal's office. Physician authorization is also required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the clinic. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

Parents are responsible for informing the school of their child's allergies; especially allergies to nuts and bee stings. In the case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication, doctor's orders and doctor's statement about how the medication is to be administered.

#### **Emergency Medical Treatment**

In order to handle emergency situations, the school must know how to reach parents quickly. It is required that every parent or legal guardian must complete an Emergency Medical Authorization for each child in September or when enrolling a new student. This is kept on file at school. When your child becomes ill (vomiting, fever or symptoms of a communicable disease) or injured, we will get in touch with the parent or legal guardian indicated as an emergency contact as soon as possible. Parents/Guardians or persons designated as an emergency contact, who are contacted because of a child's illness or injury, are requested to pick up the child immediately.

#### **Control of Casual-Contact Communicable Diseases**

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient operation of the District. For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting. If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

- A. instruction of teaching staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;

- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the State Department of Health.

Please see refer to BOE policy 8453 for Control of Noncasual-Contact Communicable diseases and 8453.02 Control of Blood Borne Pathogens

### **Symptoms of Common Contagious Illnesses When a Student Should be Kept Home** **Conjunctivitis**

Symptoms: Inflammation and swelling of the conjunctiva (lining of the eyelid); Burning sensation or itching of eyelids; Feeling that something is in the eye; Blurred vision; Sensitivity to light; Increased tearing - may become purulent (having pus.)

State/School Exclusion: Must be seen by a physician for diagnosis and treatment. A note stating the diagnosis, treatment and date the student is permitted to return to school (24 hours on antibiotics) must be signed by the doctor and must accompany the student when they return.

### **Strep Throat**

Symptoms: Fever may be present. Persistent red, sore throat, pus spots on the tonsils or back of the throat, and tender and swollen glands of the neck.

State/School Exclusion: Contact your family doctor immediately for an examination and throat culture. Notify the school if the culture reveals strep throat. Please keep your child home for 24 hours on antibiotics.

### **Impetigo**

Symptoms: Blister-like lesions which later develop into crusted, pus-like sores which are irregular in outline. Please keep your child home for 24 hours on antibiotics.

State/School Exclusion: Must be seen by a doctor for treatment. May return to school when the sore(s) no longer drain. A note stating the diagnosis and treatment and signed by the doctor must accompany the student when they return.

Covid: The School District does not order quarantines or isolations, but instead works with the county health officials in contact tracing and communicating cases.

### **Immunizations**

Students MUST be current with all immunizations required by law, included but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should contact the principal. Proof of proper immunization must be in by the first day of school. After a fourteen day grace period from the first day of school, students without this proof are not allowed to attend school. Acceptable documentation is a copy of an official physician record, “baby book”, or Health District record. Please call the building secretary or school nurse if you have any questions regarding current immunization requirements.

## **CONFERENCES**

Parent-teacher conferences are made by appointment on the dates specified for each school through the school's website. Conferences are held in the fall and spring. In addition to these regularly scheduled conferences, a parent-teacher conference may be held any time a teacher, parent, or principal feels a conference is needed. Due to the large number of conferences, it is important to arrive promptly to benefit from the scheduled time. Information will also be posted on the Infinite Campus Parent Portal.

## **CUSTODY**

Students must reside within the Berkshire Local School District with legal guardian/parent to attend the Berkshire Local Schools or must have completed the Open Enrollment process with approval from the Superintendent. A copy of the legal document giving parent custody (in case of parent separation or divorce) is required when students are enrolled. For the protection of the student, when a custody change occurs for a student already enrolled in school, a copy of the court order giving custodial rights must be submitted, as soon as possible, to a building administrator to be placed in the student's file.

Non-custodial parents may receive copies of their child's progress by supplying the school counselor's office their home address. See Board Policy 5111 for more details.

## **DANCE GUIDELINES**

1. Students must be in attendance at school on the day of the dance in order to be eligible to attend the dance. If the dance is held on the weekend, then students must be in attendance at school on the previous Friday, or the last day that school was in session prior to the dance. Exceptions must be approved by the building principal.
2. Parents provide transportation to and from dances, and should be at the school promptly at the end of the dance to pick up their student. High School students with a driver's license can provide their own transportation.
3. Students must stay for the entire dance. Students will not be allowed to leave early unless prior arrangements have been made with building administration. Once students leave the dance, they will not be allowed to re-enter the dance.
4. Students are not permitted to bring any food or beverage of their own into the dance.
5. For Middle School dances, only 5th-8th grade Berkshire students are permitted. No outside guests are allowed to enter. Guests are allowed for high school students - a Guest Form must be completed and turned into building administration prior to the dance.
6. Students are asked to dance appropriately and in good taste. Failure to do so could result in removal from the dance and ineligibility from future dances.
7. Students will not be admitted into the dance unless they dress appropriately.
8. Our music is provided by a company that routinely takes pictures of the students and posts them on a webpage (no names are provided). Please contact the school if you would not like your student to participate in this promotional program.
9. Unpaid School Fees - Students have the responsibility of paying all financial obligations before the end of the school year. Students may lose the opportunity of attending the dances if fees are not paid up-to-date. Contact the building principal if you are having difficulty in making payments and/or interested in initiating a payment plan for the school year.

## **DIRECTORY INFORMATION AND FERPA**

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and

weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. Please refer to Board Policy 8330 regarding student records. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within twenty (20) days after receipt of the Superintendent's annual public notice.

## **DISCIPLINE**

It is our goal to help every student grow in knowledge and personal strength by providing an atmosphere of warmth, safety, and security in which all individuals can function to the best of their ability. It is necessary to establish basic rules that all students must follow in order to provide an environment that is conducive to effective learning.

The Board of Education:

1. Expects the teacher-pupil relationship to be one of mutual respect,
2. Recognizes the teacher (or other supervising staff member) as the person of authority in the classroom and building,
3. Authorizes principals to use such reasonable disciplinary measures necessary to ensure a properly functioning school, and
4. Gives full support to teachers and administration in their efforts to maintain a positive atmosphere for learning within the school.

A list of disciplinary actions that are part of the Berkshire Local Schools Discipline Guide appear at the end of this handbook. This list has been created as a sample of consequences a student might experience at Berkshire Local Schools. It is a representative list and is not meant to be comprehensive. Specific disciplinary actions will depend on the severity of the offense and the violator's previous behavior. Please keep in mind that more than one disciplinary action may be applied at a time and repeated violations of the Student Code of Conduct will warrant increased discipline, including possible recommendation for expulsion.

The goal of discipline is not solely to punish a student. We recognize that disciplinary consequences can also be learning opportunities and strive to allow students to move beyond a mistake and try to make better choices in the future.

## **DUE PROCESS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

There are two facets to due process: substantive and procedural. Substantive due process provides for fair and reasonable treatment under the law in satisfying a person's due process rights; a student can expect to receive written notice of intent to suspend or expel and the reason(s) for such action. The student will be given the opportunity to explain his/her actions or challenge the reasons. Within twenty-four (24) hours after the time of a student's suspension, a written notice of suspension will be sent to the parent(s)/Guardian(s). The notice will specify the duration of the suspension and the reason(s) for the suspension, as well as the right and procedure to appeal.

Prior to expulsion, the Superintendent will give the student and his/her Parent(s)/Guardian(s) written notice and provide an opportunity to appear to explain the student's actions or challenge the reason(s). The notice will include reason(s) for the possible expulsion and the time and place of the appeal hearing. Within twenty-four (24) hours after the time of an expulsion, the Superintendent will send written notice

to the student and his/her parent(s)/guardian(s). The notice shall specify the duration of the expulsion and reason(s) for the expulsion. It shall also include notification of the right to appeal.

As long as the Student Intervention Time (SIT) is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal. Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

For further information, refer to Board of Education Policy 5611.

### **ELEVATOR KEY**

Use of the elevator is allowed for health reasons. The following procedures need to be followed:

1. Written or verbal verification (telephone call) from a parent/ guardian of the need to use the elevator during the school day;
2. **Register** (contract must be completed and signed) in the main office to receive an elevator key;
3. If a student needs assistance carrying supplies (book bag) while using the elevator, the name of the student helping needs to be registered at this time also;
4. Return the elevator key to the main office at the end of each school day - the elevator key should not be kept overnight by a student. If the elevator key is lost while signed out to an individual or there is failure to return the key for any reason, there will be a charge of \$25.00 to replace the key.

### **ENTERTAINMENT EQUIPMENT**

Phones, I-Pods, DVD players, CD players, televisions, MP3 players, PSP's, games, or other items, which may disrupt your education, are not to be brought to school. Failure to comply may result in disciplinary action that could include, but not be limited to the confiscation of aforementioned items until the end of the school year. All confiscated items may be released to the parent/guardian of the student during school hours. The school is not responsible for the theft, loss or damage that may occur if these items are brought to school.

### **FACILITY USE**

Use of the school facility must be cleared with the appropriate principal/supervisor/ coordinator/director for any activity held in a school during the evening, over weekends, and/or during vacations. Prior to access to the school, a Building Use Rental Request form must be submitted and approved. All organizations using school facilities need a building permit. There is a fee involved with building uses to cover costs (e.g., custodian services, utility use). The **Building Use Rental Request Form** can be found on the district webpage. Further information on this policy can be obtained in the office of the Athletic Director.

### **FEES AND BOOKS**

**Fees:** It is necessary to charge fees to cover part of the District's expenses for consumable items such as workbooks and materials used in the classroom. A check made payable to the Berkshire Board of Education should be sent to school with your child during the first few weeks of school or paid online. Failure to pay fees will result in the accumulation of fees over time (e.g., multiple years of fees). Failure to pay fees may result in the inability to participate in school activities (i.e. school dances, 8<sup>th</sup> Grade Washington Trip, Homecoming, Prom, etc.), and High School commencement ceremonies. School fees

for BHS students vary depending on courses taken. Course fees can be found in the Middle School and High School Course Selection Guides.

Those with a financial hardship who are part of the Free/Reduced Lunch Program can have their student's fees waived as long as they indicate such on the Free/Reduced Lunch Application form. The waiver only applies to course fees.

**Textbook and Technology:** Students are expected to take good care of the books and equipment loaned to them. Fines may be charged for all books or equipment lost or damaged, such as school-issued chromebooks

Grade	Fees
K-4	\$55.00
5-8	\$55 and a \$50 technology fee for a TOTAL: \$105.00
9-12	\$50 technology and Course Fees - refer to course selection guide

### **FIELD TRIPS**

At Berkshire Local Schools, we realize the great value in alternate learning experiences and specifically in field trips. In order to learn any academic subject, one of the best ways is to have hands-on experience. The subject then becomes clearer and more relevant to the student. He/she learns easily and without pressure because the knowledge becomes a part of his/her life. In addition, overnight trips provide the opportunity to learn the skill of living together with the students' peer group, and to experience living away from the home and the family. It is very obvious that these trips become a major responsibility for all those involved. First, and foremost, in all of our planning is the safety of all students. We feel it is necessary that these trips be viewed as a privilege for those students attending. It is imperative that due to the tremendous responsibility involved, students prove they will be able to handle themselves appropriately on such trips. Students with an excessive amount of office discipline referrals or any missing assignments may not be permitted to attend field trips. The decisions will be at the discretion of the administrators and staff. Additionally, truancy or excessive absence may disqualify a student. Parents will be notified prior to the possibility of their student being excluded from a field trip. It is our hope and expectation that this policy does not exclude students but rather sets a minimum level of expectation for daily behavior in school and as representatives of our student body. All fees/fines must be paid prior to attending a grade level field trip. Each student must have a signed parental permission slip on file at the school in order to attend.

### **FOOD AND BEVERAGES**

See below under Student Code of Conduct Rules - Rule # 18

### **FOOD SERVICE DELIVERIES**

Food service delivery services (ex: delivery of pizza) will be denied entry to the building and students will not be able to receive the delivery between the hours of 8:00 a.m.- 3:10 p.m.

### **SCHOOL COUNSELING DEPARTMENT**

Berkshire school counselors follow the American School Counselors Association (ASCA) National School Counseling model which provides a flexible framework used to develop programs designed to

meet our students' unique needs. The delivery of these services include both direct and indirect student services as outlined below.

*Direct student services including:*

- Instruction – Teaching the school counseling curriculum to students focused through the lens of selected student standards from the ASCA Mindsets & Behaviors for Student Success.
- Appraisal and Advisement – Assessing student abilities, interests and achievement to help them make decisions about their future.
- Counseling – Providing professional assistance and support to a student or small group of students during times of transition, heightened stress, critical change or other situations impeding student success. School counselors do not provide therapy or long-term counseling in schools; however, school counselors are prepared to recognize and respond to student mental health needs and to assist students and families seeking resources.

*Indirect student services including:*

- Consultation – Share strategies supporting student achievement with parents, teachers, other educators and community organizations
- Collaboration – Work with other educators, parents and the community to support student achievement
- Referrals – Support for students and families to school or community resources for additional assistance and information.

