

BERLIN INTERMEDIATE SCHOOL
Student Handbook
2022-2023



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2022 - 2023 SCHOOL SYSTEM CALENDAR

ADOPTED BY THE BOARD OF EDUCATION