Berkshire parents/ guardians or students wishing to meet with their school counselor are encouraged to contact the school counselors for information or assistance whenever necessary by calling the school at 440.834.3380 or by emailing your counselor directly.

**Elementary:** Tricia Hart- [tricia.hart@berkshireschools.org](mailto:tricia.hart@berkshireschools.org)

**Middle School:** Cindy Metzong- [cindy.metzung@berkshireschools.org](mailto:cindy.metzung@berkshireschools.org)

**High School:** (A-L) Michelle Paluf- [michelle.paluf@berkshireschools.org](mailto:michelle.paluf@berkshireschools.org)  
(M-Z) Brittany Bakalar- [brittany.bakalar@berkshireschools.org](mailto:brittany.bakalar@berkshireschools.org)

## **HALL PASSES**

During class time a student may not be out of the classroom without a pass being signed by a teacher.

## **HOMEWORK**

The Board of Education acknowledges the educational validity of out-of-school assignments as extensions of the instruction program of the schools in grades K-12. Homework assignments shall be characterized by the following:

- Homework shall be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- Homework shall help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge and an opportunity to remediate learning problems.
- Homework shall help develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment. Assignments are to be completed on time.
- The number, frequency, and degree of difficulty of homework shall be based on the ability and needs of the individual student.
- As a valid educational tool, homework shall be clearly assigned and its product carefully evaluated.
- The school shall recognize the role of parents by suggesting ways in which parents may assist the school in helping a child carry out assigned responsibilities.
- Request for school work missed - parents are encouraged to request school work assignments for extended absences. Requests for assignments early in the day may be picked up at the building office after student dismissal. This will give the teachers ample time to assemble the work and materials.
- When school work is requested, the assignment must be made up and turned in within a period of time equal to the number of days absent. Failure to turn in assignments will result in zero grades that will be averaged in for the term.
- The number of days for make-up work should be two (2) days for each day missed. Extended absences (more than ten (10) consecutive days) will be made up at the discretion of the teacher and principal.
- Parents shall be encouraged to support the homework of the schools by assisting, monitoring, and supervising the homework activities of their children.

### **HOMEBOUND INSTRUCTION**

The school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician.

### **HOMELESS STUDENTS/ CHILDREN AND YOUTH IN FOSTER CARE**

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness (Board Policy 5111.01). The District shall regularly review and revise its policies, including school discipline policies that impact homeless students or those who may be a member of any of the Protected Classes (Policy 2260). For additional information about homeless and/or foster care students contact the Director of Pupil Services at 440-834-3380.

### **CHILDREN AND YOUTH IN FOSTER CARE**

Children who meet the Federal definition of "in foster care", including those children who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, students in foster care will not be stigmatized or segregated on the basis of their status. The District shall establish safeguards that protect foster care students from discrimination on the basis of their foster care status or other of the recognized Protected

Classes (Policy 2260). The District shall regularly review and revise its policies, including school discipline policies that may impact students in foster care. For additional information about homeless and/or foster care students contact the Director of Pupil Services at 440-834-3380.

### **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The Berkshire Local Schools provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Improvement Act (IDEIA).

A student can access Special Education services through the proper evaluation and replacement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant.

\*Parents, who believe their child may have a disability that substantially limits major life activities of their child, should contact the Director of Pupil Services at 440.834.3380.

### **INFINITE CAMPUS –MESSENGER AND ONLINE REGISTRATION/ANNUAL UPDATES**

Keeping you informed is a top priority here at Berkshire Local Schools. That's why we have adopted the Infinite Campus Messenger System which will allow us to send telephone messages or emails to parents/guardians about school emergencies or events, school delays or cancellations due to inclement weather. Parents/Guardians may also be called to verify absences.

Parents/Guardians will now be required to make 'Annual' updates to their child's records through the Infinite Campus Parent Portal. By logging in to your Parent Portal account and clicking on the 'Online Registration/Annual Updates' tab in the menu options, you can begin the step-by-step process of updating emergency medical information, emergency contacts, and electronically sign required school documents. This system will allow parents to update and complete forms the district is required to have on file for students every year rather than the district sending multiple forms home to families. This option will only be available to primary household parents at the start of the school year. Any changes that need to be made after your annual update has been submitted will need to be made, in writing, by the parent/guardian to the building secretary.

### **INFINITE CAMPUS PARENT PORTAL: ON-LINE REGISTRATION (OLR) & FORMS UPDATES SYSTEM**

The Berkshire Local School District uses the OLR/Annual Updates system through the Parent Portal. All students must have all Annual Forms and necessary information completed through the OLR/Annual Updates system prior to the start of the school year. This system will allow parents to electronically update their information, review and sign for annual forms required by the district, and update emergency contact information.

A new student registration is a two-part process. Part one is to start the process using the OLR system and completing the registration application. The parent/guardian will then need to schedule an appointment and bring required documents to the district registrar, located at the Berkshire Board of

Education Office, at 440.834.3380. If you do not have access to the internet, please contact the Board office for assistance.

### **Emergency Medical Authorization**

It is a school requirement that each student must have an emergency medical authorization, signed by parents, on file through the Parent Portal's On-Line Registration/Annual Update system. If there is any change in information during the year, please notify the school office immediately upon any of the above changes. This can be very important in the case of an emergency, illness or other school matter. Examples of changes in information include:

- Phone numbers - This can be very important in the case of an emergency, illness or other school matter)
- Custody – If the family status changes because of divorce or legal separation, or if a child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the school office.
- Address - Proof of residency must be provided before any address changes can be made in the OLR system

### **Emergency Parent Notification**

It is imperative that the school be able to contact parents during the school day. Should school have to be dismissed early due to an emergency, we will attempt to contact all parents. Parents are encouraged to include a neighbor's name and phone number for "early dismissal" purposes online through the Parent Portal On-Line Registration/Annual Update system. All children should be directed to report to a neighbor's home in case of an emergency. Parents should keep the school office informed of telephone number changes that should be made to their emergency contacts list during the school year. It is also a good idea to leave email information for your child's teachers.

### **INTERNET/NETWORK USER POLICY**

To obtain a computer account that will allow access to the network, internet, or electronic mail resources, all students and their parents/guardians must read and sign off on the district's Acceptable Use Policy (AUP) during On-Line Registration (OLR). All students are bound and required to adhere to all Network/Internet bylaws and policies established by Administration and the Board of Education.

Chromebooks are the property of Berkshire Local Schools. Physical or software modification to district devices or attempting to bypass district security measures is a violation of district policy. Fines and/or account restrictions will be enforced. Fines will be applied to student accounts for any damage or vandalism that occurs.

The Chromebook you are issued is your responsibility. Do not swap your device with another student.

Chromebooks are issued to students with cases to prevent damage. Cases are to remain on the Chromebook at all times. Chromebooks returned without cases will result in a fine for the missing case.

When you obtain a Berkshire Local School District (BLSD) network account, it is understood the account is to be used for class work or individual school related research. You are responsible for your account's use or misuse. The school code of conduct applies. Do not share your password to another student for any reason.

Berkshire also provides students with Google Apps for Education (GAFE) accounts. Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. GAFE is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of GAFE when students are at school. Parents are responsible for monitoring their child's use of GAFE when accessing programs from home.

Students are responsible for their own behavior at all times. Students should take all reasonable precautions to prevent others from being able to use their account. Passwords must be constructed so that they are not obvious or easily determinable. Under no conditions should a student provide his or her password to another person.

Your accounts (BLSD and GAFE) and the files on them are school property, not your private property. School personnel reserve the right to inspect its property. Students should have no expectation of privacy.

Access to the BLSD network and GAFE is considered a privilege. BLSD maintains the right to immediately withdraw the access when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred for further investigation and account restoration, suspension, or termination.

The use of personal communication devices (hereafter referred to as "PCDs") on campus is a privilege which the District grants to any student who is willing to assume the responsibility of abiding by the guidelines set forth in Policy 5136 & 5136.01. PCDs include computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers", e.g., Kindles and similar devices), cell phones, smartphones, iPods, and/or other web-enabled devices of any type. All policies set in place in the AUP continue to apply when the student uses his/her PCD on campus. During the school day, PCDs can be used for educational purposes only. In addition, cell phone watches are also considered PCDs and fall under the guidelines set forth in Policy 5136 & 5136.01. While students are able to use personal devices at school for educational purposes, the district cannot ensure that a student's personal device will be compatible with GAFE-related products and instructional programming.

The District reserves the right to inspect a student's PCD if there is reason to believe that the student has violated any School Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device. Students must surrender their PCD to district personnel upon request. See Policy 5136 – Personal Communication Devices.

Avoid illegal activities. These include tampering with computer hardware or software, unauthorized entry into computer files, or vandalism or destruction of computer files. Obey all copyright laws applying to software and its use. We are governed by the U.S. Copyright Code, PL 94-553 and PL 96-517 Section 117, and U.S. Code 2510.

Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Students must respect the right of others in the school and on the internet at large. Personal attacks are an unacceptable use of the network.

Harassment, intimidation, or bullying behavior by any student is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital

assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate.

If you are the victim of a personal attack (“flame”), respond rationally if a response is appropriate and bring the incident to the attention of a person in authority.

Users must be aware that there are many services available on the internet that could potentially be offensive to certain groups or users. The Berkshire Local School District cannot eliminate access to all such services. Individual users must take responsibility for their own actions in navigating the network. Policy is subject to change per Board of Education Action during the school year.

If a device is not working or is accidentally damaged, please report it immediately to the school office or technology office.

### **LOCKERS**

Lockers are Board property and assigned to students for their personal use. Lockers and locker combinations are not to be shared with friends and classmates. Students must use their own locker. Students must not purposely jam the locking mechanism on their locker to allow access without using the combination. Failure to follow these expectations can result in consequences from an administrator. Any locker difficulties should be reported immediately to the office. Since lockers are the property of the school, they may be opened by school officials for reasonable suspicion or to get work if a student is absent from school for an extended period of time.

Book bags and drawstring bags are to be kept in lockers and are not permitted to be carried during the school day. For further reference, see Board Policy 5771.

Students should not leave any item in their gym lockers overnight. Do not leave items in any locker over vacations. Any item left in any locker is at the student's own risk. The school assumes no responsibility for school or personal property lost or stolen from lockers provided. The school is not responsible for the loss or theft of money that students bring to school and/or keep in their lockers.

### **LOST AND FOUND**

The lost and found center is located in the cafeteria. Please put your name on any items that you bring to school. Lost textbooks will be returned to teachers. Lost library books will be returned to the library. The lost and found is cleared of all items and donated to a local charity at the end of each quarter.

### **MEDIA CENTER/ MAKER SPACE**

The Berkshire School media center , makerspace, and library will be available to classes and students throughout the day. Please refer to the specific expectations that will be posted within the makerspace.

### **MISSING CHILDREN**

It is the interest of this Board of Education to cooperate with local, State, and national efforts to decrease the number of missing children. The Board shall designate the Superintendent to develop informational programs for students, parents, and community members relative to the subject of missing children. For additional information please refer to Board Policy 5215.

## **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITY POLICY**

The Berkshire Local School District affirms that no person shall, on the basis of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This policy shall prevail in all Board policies concerning school employees and students.

Copies of the District's complaint procedures, Administrative Guideline 2260B and 2260.01B, may be obtained from the District Compliance Officer. A formal complaint concerning Title VI of the Civil Rights Act of 1964 (race, color, and national origin), the Age Discrimination Act of 1975, Title IX of the Civil Rights Act of 1964 (sex), Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (disability) can be made in writing to the District Compliance Officer listed below:

Berkshire Elementary Principal  
Berkshire Local School District  
14155 Claridon-Troy Rd.  
Burton, Ohio 44021  
440.834.3380, ext. 2108

Inquiries concerning the application of this policy may be referred to the District Compliance Officer or the Superintendent of Schools. The Superintendent may be reached at:

Superintendent of Schools  
Berkshire Local School District  
14155 Claridon-Troy Road  
Burton, Ohio 44021  
440.834.3380, ext. 2101

## **PBIS (Positive Behavioral Interventions & Supports)**

Positive Behavioral Interventions & Supports (PBIS) is an implementation framework for maximizing the selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional and behavioral competence of all students - **PBIS Fact Sheet**. Teachers may submit positive referrals of students who they would like to recognize for their positive behavior in the classroom, hallways, gymnasium, lunch room.

## **PERSONAL ITEMS**

1. Students are responsible for any money, jewelry, phones, earbuds, or other valuables brought to school. It is encouraged that students not wear items of value or bring items of value, (e.g., jewelry).
2. Students are not allowed to carry matches, lighters, guns of any type, gun caps, knives, rubber bands, sling shots or other items that can cause disruption. Such articles will be confiscated. Possession of such items may result in disciplinary action.
3. Students are not allowed to sell or trade anything among themselves at school, on the school grounds, or on the bus.
4. Pets should not be brought to school without permission from the main office. Parents must transport pets.
5. Candy and chewing gum are not permitted.
6. Items should not be brought in glass jars or aerosol cans.

7. Students are not permitted to bring or use radios, hand held computer games, laser lights, or electronic devices of any type (e.g., video cameras, cameras, music) to school.
8. Any toys or personal items must have teacher approval.

### **PICK-UP**

We encourage advanced notification of student pick-up due to the large number of parent pick-ups. Emails are not sufficient notice, as the secretary may be absent and the email will not be accessed. During the day, pick-up is in the school office. Photo identification is required every time for parent pick-up. If someone other than a parent/guardian will be picking up your child, please be sure they appear on your child's emergency card.

**Picking Your Student Up At School:** Please make every effort to schedule appointments after school hours. When parents sign students out of school during the day, the following policy must be followed: If it is known in advance that the child needs to leave school for an appointment, the parent must send a note to school with the student. At the time the student is to leave, the parent will report to the school office and the student will be waiting or he/she will be called. If the child must be taken out of school for some reason that is not known in advance, a phone call to the school will make it possible to have the child ready and waiting to be picked up. If an advanced call is not possible, parents report to the office and the child will be called from his/her classroom.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA) requires that the school notify you to obtain consent or allow you to opt out of the following school activities: a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

### **POSTERS AND SIGNS**

Any poster displayed by an organization or an individual in the school must have the approval of the administration. Any literature distributed must also have the appropriate approval.

### **SCHOOL PICTURES**

Each school year individual student pictures are taken. Information will be sent home with your child prior to the pictures being taken regarding possible purchase of the pictures. Every child will have a picture taken for his/her school file. Their school picture will also be placed in the yearbook.

## **STUDENT AND SCHOOL SAFETY**

### **Emergency Drills- Fire Drills, Tornado Drills, AND A.L.I.C.E. School Safety:**

- **Fire Drills:** Fire drills are held from time to time without warning. Information concerning fire exits is posted in each room. When the signal is heard, all students are requested to walk quickly and quietly out of the building and remain out of the building until told to return.
- **Tornado Alert Drills:** Tornado Alert Drills will also be held throughout the school year. Such drills are necessary and serious. Students must cooperate fully by listening to directions carefully and not talking, running, or otherwise fooling around. In the event of a "Tornado Warning" (which means that a tornado has been sighted or indicated on radar), the students will do the following:
  - Total silence is to be maintained. Listen carefully to all instructions.
  - Follow your teacher in a single file line from your room to the designated areas within the school. Move in a slow, orderly manner.
  - If directed to do so, kneel down, place your heads between your knees, and cover your heads.
  - The sounding of a continuous bell will signal the end of the alert.
- **School Safety Procedures:** Students will also be trained in the A.L.I.C.E. safety method for building security.

## **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. Students lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School Administrators may conduct random searches of lockers and their contents at any time without announcement. Unannounced random canine searches may also be conducted.

Anything that is found in the course of the search may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The district reserves the right not to return items that have been confiscated. For further reference, see Board Policy 5771.

## **SECURITY CAMERAS**

All students, parents and staff are advised that as a public school facility, students, parents, staff and building visitors do not have to expect privacy in connection with their actions and activities while in, on or about the campus. In an effort to increase school district security, provide greater safety for students, parents, staff and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internally and externally, shall be subjected to video surveillance 24 hours a day, 7 days a week. The recordings of such observations shall be available for use by the administrative staff if necessary to enforce the student Code of Conduct provisions by the school district and the law.

## **STAY SAFE. SPEAK UP!**

The "Stay Safe. Speak Up!" Student Safety Reporting System is provided for students and parents to report concerns to school officials which may affect the peace of mind of students or jeopardize the safety of people or school facilities. Students are encouraged to take an active role in keeping our school and accompanying school environment safe and secure through this "See Something, Say Something" approach. Parents, just like students, if you believe your student is being bullied, harassed, or you suspect any type of suspicious behavior, contact your student's principal or report the incident through our Student Safety Reporting System. We encourage the whole school community, "If You See Something, Say Something."

### Your Reporting Options:



- (1) To submit a report online, [click here](#):
- (2) Telephone hotline, call 1-866-547-8362
- (3) Mobile app Search for 'Stay Safe. Speak Up!' on the App Store or Google Play
- (District Code = badgers)

Example Concerns to Report: Concerns may include, but are not limited to, bullying, abuse, threats, cyber crimes, discrimination, drugs, health concerns, suspicious behavior, vandalism, fighting, & weapons.

### **STUDENT RESOURCE OFFICER (SRO)**

The School Resource Officer (SRO) program enables our schools to have a uniformed police officer(s) in the school throughout the school day. This program is funded by Berkshire Local Schools and Geauga County Sheriff's Department for the purpose of bridging the gap between the police department and the student population. The goals of this program are to increase positive attitudes toward law enforcement; reduce juvenile crime through counseling, teaching, and personal contact; and provide a positive role model, liaison, and resource.

### **SUPPLIES**

On the first day of school, each child in Grades 1-12 is required to have their supplies on the supply list for their grade level supply requirements. Please check the website for the updated supply lists at [www.berkshireschools.org](http://www.berkshireschools.org). Kindergarten will bring their supplies during orientation/screening days. Students are expected to have supplies readily available for each class.

### **SELLING WITHIN THE SCHOOL**

Students are not permitted to sell anything within the school to classmates or teachers. Students are prohibited from buying anything from friends and classmates. This does not apply to district-approved fundraisers.

### **SERVICES AVAILABLE IN THE BERKSHIRE LOCAL SCHOOL DISTRICT**

- Intervention services for students as determined by the Response to Intervention team (RTI)
- Speech and language therapy
- Title I Reading assistance and/or remediation
- Occupational/Physical therapy
- Conferences twice a year, or upon request
- Special education services to students that are eligible under IDEA
- 504 plans for students eligible under ADA.

## **SPECIAL EDUCATION**

The Board of Education, is committed to providing a free appropriate public education to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations.

In order to satisfy the requirements of the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities ("Ohio Operating Standards"), the Board of Education adopts the model policies and procedures promulgated by the Ohio Department of Education's Office of Exceptional Children (ODE-OEC), which is incorporated by reference into this policy. While the Special Education Model Policies and Procedures ("Model Policies") issued by the ODE-OEC are comprehensive, the document does not include every requirement set forth in the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA"), the regulations implementing the IDEIA, the Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code. As such, the Board affirms its obligation to follow these laws and regulations, regardless of whether their provisions are restated in the Model Policies.

Copies of Model Policies and Procedures are available at the office of the Board of Education.

## **STUDENT SUPERVISION AND WELFARE**

Professional staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- A professional staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- A professional staff member shall provide proper instruction in safety matters as presented in assigned course guides.
- Each professional staff member shall immediately report to a building administrator knowledge of threats of violence by students.
- A professional staff member shall not send students on any personal errands.
- A professional staff member shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

- A professional staff member shall not transport students in a private vehicle without the approval of the principal.
- A student shall not be required to perform work or services that may be detrimental to his/her health.
- Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.
- Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, Tik Tok, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy [5722](#).

Since most information concerning a child in school other than directory information described in Policy [8330](#), is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

### **TELEPHONE/CELL PHONES/EARBUDS**

In the case of an emergency or illness, students will be allowed to use the office phone. Cell phone use is at the discretion of the adult supervising the student (teacher, aide, coach, etc.). Students using cell phones improperly will be subject to disciplinary action. Students must have adult permission to wear earbuds in classes or study halls. Earbuds are not to be worn in hallways.

### **TEXTBOOKS**

Books are classified as to condition when issued. Students must pay for any damage to a book. If a book is lost, the student must pay for a replacement. Your name must be written in ink on the space provided in each of your books.

### **TRANSPORTATION**

Students must get on and off the bus at their assigned stop. Students are only allowed to ride their own assigned bus to and from school. Students are not allowed to ride home on any other bus but their own (we do not allow students to ride the bus to a friend's house). Additional guidelines concerning appropriate behavior on the bus are included in this handbook.

To maximize the safety of our students and standardized procedures across the state - all bus drivers now use a hand signal for all students to board their school bus. The driver will open the door to activate the red lights, and will have his/her hand raised. The driver will ensure traffic has stopped and then will signal by dropping their hand to let the students know it is safe to approach the bus.

Each student shall be assigned a residence side designated place of safety. Students are to remain at their designated place of safety and are not to proceed to their residence until the school bus has departed. The purpose of the place of safety is to reduce, as much as possible, the potential of a student being injured by a school bus while they are in the process of being picked up or dropped off. Consequences for breaking these rules below are included in the Code of Conduct

1. Students shall arrive at the bus stop at least 5 minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and 20 steps away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Students must go directly to their assigned seat so the bus may safely resume motion.
5. Students must remain seated keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating, drinking, and littering on the bus.
9. Students must not use tobacco, vape, or any other type of drug or drug-like substance on the bus.
10. Students must not have alcohol or drugs in their possession on the bus.
11. Students must not throw or pass objects on, from or into the bus.
12. Students must not put their head, arms or any object out of the bus windows.
13. Students may carry on the bus only objects that can be held in their laps.
14. Students must leave or board the bus at locations to which they have been assigned (Place of Safety).
15. Students may not operate any electronic device that could be deemed distracting to the safe operation of the bus.

### **TRANSFERRING AND WITHDRAWING FROM SCHOOL**

When moving out of the school district, parents must contact the main office a week prior to leaving. Student records will not be released without parental consent. All fees/fines, books and materials returned upon withdrawal.

### **VOLUNTEERS**

Parents wishing to volunteer within the classroom during the school day must have a local background check completed prior to parent helping for any event or activity. Volunteer packets are available on the school website or in the school office. Completed volunteer packets must be returned to the office and processed properly before volunteering. If you wish to volunteer, please submit the online form by October 1.

### **WEBSITE**

Please refer to the district website at [www.berkshireschools.org](http://www.berkshireschools.org) for the latest information about our schools. There is news from the principal and teachers who use their individual web pages to share videos, photos, and information about their classes. Check often for the latest news!

### **WORK PERMIT**

The Berkshire Local School District will issue work permits to students in accordance with the Ohio Revised Code and U.S. Department of Labor regulations. All of the following must be completed before the a work permit can be issued:

1. Complete the [application form](#) with parent/guardian signatures.
2. Obtain a physical examination with the physical certificate being completed. Your physician will need to complete and sign the required sections unless you have a current physical on file with the Berkshire Schools athletic department.
3. Have a promise of employment pledge of employer page completed by the employer
4. Submit a copy of the student's birth certificate, driver's license, or U.S. passport.
5. Contact the designee at the high school main office with the completed application for processing. Allow 24 hours for completion of the work permit. For more information, visit the [district webpage](#).

## **STUDENT CODE OF CONDUCT**

Students are afforded constitutional rights guaranteed by the United States Constitution and the Bill of Rights, and their rights will not knowingly be denied or abridged by this Code of Student Conduct or actions taken thereunder.

Consequently, students have a responsibility to conduct themselves in a manner, which contributes to an appropriate school atmosphere. This implies an obligation to be aware of the rights of others and have knowledge of the school. It is the belief of the staff and administration of the Berkshire Local Schools that our students are young adults. We believe that all students have a right to be treated with respect and dignity. Also, students have a responsibility to treat all members of the education community with respect and dignity and to respect the school's constituted authority.

This code of conduct applies while a student is in the custody or control of the school, on school property or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Berkshire Local School District.. This policy grants school officials the right to use all legal means including, but not limited to, the use of drug trained canines in the performance of their responsibilities.

Consequences for violation of this Code of Student Conduct may include: warning, detention, work sessions, emergency removal, SIT (Student Intervention Time), out-of-school suspension, expulsion, and/or other forms of disciplinary action to help modify behavior or to ensure the safety, health and welfare of other students and staff. Consequences are administered at the building level in accordance with administrative procedures. Any violations of the Student Code of Conduct which involves a staff member may result in consequences up to and including expulsion. Additionally, depending upon the violation, a police report may be filed.

### **RULE 1: ACADEMIC DISHONESTY/CHEATING/PLAGIARISM**

Academic dishonesty, cheating, and plagiarism is considered a very serious offense by the faculty and staff. It is a violation of academic integrity.

### **RULE 2: ALCOHOL, DRUGS**

A student shall not possess, use, transmit, sell, offer to sell, conceal, consume, or show evidence of consumption of narcotics, alcohol, inhalants, intoxicants, non-prescription drugs, prescription drugs or look-alikes. Any type of drug paraphernalia is prohibited, including vapor devices that contain THC. Students who must take prescription drugs during the day must deliver them to the school nurse and have a release form on file. (For more information, see Board Policy #5530). Any student found supplying, selling, attempting to sell, offering to sell, or attempting to distribute a controlled chemical, drug, or "look-a-like" will be recommended for immediate expulsion (this applies to all offenses including a student's 1st Offense).

#### **Consequences**

**1st Offense:** 10 day out-of-school suspension (possible recommendation for expulsion) for possession and/or use. In all cases, a police report will be filed when students are found in possession of drugs. If the student enters a treatment program, and the agency verifies in writing the student's involvement, the suspension will be reduced to 5 days O.S.S., provided that the full 10-day suspension may be imposed if the treatment program is not completed. A

completed assessment report should be sent to the principal from the treatment facility and that the recommendations have been followed.

**2nd Offense: 10 day O.S.S.,** recommendation for expulsion. If an expelled student enters a treatment program, and the agency verifies in writing the student's involvement, the expulsion will be reduced to 10 days out of school. If the student does not complete the treatment program, the expulsion will be reinstated. A complete assessment report should be sent to the principal from the treatment facility and that the recommendations have been followed.

**3rd Offense: 10 day O.S.S.,** recommendation for expulsion.

### **RULE 3: ARTICLES PROHIBITED IN SCHOOL**

Problems arise when students bring articles to school which are hazardous to the safety of others, or which interfere in some way with school procedures. While students may possess personal communication devices (PCDs) in school, the use is a privilege. The student must adhere to any additional guidelines which the classroom teacher or building personnel may require. The use of PCD may in no way disrupt or distract from the learning environment. PCDs include computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers", e.g., Kindles and similar devices), cell phones, smartphones, iPods, and/or other web-enabled devices of any type. PCD's will be permitted in the classroom for academic purpose only. Classroom use will be at the discretion of individual classroom teachers. Students will use the device appropriately at all times. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Any student using an electronic device to record on school property or at a school event will have the device confiscated. All recorded items will be erased before the device is returned to the student or parent. Improper use of electronic media will be reported to law enforcement agencies and may result in violation of criminal laws. Administration will support an investigation when parents file a police report. The school is not responsible for the theft, loss or damage that may occur if these items are brought to school.

Students are not permitted to carry flower or balloon bouquets. The school will not accept or make deliveries of these items.

### **RULE 4: ARSON/UNAUTHORIZED USE OF FIRE**

A student shall not purposely set fire, or attempt to set fire to anything in or around the school, school board property, including buses. Lighting any flame is prohibited.

### **RULE 5: ASSAULT**

Unwanted physical contact, or attempted actions that could cause, or threaten to cause, physical injury is strictly prohibited. **Consequences:** Any type of assault on school personnel will result in a 10-day O.S.S., with recommendation for expulsion, and charges filed with the local police department.

### **RULE 6: BUS CONDUCT**

Although the Berkshire Local School District furnishes transportation, in accordance with Ohio law it does not relieve parent(s)/guardian(s), from the responsibility of supervision. When riding the bus to or from school, or waiting at the bus stop, being dropped off at the bus stop, students are expected to conduct themselves in a mature manner and are subject to all school rules and regulations - failure to do so will result in disciplinary consequences. Any major infraction may result in immediate suspension of bus privileges.

## **RULE 7: CAFETERIA CONDUCT**

All students will eat in the cafeteria and abide by the following rules:

- Students must secure a seat by placing books on the seat before getting in line.
- Students are not permitted to use their cell phones during lunch.
- Students are not to leave their seat for any reason without permission.
- Students shall raise their hands for restroom, cleaning or seat changes.
- Students must clear their tables of all debris and place waste materials and trays in the designated areas, during the last five minutes of the period.
- Voices are to be kept at conversational levels at all times.
- Excessive noises, theft, disruptive behavior, throwing of food, or other materials are actions subject to disciplinary measures.
- Students are to remain seated when not cleaning tables; no aimless wandering.
- Food/drink may not be taken out of the cafeteria.
- Students are not permitted to exit the cafeteria during the lunch periods.
- Students are to arrive at the Cafeteria within 5 minutes and are NOT to linger in the halls, restroom or lockers.
- Food is not to be brought into the building from outside eateries or delivered to the school.

Any violation of lunch period regulations may result in assigned clean-up duty, detention(s), or suspension(s.) Students may not have beverages in hallways, classrooms, office areas, or restrooms during lunch periods, or at any other times during the school day, without permission from the administration.

## **RULE 8: COMPUTER USE POLICY AND CONSEQUENCES**

### **Berkshire Local School District Network/Internet User Policy**

To obtain a computer account that will allow access to the network, internet, or electronic mail resources, all students and their parents/guardians must read the Network/Internet User Policy. Signatures acknowledging receipt of this policy is through the OLR/ Annual Form update prior to the start of the school.

When you obtain a Berkshire Local School District computer account, it is understood the account is to be used for class work or individual school-related research. You are responsible for your account's use or misuse. The school code of conduct applies.

Each computer user is to select a password known only to the registered computer user. Passwords must be constructed so that they are not obvious or easily discernible. Maintaining the secrecy of passwords is the sole responsibility of each registered computer user.

Access to other account files and information is prohibited. This is the same as trying to login using another account. Obey all copyright laws applying to software and its use. We are governed by the U.S. Copyright Code, PL-94-553, and PL 96-517 Section 117 and U.S. Code 2510.

Your account, and the files contained in it are school property, not your private property. You are given the account for your work, but school personnel reserve the right to inspect its property if there is reasonable suspicion of illegal or unethical activities. It is important to remember that the computer is not a secure environment for private material.

Avoid illegal activities at all times. These include altering the computer hardware or software in any way, unauthorized entry into computer files, or vandalism or destruction of computer files.

Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by the school code of conduct.

Students must respect the rights of others in the school and on the Internet at large. Personal attacks are an unacceptable use of the network. If you are the victim of a personal attack do not respond, and bring the incident to the attention of a person in authority.

Users must be aware that there are many services available on the Internet that could potentially be offensive to certain groups or users. The Berkshire Local School District cannot eliminate access to all such services. Individual users must take responsibility for their own actions in navigating the network. The policy is subject to change per Board of Education action during the school year.

#### **RULE 9: DESTRUCTION OF PROPERTY**

A student shall not cause or attempt to cause damage, or to remove property from private, public, or school-personnel property. This is in effect at all times and at any school function on or off school grounds. A student who accidentally defaces or damages school property, or the property of another, is obliged to notify the office of this damage and is liable for restitution. Failure to report such damage may entail serious disciplinary action. It is unlawful to enter any board owned/leased building or vehicle with the intent to destroy, steal or vandalize property or contents.

#### **RULE 10: DISRESPECT**

Good conduct shows respect for others. No student shall engage in any act, which disrespects, degrades, disgraces another person, gender or race by written, verbal, or physical gestures. Swearing, profanity, vulgar language, racial slurs, or sexually suggestive remarks are prohibited.

#### **RULE 11: DISRUPTION OF SCHOOL**

A student shall not by use of violence, force, noise, coercion, threat, intimidation, insubordination, fear, passive resistance, false alarm or any other conduct attempt to interfere with the safety, welfare, or the orderly operation of school events or the educational process.

## **RULE 12: DRESS CODE**

Appropriate student dress and grooming practices are as important as appropriate conduct in the Berkshire School District. Part of the total education of students is learning to dress appropriately and behave responsibly in a variety of situations, and students are expected to dress in a manner that is appropriate to the school environment. Students attending school or any school function, on or off school premises, shall not dress in such a way as to substantially interfere with the conducting of a class or activity. It should be noted that in the interest of good decorum what students wear to school is not necessarily the same as what students may choose to wear outside of school. Any wording or images other than the school name, school logo, or the manufacturer's logo, may be viewed in violation of the dress code.

The best guide for proper dress and grooming is common sense, and it is best supervised by students and parents/guardians for themselves. In order to establish and preserve an atmosphere in our schools that is conducive to learning in the Berkshire School District has adopted the following dress guidelines for students. The following regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress and personal appearance while at school or school related functions:

- Parents/guardians and students maintain responsibility for following the student dress code.
- The administrators, with the assistance of the staff, have the final responsibility of enforcing the student dress code.
- When any dress or grooming interferes with the cleanliness, health, welfare, safety of students or disrupts the educational process, it is prohibited.
- Sponsors and teachers of elective programs or elective activities may require stricter standards regarding dress and personal appearance for participants in their program or activity. The administration, athletic director or band director must approve clothing for student participants in school-sponsored extracurricular activities.
- The dress code may be modified by the building principal for the purpose of school spirit days or other special school-wide events.
- Exceptions due to religious, ethnic, or cultural beliefs will be considered by the building principals.
- The student dress code guidelines may be reviewed annually.

### **Students shall adhere to these regulations for dress and personal appearance:**

1. Shirts and tops should be long enough to tuck into pants, and have a neckline to cover all cleavage. Shirts and tops that reveal portions of the waistline, torso or chest are not appropriate. Sleeveless shirts should cover the majority of the shoulder area. No undergarments should be visible. No muscle shirts, tube tops, halter tops, tank tops, or spaghetti straps should be worn alone.
2. Skirts and shorts are considered appropriate when worn to mid-thigh. Pants and shorts will be worn where the rise is high enough so that no undergarments are visible.
3. No skin should be visible between the bottom of tops and top of pants, skirts or shorts. Clothing should not be see-through, ripped, cut, or altered to expose skin in inappropriate places. Holes in jeans that expose skin above mid-thigh or undergarments are not permitted. Drooping or sagging pants are not permitted.
4. Dresses should have a neckline that covers all cleavage, and a hemline that reaches mid-thigh. Dresses that reveal portions of the waistline, torso or chest are not appropriate. Dresses and skirts will not drag on the floor.

5. Coats, hats and backpacks may be worn to and from school, but must remain in the student's locker throughout the school day. Small purse or pencil pouch may be carried.
6. Clothing that has profanity, sexual innuendo/overtones, promotes drug, alcohol or tobacco products, makes reference to gang-related, satanic/cult like activity, promotes intimidation, hate speech and racist imagery such as the Confederate Flag, Swastikas, etc. are not appropriate for school. These examples are not all inclusive and other types of messages may be deemed inappropriate for the school environment.
7. Head coverings such as hats, hoods, or bandanas are not permitted.
8. Blankets are not to be permitted during the school day.
9. Sunglasses, chains hanging from pants, pajamas, slippers, arm/neckwear or piercings with spikes, or any other accessory that could be considered dangerous are not permitted.
10. Chains, other than those specifically sold as jewelry, are not permitted (this includes dog collars and choker chains).
11. Jewelry, clothes, and footwear (with metal rivets, wheels, cleats or spikes) which can damage furniture and floors or may be unsafe are not permitted.
12. Grooming, hairstyle and/or wearing of clothing, jewelry, or accessories, which by virtue of color, arrangement, trademark or other attribute denotes or implies membership in a group, gang or cult impedes the learning process and will not be permitted.
13. With changes in fashion and style, administration reserves the right to determine if a violation of the dress code has occurred. A student found to be in violation of the dress code will be expected to make appropriate and immediate corrections. Parents/guardians will be notified and responsible for bringing an appropriate change of clothing when possible. If a student does not have alternative clothing, they will be required to change into school provided appropriate dress. Failure to abide by this dress code will result in progressive disciplinary action in accordance with the Berkshire Local School District's Code of Conduct.

### **RULE 13: DRIVING**

Although the Berkshire Local Schools provides bus transportation, it recognizes the necessity for some students to drive automobiles to school. Driving is a privilege, not a right. In the interest of safety, student-driving practices shall be subject to strict control by school officials and local police and sheriff's office. Students will be sold parking permits based upon space and availability. Students who park on school grounds without a parking permit may have their vehicles towed at the expense of the owner.

#### **Driving Rules and Regulations**

1. All motor vehicles must have a parking permit before parking at school;
2. The required annual fee to purchase a parking permit is \$15. If a student's parking permit is suspended, no portion of the fee will be refunded;
3. Parking passes are to be displayed in the front windshield;
4. Students must use designated roadways to enter and exit the campus;
5. Students must obey traffic rules and demonstrate appropriate driving (10 mph speed limit; no cutting in front of buses; no excessive noises; no peeling out/squealing of tires; no billowing of exhaust);
6. Students are required to park in the student parking lot only. There are no assigned parking spaces within this lot. Overflow parking is available in the gravel lot behind the student parking lot;

7. On the paved lot, students are required to park their vehicles in designated parking spaces between the lines; On the gravel lot, students are required to park responsibly and in the same general direction as those cars parked in the paved lot;
8. Students are required to keep their vehicles locked during regular school hours;
9. Students are not permitted in any automobile during the regular school hours without permission from the administration;
10. Students are not permitted to pass a bus while it is parked or moving on school property;
11. Students are prohibited from having flags, banners, and/or signs attached to their vehicles while on campus;
12. Upon arriving at school, students must immediately enter the school building. Students arriving late during the instructional day or dismissed early may not loiter in the parking lot;
13. Repeated tardies to school will result in the loss of driving privileges;
14. By parking on school property, students consent to the search of their vehicle by school officials. Refusal to consent to the search of the vehicle is considered insubordination and may result in a 10 day Out-of-School Suspension and possible recommendation for expulsion;
15. Students who violate these driving rules and regulations and/or the student code of conduct may **(1)** be fined via a parking citation for violating the established privileges for student parking. Fees may be paid in the high school office within seven days. Failure to pay the fine within seven school days may result in disciplinary action; and/or **(2)** have their parking permits suspended or revoked. This includes violations in which the student used the vehicle to skip class, leave the school property, or engage in any activity that is against school policy. A student's parking permit will be revoked for the remainder of the year if any contraband described under Rule 1 in the student code of conduct is discovered in their vehicle while on school property;
16. Violations of city, village, county, state or federal traffic laws including, but not limited to, speeding, illegal parking and reckless driving will be referred to the proper authorities;
17. Students park at BHS at their own risk. The Berkshire Local School District will not be held responsible for the theft, damage, or accidents that occur on campus;

#### **RULE 14: EXPLOSIVES**

Possession of, or the igniting of any explosive, incendiary, pyrotechnic or gaseous device, which produces an explosion, smoke, fire, gas, or odor, is prohibited.

#### **RULE 15: FALSE ALARMS/BOMB THREATS**

It is unlawful to set off fire alarms or falsify bomb threats. No student shall participate in the act of initiating a false alarm or initiating a false warning report of a fire or an impending bombing, catastrophe, or damaging or tampering with fire alarm system or security equipment without just cause.

#### **RULE 16: FALSIFICATION OF INFORMATION**

A student shall not falsely represent or attempt to falsely represent any information given to school officials, or use the name of another person to commit libel or slander. Libel is defined as defamation expressed in print, writing, pictures or signs. Slander is defamation by speech.

### **RULE 17: FIGHTING**

**A student shall not retaliate to assault.** Any student **involved in**, or guilty of, instigating or encouraging others to engage in a physical conflict will be determined to be an active participant.

### **RULE 18: FOOD, DRINK, AND SNACKS**

Food, drink, and snacks are only permitted in the cafeteria. This applies at all times and at all functions. Water in a closed beverage container is permitted in academic areas and classrooms. Teachers may have specific classroom expectations. Permission may be granted by Administration for food and beverages to be consumed in the classrooms.

### **RULE 19: GAMBLING**

Students are not permitted to engage in games of chance, or betting for money or other forms of material gain. Card playing is not permitted in the school.

### **RULE 20: GANGS**

A gang is defined as any group whose practices include the commission of illegal acts, violation of school rules, establishment of territory or turf, or any action that threatens the safety and welfare of others. Students are not permitted to wear gang affiliated "colors," and/or clothing, use hand signs, graffiti gestures or acts which are intended to harass, threaten, or intimidate. Gang activity is prohibited and will be reported to the local police.

### **RULE 21: GENERAL MISCONDUCT**

Any conduct not specifically set forth herein which disrupts or interferes with the good order, discipline, operation, academic or educational process (copying, cheating, excessive tardies, etc.) taking place in school, or which possesses a threat to the safety of persons or property is a violation of the code of conduct.

### **RULE 22: HARASSMENT**

**Verbal:** Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, sexual orientation etc. toward a fellow student, staff member, or any other person associated with the district is strictly prohibited. Conducting a "campaign of silence" is considered a form of harassment.

**Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, visitor or other person associated with the district.

**Physical:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

**Cyber-bullying," identity theft, fraud, libel:** Cyber-bullying is the above prohibited behavior which disrupts school and is perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. The harassment does not have to originate on school property or at a school event; where the language is communicated is also a consideration. Libel is a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation published without just cause and tending to expose another to public contempt.

Students and parents should be cautioned that creating fraudulent web pages (e.g.: Myspace, YouTube, Facebook, Kik, SnapChat, or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29),

(Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law.

Any student who believes that he/she is a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly and a copy is to be forwarded to the assistant superintendent. Each report received by a designated person, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

**“Sexting”** is defined as sending, receiving, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or other form. Violations shall result in disciplinary actions as defined below and a referral to the Title VI Coordinator (Director of Student Services) of the Berkshire Local School District. Furthermore, such actions may be reported to local law enforcement and child services as required by law.

#### **RULE 23: INCITING, INSTIGATING, OR ASSISTING TO VIOLATE THE STUDENT CODE OF CONDUCT**

A student shall not place his or her self in such a position as to allow, instigate, or assist another student to be in violation of any school rule. This specifically includes students who serve as lookouts, and students who encourage others to fight by participating as "go-betweens" and encouraging conflict between other students.

#### **RULE 24: INSUBORDINATION**

A student shall neither disregard nor refuse to obey reasonable directions, requests, or refuse to identify him or herself. A student shall not refuse to accept a consequence earned as a result of inappropriate behavior. Repeated violations of any rules, directions or disciplinary procedures shall also constitute insubordination. Students must turn over electronic devices upon request.

#### **RULE 25: LEAVING SCHOOL BUILDING/SCHOOL GROUNDS**

Students are not permitted to leave the school building or grounds without the permission of a principal or designee. The office must have permission from a parent/guardian before they can grant the student permission to leave the building. Students are to sign out at the attendance desk prior to leaving the building; they are to sign in upon re-entering. Failure to follow this proper procedure will result in disciplinary action. Students who leave school and engage in criminal activity will be subject to the third level of consequences.

#### **RULE 26: OBSCENITY**

Swearing, profanity, obscenity, vulgar language, gestures or pictures will not be tolerated. Conduct of this type directed at a staff member, is cause for out-of-school suspension.

## **RULE 27: PUBLIC DISPLAY OF AFFECTION**

A public display of affection is distasteful to some people and generally unacceptable. Students using poor judgment in this matter will be subject to disciplinary action.

## **RULE 28: REPEATED AND/OR FLAGRANT VIOLATIONS OF THE STUDENT CODE**

Students who repeatedly, and/or flagrantly violate school rules code will face increasingly severe consequences leading to school expulsion.(EMIS Code 18)

## **RULE 29: SEXUAL HARASSMENT/MISCONDUCT**

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

**Verbal:** The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, toward a fellow student, staff member, or any other person associated with the district is strictly prohibited.

**Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like toward a fellow student, staff member, or other person associated with the district.

**Physical:** Any unwanted physical advances of any nature toward a fellow student, staff member, or other person associated with the district.

**On-line/texting/sexting:** In the above prohibited behavior which disrupts school and is perpetrated with computers, cellular phones, internet websites, and/or any other electronic device in a sexual manner (e.g. pictures, drawings, wording, or similar items). The harassment does not have to originate on school property or at a school event; where the language is communicated is also a consideration. Libel is a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation published without just cause and tending to expose another to public contempt.

Students and parents should be cautioned that creating fraudulent web pages (e.g.: My Space, Youtube, FaceBook, Kik, or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law.

Any student who believes that he/she is a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly on form 5517 F1 and a copy is to be forwarded to the human resources director. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

**RULE 30: SKIPPING CLASS**

Students, who fail to attend a scheduled class due to an unexcused absence, will be considered truant. Students who are later than 5 minutes will be considered truant. Students who leave class without permission will be considered truant. Students found truant will forfeit the right to make up missed assignments.

**RULE 31: THEFT**

Students are expected to maintain a trustworthy posture, respect the property rights of others, and refrain from acts of dishonesty. Extortion, wrongful possession, use without permission, deceit, gambling, games of chance, and stealing are subject to strict disciplinary consequences.

**RULE 32: THREATS/EXTREME THREATS**

A student shall not act or behave in such a way as to cause another to believe they may attempt to inflict physical injury to any person or their property.

Extreme threats: any verbal or written threat to cause extreme or excessive harm to a student, staff member, or facilities

**RULE 33: TOBACCO USE/LIGHTERS/MATCHES**

Use, selling, or transmission of tobacco on school grounds, before, during or after school hours, or when school is being used by a school group, or at any school activity, home or away is prohibited. This violation includes holding or passing a cigarette, cigar, pipe, chewing tobacco, electronic cigarettes, “vapor devices”, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited in or on any vehicle on school grounds, buildings, or school owned vehicles. Smoking material does not have to be lit for a student to be in violation of this rule. Any type of lighter or match is prohibited and will be confiscated, additionally a consequence will be issued.

**Consequences**

**1st Offense:** Five (5) day out-of-school suspension. If the student enters a treatment program, and the agency verifies in writing the student's involvement, the suspension will be reduced to three (3) days O.S.S., provided that the full 5-day suspension may be imposed if the treatment program is not completed. A completed assessment report should be sent to the principal from the treatment facility and that the recommendations have been followed.

**2nd Offense:** Ten (10) day out-of-school suspension. If the student enters a treatment program, and the agency verifies in writing the student's involvement, the suspension will be reduced to five (5) days O.S.S. A complete assessment report should be sent to the principal from the treatment facility and that the recommendations have been followed.

**3rd Offense:** 10 day O.S.S. with a recommendation for expulsion.

**Financial Penalty for Possession of nicotine:** Students found in possession of any tobacco related products on school property will be cited by the School Resource Officer (SRO) under ORC 2151.87B(1). This prohibits a minor from possessing, using, purchasing, or receiving tobacco products. This traffic citation will be referred to the Juvenile Courts to be processed and a financial penalty may result.

**RULE 34: TRESPASSING AND/OR LOITERING**

Students are not permitted on school grounds unless they are actively engaged in a properly supervised activity. A student under suspension/expulsion shall not enter upon school grounds without the express permission of an administrator.

Only parents/legal guardians or such other adults authorized to do so per the student's Infinite Campus Emergency Medical Authorization information are permitted to pick up students on school grounds. An administrator or the police will escort other adults and/or former students off school grounds.

### **RULE 35: TRUANCY**

Truancy is an unexcused absence from school. Repeated truancy may subject a student to referral to court authorities.

### **RULE 36: UNAUTHORIZED AREA**

There are areas "inside" and "outside" of the school and other Board owned properties that are "off limits". These areas include, but are not limited to the; teacher's work room, boiler rooms and maintenance areas, staff offices, staff desk, cabinets, computers, unoccupied classrooms, elevators, the bus garage, all parking lots, the stadium and grounds. Students are required to have a written pass to be in these areas. In addition, students not in assigned areas are considered to be in an unauthorized area.

### **RULE 37: UNAUTHORIZED TOUCHING AND HORSEPLAY**

This includes contact that could be described as "horseplay," tripping, wrestling, etc., that may (or may not be) playful in nature, but is inappropriate in an educational environment.

### **RULE 38: WEAPONS AND ITEMS USED AS DANGEROUS WEAPONS**

A student shall not use, possess, handle, transmit, sell, or conceal any object that can be used as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object that is used or may be used to inflict physical harm. A student shall not use, possess, handle, transmit, sell, or conceal any counterfeit weapon or counterfeit dangerous instrument.

Counterfeit weapons and counterfeit dangerous instruments are those that are designed to resemble real weapons and dangerous instruments and include, for example, toy guns, and toy knives. Ohio Revised Code Section 2923.122 mandates that a violation of a school weapon rule is punishable as a felony. Students guilty of a weapons violation may be excluded from school for a year.

## **DISCIPLINE GUIDE**

The Board of Education: (1) expects the teacher-pupil relationship to be one of mutual respect; (2) recognizes the teacher as the person in authority in the classroom and building; (3) authorizes principals to use such reasonable disciplinary measures as seem necessary to insure a properly functioning school; and (4) gives full support to teachers and administrators in their efforts to maintain a good atmosphere for learning within the school.

The authority of school officials extends beyond the school day. Any misconduct on or off school property that directly relates to and adversely affects the welfare and morale of the school is within the scope of authority of school officials. The following list of student offenses and disciplinary actions has been prepared for the information of Berkshire students and their parents. To a great extent the list is general in nature. Specific disciplinary action will depend on the severity of the offense and the violator's previous behavior. The list does not attempt to include all possible offenses or disciplinary actions, and does not imply that an offense not listed will not receive appropriate disciplinary action. Also, it is often appropriate to employ more than one disciplinary action at a time. Repeated violations will warrant increasing discipline, including possible recommendation for expulsion and referral to the Student Resource Officer.

**Possible disciplinary actions include:**

1. Verbal reprimand;
2. Student-teacher conference;
3. Remedial assignments;
4. Notification of parents in writing, via e-mail or over the telephone;
5. Lunch detention;
6. Loss of privilege - such as recess, assembly, intramurals, field trips, etc.;
7. Items removed, collected and/or destroyed;
8. After School Detention: Office detentions may be longer as arranged. Written notice will be sent home with the student at least one day prior to the detention. It is the parent's responsibility to provide transportation home following detention;
9. Parent-teacher conference;
10. Counseling;
11. Behavior Contract;
12. Referral to the school guidance counselor, school psychologist, or school nurse;
13. Referral to public service or medical agencies;
14. Saturday Detentions are held from 8:15-11:45 a.m. on Saturday mornings as assigned by the principals. Saturday detentions are provided by the Berkshire Board of Education as an alternative step to out-of-school suspension. When a student is assigned to Saturday detention, the parent(s) will be notified. The student is to be prompt and equipped with study materials. Sleeping will not be permitted. Tardiness or failure to follow the rules of Saturday detention will lead to further disciplinary action. Parents wishing to appeal the Saturday detention(s) option, must make their appeal to the building principal. If enough supportive evidence is provided, the principal may approve "alternative B" which is one day out-of-school suspension. In most cases, however, students are to serve Saturday Detention;
15. Removal from class;
16. Notification of police, School Resource Officer, juvenile court, or other proper authorities;
17. Social Privilege Removal - Students are not permitted to participate in or attend after school events, athletic events, practices, club meetings, dances, etc.;
18. Denial of Participation in Extracurricular Activities- In accordance with the rules for the activity and/or school rules, coaches or advisors may deny participation in athletic or other extracurricular activities;
19. Emergency Removal - If a student's presence poses a continuous danger to persons or property or an ongoing threat of disrupting the academic process, then that student may

- be removed from the premises under emergency removal. In such circumstances the student may not participate in any school function or be on school grounds;
20. Bus Suspension - During bus removal, students are not permitted to ride any school bus;
  21. Student Intervention Time (SIT) - During SIT, students attend school, but work in an isolated area. Students are to be in the SIT room throughout the entire school day and must leave the school immediately at the regular dismissal time. While serving SIT, students may be denied the opportunity to participate in any school activities including athletics, concerts, dances, etc. Failure to comply with the rules of the SIT class will result in additional days of SIT, or out-of-school suspension, or expulsion as appropriate. For students that attend Auburn Career Center (ACC), assignment to SIT can result in students not attending both ACC and BHS classes.
  22. Out-of-school suspension - During out-of-school suspension, students are not to be on school property at any time during or after school or attend any or all extracurricular and school related activities. Students are expected to keep up with their school work and turn in assignments when they return. Students who fail to hand in written assignments which were sent home for them will lose credit for this work. If a student is suspended from Auburn Career Center then they are not to report to Berkshire High School on the day(s) that they are suspended from Auburn Career Center;
  23. Expulsion - Restrictions are the same as those for suspension except that work cannot be made up. The principal may recommend to the superintendent of schools that a student be expelled;
  24. Permanent Exclusion.

In all cases of suspension, bus removal, or expulsion, parents will be notified within 24 hours. Copies of this correspondence go in the student's record. The student and/or parent have the right to request an appeal hearing before the superintendent, and the right to be represented in such a hearing. An appeal hearing must be requested in writing to the Board within seven (7) calendar days of the first day of suspension.

### **HIGH SCHOOL STUDENT ATHLETICS**

The Athletic Handbook is available to both student athletes and their parents through the 'Final Forms' program.

## **BERKSHIRE ELEMENTARY SCHOOL**

### **Academic Integrity**

Cheating/Plagiarism –Acts of cheating and plagiarizing may deny the student access to any and all academic honors and awards. Consequences will be based on the child's age and severity of the situation.

### **Cell Phone Protocols**

Research: Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. In addition, increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children. The objective of this cell phone policy is to strengthen Berkshire Elementary School's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

Use of Cell Phones During the School Day: Students are prohibited from using cell phones at all times while on school property during school hours, 8:00 a.m. - 3:10 p.m.

Exceptions:

1. Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794;
2. With administrative permission, a student may use a cell phone to monitor or address a health concern

Cell Phone Storage During the School Day: Students shall turn their cell phones off and place in their locker or a closed backpack, when cell phone use is prohibited. Students cannot have a cell phone or any electronic telecommunication device on their person during the school day.

Consequences: If a student violates this policy, the following progressive disciplinary measures will apply, including:

- Give the student a verbal warning and require the student to store their cell phone in a location identified above;
- Place the student's cell phone in the school's main office to be picked up by the student's parent/guardian;
- Schedule a conference with the student's parent/guardian to discuss the student's cell phone use;
- Assignment of consequences, including Reflect and Reset and Student Intervention Time.

### **Grading System (Grades 3-4)**

#### **Interpretation of Grades**

A = Outstanding (90-100%)  
B = Above Average (80-89%)  
C = Average (70-79%)  
D = Below Average (60-69%)  
F = Failing (0-59%)

### **Grading System (Grades K-2)**

#### **Interpretation of Grades**

E= Exceeds Expected Academic Performance Level  
M= Meets Expected Academic Performance Level  
P= Progressing Academic Performance Level  
N= Not Yet (Expected Performance set for each individual Standard)

**Grade Reporting**

A report card will be completed at the end of each nine-week grading period. Report cards will be mailed home only if requested. Parents/guardians who do not receive a report card, should call the school no sooner than six days after the students' last day. The grading period dates are on the school calendar.

**Report Cards**

The school year is divided into four nine-week grading periods. Report cards are issued four times each year in grades K-12. The report card is a means of reporting the progress of the students to the parents. Report Cards will be available online through Infinite Campus. Every parent can use their online access code to check student report cards and grades. Grades will be posted and updated every two weeks. Please feel free to set up an appointment with your child's teacher to discuss any concerns about grades.

**Incompletes**

Students should be made aware that failure to complete all class requirements may merit a failing grade. "Incompletes" may be temporarily assigned in the case of excused absence when the remaining time of the grading period does not equal the time missed by the student.

**Conduct at School Events**

Parent supervision is required for all elementary students who attend school functions. No student is to stay after school unless a parent note and permission from the principal is given.

## **BERKSHIRE MIDDLE SCHOOL**

### **Academic Integrity**

Cheating/Plagiarism – Cheating/plagiarism is considered a very serious offense by the faculty and staff of Berkshire Middle School. Cheating/Plagiarism is a violation of academic integrity, and any student in the school who is found guilty of cheating/plagiarism is subject to consequences.

In addition, acts of cheating and plagiarizing may deny the student access to any and all academic honors and awards (Honor Society, Academic Awards, etc.).

The education of each student is important to teachers, parents and the community. Students are the one who must master the concepts and learn the material - mastery is difficult to accomplish if you cheat. Cheating, plagiarism, or copying homework all stand in the way of obtaining your education.

To help you understand what cheating is and how it is defined, the subsequent definition is presented. Definition of Cheating and Plagiarism – Cheating and plagiarizing involves any of the following actions:

- i. Turning in another's work, word-for-word as your own. This includes copying someone else's homework
- ii. Copying words or ideas from someone else without giving credit (citing the source).
- iii. Giving incorrect information regarding the sources.
- iv. Changing words but copying the sentence structure of a source without giving credit. Changing the words (paraphrasing) of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its original context of presentation, you still have plagiarized.
- v. Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.
- vi. Providing your work to another student, in any capacity, with the intention to provide the student(s) the ability to cheat/plagiarize.
- vii. Preparing to cheat in advance of a quiz, exam, or in-class writing with such things as:
  - a. Having in your possession a copy of the test to be given by the teacher
  - b. Using unauthorized notes, references, or devices during the test, exam, or written essay.
  - c. Talking or communicating in any way while taking quizzes, tests, or examinations.
  - d. Failing to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raising hand to ask questions, or any instructions given by the teacher).

### **Honor and Merit Roll Qualifications**

Students with a minimum 3.5 grade point average and no course grade lower than a 70% in any nine (9) week grading period, qualify for the Honor Roll.

Students with a 3.00 to 3.49 grade point average and no course grade lower than a 60% in any nine (9) week grading period, qualify for the Merit Roll.

**Grade Point Average (GPA)** - To calculate the grade point average earned by a student, divide the quality points (A=4, B=3, C=2, D=1, F=0) by the number of course credits attempted. For more information about GPAs, contact your student's guidance counselor.

**8th Grade Presidential Award of Excellence**

- Students must have all "A"s in all subjects throughout 5th-8th grades.
- Students must achieve high standards on State Testing

**8th Grade Presidential Award of Achievement**

- Students must receive a 3.5 or higher GPA in all subjects throughout 5th-8th grades.

**Honor Society Requirements**

Membership in the Honor Society (MHS) is both an honor and a responsibility. NJHS is an honor bestowed by faculty to eligible Seventh and Eighth graders only. Students selected for membership are expected to demonstrate the qualities of scholarship, service, leadership, character, and citizenship. To be eligible for selection, a student must meet the following criteria:

- ***Scholarship***: Have at least a 3.6 cumulative grade point average after the first semester at Berkshire Junior High School;
- ***Service***: NJHS members are required to complete 12 hours of service work each year and participate in the Berkshire Chapter Service Projects;
- ***Leadership***: Take the initiative in class and school activities;
- ***Character***: Demonstrate such qualities as reliability, honesty, sincerity, courtesy, concern, and respect for others;
- ***Citizenship***: Demonstrate civic involvement in and out of school.

**Middle School Athletics (7th and 8th Grade) Eligibility**

The following criteria will determine a student's eligibility for participation in athletics and/or extra-curricular activities:

- All incoming Seventh Graders (7th) are eligible for the first 9-week grading period;
- All Seventh and Eighth (7th and 8th) grade students must pass at least four (4) courses, receive a 1.5 Grade Point Average (GPA) or higher, and receive no more than one failing grade in the immediately preceding grading period to be eligible;
- Students who are absent for the day are not permitted to participate in, or attend, after-school functions (athletic events, dances, plays, etc.). Students who wish to participate in or attend extra-curricular activities must be in school no later than 11:00 a.m. on the day the activity occurs. Students wishing to participate in or attend school activities on Saturday must be in school no later than 11:00 a.m. on the Friday preceding the event. The Principal must approve any exceptions to this policy. If a student goes home ill during the day regardless of the time, that student will not be permitted to participate in extracurricular activities;
- All students participating in a sport must first have a sports physical on file before the student will be allowed to practice or participate in a sport;



**Required Course - Grade 5**

English 5  
Science 5  
Social Studies 5  
Math 5

**Required Courses – Grade 6**

English 6  
Science 6  
World History 6  
Math 6

**Rotation of Encore (Specials Classes)**

**Courses By Quarter**

Physical Education  
Art  
Computer Science 5  
Cultural Studies

**Rotation of Encore (Specials Classes) Courses**

**By Quarter**

Physical Education/Health  
Art  
Computer Science 6  
Spanish Celebrations

**All Year Long Encore (Special) Courses**

Band OR Chorus

**All Year Long Encore (Special) Courses**

Band OR Chorus

**CHOICE ELECTIVE (Choose 1 Option)**

Middle School Band (1 year)  
OR  
Middle School Chorus (1 year)

**CHOICE ELECTIVE (Choose 1 Option)**

Middle School Band (1 year)  
OR  
Middle School Chorus (1 year)

**Required Courses – Grade 7**

English 7  
Science 7 or \*\*(Accelerated Science 7)  
World Studies 7  
Math 7 or \*\*(Accelerated Math 7)

**Required Courses – Grade 8**

English 8  
Science 8 or \*\*(Physical Science)  
American History 8  
Mathematics 8 or \*\*(Algebra I)

**Rotation of Encore (Special) Courses By  
Quarter**

Physical Education/Health  
Art  
Web Design 7  
Intro to Spanish

**Rotation of Encore (Special) Courses By  
Quarter**

Physical Education  
Art  
Programming 8  
Intro to Agriculture

**All Year Long Encore Courses**

Band OR Chorus

**All Year Long Encore Courses**

Band or Chorus

\*\*Students will be assessed and assigned to Math 7 or Accelerated Math 7, based on a Readiness Exam and multiple data points as well as teacher recommendation.

**CHOICE ELECTIVE (Choose 1 Option)**

Middle School Band (1 year)  
OR  
Middle School Chorus (1 year)

**Elective Courses**

Spanish 1

\*\*Students will be assessed and assigned to Math 8 or Accelerated Math 8, based on a Readiness Exam and multiple data points as well as teacher recommendation.

## **Middle School Behavior Plan**

It is important for everyone to follow a common behavior plan in order to maintain a positive and productive learning environment for all Middle School Students in grades 5-8. Note: Our Middle School behavior plan will also be used along with Positive Behavior Intervention and Support (PBIS). We will also always consult with BIPs and IEPs (Students' Behavior Intervention Plans) as they apply.

## **Cell Phone Policy**

**Research:** Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. In addition, increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

**Use of Cell Phones:** Students are prohibited from using cell phones at all times while on school property during school hours, 8:00 a.m. - 3:10 p.m.

**Exception:** Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. With administrative permission, a student may use a cell phone to monitor or address a health concern. In addition, classroom teachers can allow the use of a cell phone for academic purposes only.

**Cell Phone Storage:** Students shall keep their cell phones in their lockers.

**Consequences:** If a student violates this policy, the following progressive disciplinary measures will apply, including:

- Give the student a verbal warning and require the student to store the student's cell phone in accordance with this policy;
- Place the student's cell phone in the school's main office to be picked up by the student's parent/guardian;
- Schedule a conference with the student's parent/guardian to discuss the student's cell phone use;
- Assignment of consequences, including after school detention, Student Intervention Time, and Out of School Suspension.

## **Middle School Clubs and Organizations**

### **Student Council**

Students will assist in planning events for their classmates, fundraise, and volunteer in the community. Regular meetings will be scheduled.

### **Honor Society**

HS is an honor bestowed by the faculty to students who meet the criteria. Also, they have exhibited service, character, leadership and citizenship at school and in the community. Joining is by invitation only to eligible seventh and eighth graders.

### **Thespians/Stage Crew**

The Thespians are an international student organization of theatrical arts. Membership in this organization is gained through participation in the theater-arts program at Berkshire. This can be

accomplished through active participation in plays, musicals, stage crew and even as an audience member of professional and/or other regional theater productions. At Berkshire, there are two yearly productions. There is the "Fall Play", which is usually a straight stage production or a comedy. In the spring of the year, Berkshire produces a musical. Stage Crew works parallel with the B.H.S. productions. This includes building of sets, transformation of the stage, costuming, sound, and lighting. Thespians and Stage Crew are open to students in grades 5-12.

### **Science Olympiad**

Science Olympiad is an academic competition for teams of students that compete in 23 different events. The events span scientific disciplines including physics, chemistry, biology, earth science, engineering, inquiry, and space science.

### **STEM Club**

Hands on learning that is based on the concepts of STEM curriculum and theories. This after school program will extend the students exposure to STEM projects and learning.

### **Coding for Girls**

Girls Who Code is a nonprofit organization which aims to support and increase the number of women in computer science by equipping young women with the necessary computing skills to pursue 21st century opportunities.

### **Middle School Athletics (7th and 8th grades)**

Basketball, Cheerleading, Cross Country, Football, Soccer, Track and Field, Volleyball, and Wrestling

### **Art Club**

Students who are interested in this club are welcome to attend after school.

## **BERKSHIRE HIGH SCHOOL**

### **Academic Integrity**

Cheating/Plagiarism – Academic dishonesty, cheating, and plagiarism is considered a very serious offense by the faculty and staff of Berkshire Schools. Cheating/Plagiarism is a violation of academic integrity, and any student in the school who violates this rule is subject to consequences listed below:

- 1st offense:** 2 day Student Intervention Time and up to a zero on the assignment;
- 2nd offense:** 3 days Student Intervention Time and up to a zero on the assignment;
- 3rd offense:** 1 day Out of School Suspension and up to a zero on the assignment;
- 4th offense:** Consequences/interventions will be determined by administration

In addition, acts of cheating and plagiarizing may deny the student access to any and all academic honors and awards (Honor Society, Academic Awards, etc.).

The education of each student is important to teachers, parents and the community. Students are the one who must master the concepts and learn the material - mastery is difficult to accomplish if you cheat. Cheating, plagiarism, or copying homework all stand in the way of obtaining your education.

To help you understand what cheating is and how it is defined, the subsequent definition is presented. Definition of Cheating and Plagiarism – Cheating and plagiarizing involves any of the following actions:

1. Turning in another's work, word-for-word as your own. This includes copying someone else's homework
2. Copying words or ideas from someone else without giving credit (citing the source).
3. Giving incorrect information regarding the sources.
4. Changing words but copying the sentence structure of a source without giving credit. Changing the words (paraphrasing) of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its original context of presentation, you still have plagiarized.
5. Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.
6. Providing your work to another student, in any capacity, with the intention to provide the student(s) the ability to cheat/plagiarize.
7. Preparing to cheat in advance of a quiz, exam, or in-class writing with such things as:
  - Having in your possession a copy of the test to be given by the teacher
  - Using unauthorized notes, references, or devices during the test, exam, or written essay.
  - Talking or communicating in any way while taking quizzes, tests, or examinations.
  - Failing to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raising hand to ask questions, or any instructions given by the teacher).

### **Cell Phone Protocols**

Research: Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. In addition, increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children. The objective of this cell phone policy is to strengthen Berkshire High School's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

Use of Cell Phones During the School Day: Students are prohibited from using cell phones at all times while on school property during school hours, 8:00 a.m. - 3:10 p.m.

Exceptions:

3. High School students can use their cell phone during lunch;
4. Special permission is granted by a teacher or administrator;
5. Classroom teachers can allow the use of a cell phone for academic purposes only;
6. Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794;
7. With administrative permission, a student may use a cell phone to monitor or address a health concern

Cell Phone Storage During the School Day: Students shall turn their cell phones off and place in a secure location, such as their locker, a closed backpack, or pencil pouch at all times when cell phone use is prohibited. Students cannot have a cell phone or any electronic telecommunication device on their person during the school day.

Consequences: If a student violates this policy, the following progressive disciplinary measures will apply, including:

- Give the student a verbal warning and require the student to store their cell phone in a location identified above;
- Place the student's cell phone in the school's main office to be picked up by the student's parent/guardian;
- Schedule a conference with the student's parent/guardian to discuss the student's cell phone use;
- Assignment of consequences, including after school detention, Student Intervention Time, and Out of School Suspension.

### **Grading System**

#### **Interpretation of Grades**

- A = Outstanding (90-100%)
- B = Above Average (80-89%)
- C = Average (70-79%)
- D = Below Average (60-69%)
- F = Failing (0-59%)

### **Nine Week Grades**

The teacher's expectations will be presented to every student in every class by the teacher during the first week of school and will include the information regarding each teacher's grading system. Tests, quizzes, projects, and homework will be averaged toward the nine-week grade. Class participation can also be a part of a grade average.

### **Report Cards**

The school year is divided into four nine-week grading periods. The grading period dates are on the school calendar. Report cards are issued four times each year in grades K-12. The report card is a means of reporting the progress of the students to the parents. Report Cards will be available to parents/guardians online through Infinite Campus. Every parent can use their online access code to check student report cards and grades. Grades will be posted and updated every two weeks. Please feel free to set up an appointment with your child's teacher to discuss any concerns about grades. Report cards will be mailed home only if requested. Parents/guardians who do not receive a report card should call the school no sooner than six days after the students' last day.

### **Incompletes**

Students should be made aware that failure to complete all class requirements may merit a failing grade. "Incompletes" may be temporarily assigned in the case of excused absence when the remaining time of the grading period does not equal the time missed by the student. Incomplete grades will be finalized with no exceptions after the ten day grace period. Note: OHSAA permits a five day grace period to finalize incomplete grades with no exceptions for student athletic eligibility.

### **Graduation Requirements**

Starting with the class of 2023 and beyond, the following three components are needed for graduation:

1. **Credits:** Twenty- one credits are required for graduation from Berkshire High School

<b>Course</b>	<b>BHS Course Requirements</b>
<b>English</b>	4 credits
<b>Math</b>	4 credits
<b>Science</b>	3 credits
<b>Social Studies</b>	3 credits
<b>Health</b>	1/2 credit
<b>Physical Education</b>	1/2 credit (two semesters)
<b>Personal Financial Literacy</b>	1/2 credit
<b>Electives</b>	5.5 credits
<b>Community Service Hours</b>	40 Hours

<b>Shadow Project</b>	<b>Seniors</b>
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Students must earn a total of 21 credits to graduate. The three units of science must include one (1) biological science and one (1) physical science. The three units of social studies include (1) American History; (2) American Government; and (3) World History. Required English and Math courses must be taken in sequence - only one (1) may be taken during each academic year with the exception for seniors to ensure timely graduation. One unit of 'Electives' credit must be in Business/Tech, Foreign Language, or Fine Arts. In addition, students in the Class of 2026 and beyond must earn one-half credit of financial literacy that counts as an 'Elective' or 'Math' credit. Seniors also have to complete 40 hours of service in the community over their four years in high school and participate in the Senior Shadow Project or alternate version at the end of their senior year.

2. **Competency:** To earn 'competency', students must earn a passing competency score (684 or higher) on Ohio's high school Algebra I and English II tests. Students who do not achieve a score of competency will be offered additional support and must retake at least once. After students have taken their tests, there are additional options to show competency if not achieved through test results - see chart below.

<b><u>Option 1:</u></b> Demonstrate Two Career- Focused Activities	<b><u>Option 2:</u></b> Enlist in the Military	<b><u>Option 3:</u></b> Complete College Coursework
<p><b><u>Foundational:</u></b> Proficient Score on WebXams; a 12-point industry credential; a pre-apprenticeship or acceptance into an approved apprenticeship program</p> <p><b><u>Supporting:</u></b> Work-based learning; Earn the required score on WorkKeys; Earn the OhioMeansJobsReadiness Seal.</p>	<p>Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.</p>	<p>Earn credit for one college - level math and /or college level English course through Ohio's free College Credit Plus Program.</p>

3. **Demonstrating Readiness & Graduation Seals:** Students must earn (2) two of the following Graduation Seals, choosing those that line up with their goals and interests. These seals give students the chance to demonstrate academic, technical and professional skills and knowledge that align with their passions, interests and planned steps after high school. One of the Graduation Seals earned by students must be state-defined, as designated by the 'Ohio' reference. For more information, visit the Ohio Department of Education and Workforce's [Graduation Seal webpage](#).

### **Graduation Seals**

- Citizenship Seal (*Ohio*)
- College-Ready Seal (*Ohio*)
- Community Service Seal (*Local*)
- Fine and Performing Arts Seal (*Local*)
- Honors Diploma Seal (*Ohio*)
- Industry-Recognized Credential Seal (*Ohio*)
- Military Enlistment Seal (*Ohio*)
- OhioMeansJob Readiness Seal (*Ohio*)
- Science Seal (*Ohio*)
- Seal of Biliteracy (*Ohio*)
- Student Engagement Seal (*Local*)
- Technology Seal (*Ohio*)

More information on graduation requirements can be found on the [Ohio Department of Educational and Workforce Graduation Requirements webpage](#); (2) [Berkshire High School building webpage](#); and (3) [the Berkshire High School Counseling Department webpage](#).

### **Senior Attendance**

Senior year is a critical time for Berkshire students and attendance at this time in their high school career is essential. Seniors who do not maintain an attendance rate of 90% or above (18 unexcused absences) will not be permitted to participate in the graduation ceremony.

### **Credits for Promotion**

The grade level and homeroom of each student will be determined by the following number of credits, which must be completed by the beginning of the fall term:

**Grade 10:** A student will be promoted to 10th grade if he/she earned a minimum of 5.25 credits

**Grade 11:** A student will be promoted to 11th grade if he/she earned a minimum of 10.50 credits

**Grade 12:** A student will be promoted to 12th grade if he/she earned a minimum of 15.50 credits

### **Honor and Merit Roll Requirements**

Students with a minimum 3.4 grade point average (GPA) and no course grade lower than a 70% in any nine (9) week grading period qualify for the Honor Roll.

Students with a 3.0 to 3.399 grade point average (GPA) and no course grade lower than a 60% in any nine (9) week grading period qualify for the Merit Roll.

### **Early Graduation Status**

Students may apply for early graduation status if they are on schedule to attain all credits necessary for graduation, meet all graduation standards as established by the Berkshire Board of Education and the State of Ohio. Those students receiving approval for early graduation status will be considered members of the class scheduled to graduate that academic year. Students will not be eligible to participate in school co-curricular programs after the designated early graduation date.

Students applying for early graduation status must submit the following to the high school principal for approval by April 1 of the year prior to the requested early graduation date:

- Credit check verification from the school counselor
- School counselor recommendation

- Parental approval
- Community Service Hours completed
- All outstanding school fees must be paid

### **School Counseling Services**

The various counseling services are designed to assist the individual student in making the most of his/her own abilities and opportunities while at Berkshire High School. The counselors value the opportunity to help each student and at all times maintain an “open-door” policy. When students need to see their counselor, an appointment will be scheduled as soon as possible. School counseling services are many and varied and include, but are not limited to the following:

- Course selection and scheduling issues
- Schedule changes
- Checking and monitoring graduation requirements for the students
- Managing the State required tests, ACT (juniors only), PSAT
- Post high school planning including processing college and scholarship applications, managing transcripts, and many other post high school options
- Set-up and management of special events, such as financial aid night, College Credit Plus information night, and the awards ceremonies for students and families
- Counseling students individually or a classroom regarding issues that affect their academic plan
- Short-term counseling services for individual students regarding anything personal/social
- Case manager for 504 students
- Advanced Placement coordinator

### **Grade Reporting Procedures**

A system of class ranking by grade point average, credits completed and quality points earned is maintained internally and released upon request for some scholarship applications and admissions to U.S. Military Academies. Grades for a course are reported as percentages each nine weeks. The final grade of a course is reported as the equivalent letter grade. Percentages associated with letter grades are: A=100%-90%, B=89%-80%, C=79%-70%, D=69%-60%, F=59%-50%.

### **Quality Points Associated with Letter Grades are:**

Non-Weighted Grades	Weighted Grades/AP/CCP
A=4	A=5
B=3	B=4
C=2	C=3
D=1	D=2
F=0	F=0

The purpose of an Advanced Placement (AP) course is to provide a higher level of engagement and rigor for students qualified to perform at the college level. Students taking an AP course will receive a weighted grade that is calculated on a 5.0 scale. Please note: Students are required to take the AP Exam when they sign up for an AP class, and must pay any fees associated with the exam. The cost of the exam is approximately \$98. Fees are to be paid prior to the test being administered.

Honors level courses are weighted by adding 0.5 of a quality point to a one credit course. Advanced Placement and College Credit Plus (CCP) courses are weighted by adding 1 to the quality point value to a one credit course.

### **Incomplete Grades:**

Students have ten (10) school days (which includes faculty in-service days, calamity days, and regular school attendance days, but not holidays or school breaks) after grades are posted to turn in incomplete work before it is entered as a failing grade. If the coursework is not completed within the 10 days, students are subject to receive a failing grade. Incomplete grades recorded on report cards must be changed to a letter grade within 10 days after quarter grades are reported unless prior arrangements have been made.

### **Course Withdrawal Policy:**

Students who drop a semester course outside of four (4) weeks, or a year-long course outside of six (6) weeks, of the course start date, will receive a "WF" or Withdraw/Fail for the entire semester/year-long course. A grade of "WF" (Withdraw/Fail) will be recorded on the transcript and on the report card for all quarters in which the dropped course occurred. If a student makes a level change (e.g. from Honors Biology to Biology) the "in progress" grade transfers to the new class for that grading period calculation.

## **OTHER EDUCATIONAL OPTIONS:**

### **College Credit Plus**

The high school continues to provide a comprehensive and challenging college preparatory curriculum, including Advanced Placement and other advanced level courses for students. College Credit Plus (CCP) has been established to permit students to take coursework at the high school and at a local college simultaneously. The program is intended to provide expanded opportunities for appropriately qualified students to experience coursework at the college or university level. Credit from this program, awarded toward high school graduation, will be computed in the student's GPA. These courses will be computed on a weighted scale. Please visit Ohio's Department of Higher Education web page, [College Credit Plus](#), to learn more about the program.

### **Students and Parents - Please Note The Following:**

1. Courses selected at a post secondary institute should not interfere with high school courses.  
High school courses take priority over CCP courses.
2. A CCP intent form signed by the student and parent must be submitted to the counselor by April 1 of the previous school year in order to participate.

3. Students enrolling for CCP in the Summer, please have your CCP intents turned in as soon as possible, as you must be completed with your placement testing and scheduling process by April 1st.

4. Some CCP classes require students to have their own Windows laptop or Apple MacBook. Please check your institution's requirements.

### **Credit Flexibility and Independent Study**

Independent Study (IS) allows students to devise their own course of study for subjects not offered in the BHSS curriculum or as an alternative to existing courses. The student must ensure that IS courses meet Ohio Department of Education "Content Standards" for that subject. A faculty committee comprised of the Principal, Counselor, Department Head, and an assigned Teacher/Supervisor will review the proposed course of study to determine: 1) the credit value of the course; 2) the course title; and 3) whether the credit will be counted as a "graduation requirement" or as an "elective." Application proposals must be received by the deadlines to be eligible for credit in the current semester. Applications are available through your School Counselor.

### **Ohio Honors Diploma**

Please refer to the website for specific details regarding obtaining an [Ohio Honors Diploma](#).

### **National Honor Society Requirements**

Membership in the National Honor Society is both an honor and a responsibility. It is an Honor bestowed by the faculty. Only juniors and seniors are eligible for selection into the National Honor Society. Students selected for membership are expected to demonstrate the qualities of scholarship, service, leadership, character, and citizenship.

To be eligible for selection, a student must meet the following criteria:

1. Scholarship - have at least a 3.6 cumulative grade point average. Once the GPA is verified, eligible students will be notified of membership;
2. Service - demonstrate a willingness to work for the benefit of those in need without compensation or recognition; and demonstrate civic involvement in and out of the school;
3. Leadership - take the initiative in class and school activities
4. Character - demonstrate such qualities as reliability, honesty, sincerity, courtesy, concern, respect for others

If all criteria is met, applications will be anonymously reviewed and voted upon and an invitation to join will be presented to the applicants. (There is a fee due for this organization)

### **Spanish Honor Society Requirements**

Faculty members of Berkshire High School Spanish department will select members based on scholarship in general and particularly Spanish courses. Also considered are character, leadership and interest in Spanish activities.

To be eligible students must meet the following criteria:

1. Students must be enrolled in the second semester of Spanish III, its equivalent or higher;

2. Students must maintain at least a 3.4 cumulative grade point average and no grade lower than a “B+” for one nine-week grading period of three quarters in Spanish III, its equivalent or higher;
3. Evaluations will take place in the 3rd quarter of Spanish II
4. Students must demonstrate a strong interests in the subject

### **NCAA College Requirements**

A student athlete who plans to attend a Division I or II college, or a college with Division I or II athletics, and who plans to participate in athletics at the school must complete a core curriculum of courses in order to be eligible for athletic participation. The core curriculum consists of courses in the following areas: Please visit [www.eligibilitycenter.org](http://www.eligibilitycenter.org) to register for eligibility.

<b>Division I (16 core courses required)</b>	<b>Division II (14 core courses required)</b>
4 years of English	3 years of English
3 years of Math ( Algebra I or higher)	2 years of Math (Algebra I or higher)
2 years of Natural/Physical Science (1 yr lab class)	2 years of Natural/Physical Science (1 yr lab class)
1 year additional English, Math, or Natural/Physical Science	2 years additional English, Math, or Physical Science
2 years of Social Science	2 years of Social Science
4 years additional courses from any area above, foreign language or no doctrinal religious/philosophy	3 years additional courses from any area above, foreign language or no doctrinal religion/philosophy

### **Test Scores**

Division I has a sliding scale of test scores and grade-point averages. See your counselor for details. Division II has a minimum SAT score of 820 or ACT sum score of 68 (total English, math, reading and science scores). Note: All SAT and ACT scores must be reported directly to the NCAA Initial-Eligibility Clearinghouse by the testing agency. Test scores that appear on transcripts will no longer be used. When registering for the SAT and ACT, use the Clearinghouse code of “9999” to make sure the score is reported directly to the Clearinghouse.

### **Grade Point Average**

Only core courses are used in the calculation of the grade-point average. Make sure you look at the high school’s list of the NCAA approved core courses on the Clearinghouse website. See your counselor for grade-point average requirements.

All students must be determined to be eligible by the NCAA Clearinghouse. This requires an official transcript. There is no other way to determine eligibility. See your counselor about the Clearinghouse.

### **Division III Academic Requirement**

Colleges and Universities at the DIII Level set their own admission standards and there are no eligibility requirements. Student-athletes will need to contact DIII schools to get information on their policies.

### **NAIA College Requirements**

National Association of Intercollegiate Athletics (NAIA) Freshman Eligibility: Students who want to play NAIA sports will need to register with the NAIA Eligibility Center. Students can register by visiting [www.PlayNAIA.org](http://www.PlayNAIA.org) and creating a profile with facts about their academic history and sports experience.

The NAIA has nearly 300 college campuses in the U.S. and Canada. Each year 60,000 NAIA student-athletes have the opportunity to play top-notch college athletics while competing for one of 23 national championships in 13 different sports. NAIA schools provide these student-athletes a first-class education with a personal touch, the hallmark of small-college campus life, by offering \$450 million in financial aid. More information about NAIA college sports, the NAIA Eligibility Center, and the new eligibility determination process can be found by visiting [www.PlayNAIA.org](http://www.PlayNAIA.org).

### **OHSAA Athletic Eligibility**

In terms of the OHSAA's baseline eligibility rule of high school student athletes passing of five one credit courses (or the equivalent) in the immediately preceding grading period, please note that credit values vary from course to course. For example, English, Math, Science, or Social Studies are all equal to 1.00 credit, while Physical Education is equal to .50 credit. Three semester hour (or more) College Credit Plus courses are worth 2.00 credits and two semester hour or less CCP courses are worth 1.34 credits. Classes taken at Auburn Career Center within the student's discipline (EX: auto tech, cosmetology, etc) are worth 3.0 credits.

1. Students who are absent for the day are not permitted to participate in, or attend, after-school functions (athletic events, dances, plays, etc.). Students who wish to participate in or attend extracurricular activities must be in school by 11:00 a.m. on the day the activity occurs. Students wishing to participate in or attend school activities on Saturday must be in school by 11:00 a.m. on the Friday preceding the event. The Principal must approve any exceptions to this policy. If a student goes home ill during the day regardless of the time, that student will not be permitted to participate in extracurricular activities;
2. College Credit Plus students: please note that you must comply with the above requirements;
3. All students participating in a sport must first have a sports physical on file before the student will be allowed to practice or participate in a sport;

### **College Entrance Requirements**

Colleges and universities are asking students to prove to the admissions officers that he/she is the kind of student that they are seeking for the incoming class. The most compelling proof a student could give is a set of good grades. Another factor is the student's performance on college entrance examinations. "Other" requirements include strength of personality, maturity, and stability, creative ability in some fields, capacity of leadership, a sense of responsibility, and a curiosity to continue learning. College admission is competitive. The "total package" that a student has to offer is important. Grades and test scores allow students to meet the minimum requirements. Requests for transcripts of high school records and letters of recommendation will be completed through *Naviance* in conjunction with the counseling department and teachers. Naviance is a web-based resource that promotes college and career readiness.

**Minimum requirements for unconditional admission:** (Call your university for specific information)

4 units English (College Prep)

4 units Math (Algebra I & II, Geometry, and one [1] other full credit of Math)

3 units Science (at least 2 lab sciences)

3 units Social Studies

3 units of one Foreign Language **OR** 2 units each of two foreign languages

1 Fine or Performing Art (Chorus, Band, Art [all courses], Theater and Photography)

- A fourth year of science is crucial for students considering a science related field
- Four years of a foreign language may improve the student's chances of passing a higher placement test in college, thus satisfying the foreign language requirement of some colleges
- By Senior year if all Math/Science requirements are fulfilled, it is recommended to take another Math/Science credit.

Class of 2026 and Beyond: For students entering high school for the first time on or after July 1, 2022, one-half credit of financial literacy that students can substitute for a one-half credit elective, or a one-half credit of math required for graduation. The one-half credit of math cannot be Algebra 1 (or Math 1 if using an integrated approach), Geometry (or Math 2 if using an integrated approach), Advanced Computer Science or Algebra 2. Financial literacy cannot count for social studies credit.

A fourth year of science is important for students considering a science-related field. Four years of one specific foreign language may improve the student's chances of passing a higher placement test in college, thus satisfying the foreign language requirement of some colleges. By Senior year, if all Math/Science requirements are fulfilled, it is recommended to take another Math/Science credit.

### **How Colleges Select Students**

College admission directors and their committees consider the following:

1. Student's high school academic record;
2. Type of coursework pursued by the student during high school;
3. Marked improvement by the student in scholastic achievement from year to year;
4. SAT, ACT, or other entrance examination scores (if required);
5. High school's rating on the student's personality and character;
6. Indication of the student's special ability: the arts, sciences, leadership, athletics, etc.;
7. Service to the school by the student;
8. Service to the community by the student;
9. Extracurricular activities pursued by the student: dramatic, sports, band, publications;
10. Attendance record and personal profile for the student;
11. Neatness and accuracy of the college application;
12. Letters of recommendation from the high school principal, counselors, teachers, and others;
13. Personal interview (sometimes required)

### **Admission Testing**

It is recommended that college bound students take the PSAT in the fall of their sophomore and junior year. Either the SAT or ACT should be taken at the end of the junior year but no later than December of a student's senior year. Subject tests (called SAT II tests) are also required by many highly competitive schools. See your Counselor for details. You can apply online at [www.actstudent.org](http://www.actstudent.org) for the ACT or [www.collegeboard.com](http://www.collegeboard.com) for the SAT. You will need to know our school code number, which is 360670. Note: Many colleges/universities will require students to take entrance exams to determine their placement in classes. Students are encouraged to continue to take challenging classes all four years so their entrance exam scores are a true reflection of their knowledge. Students that qualify for free/reduced lunch may qualify for application fee waivers for ACT/SAT or college course applications.

### **Berkshire High Alma Mater**

“Oh Berkshire High, oh Berkshire High,  
Our Alma Mater dear.  
We sing thy praises far and wide,  
For Purple and Gold we’ll cheer.  
Oh Berkshire High, oh Berkshire High,  
May thine thy honor be,  
Our sons and daughters live for thee.  
All Hail! Dear Berkshire High.”



### **Berkshire Fight Song**

“Oh Berkshire High forever,  
Up on a hill.  
We love you dearly,  
And we always will!  
(Rah! Rah! Rah!)  
Berkshire High we honor,  
As we sing to you.  
Fight! Fight for Berkshire!  
We will be true!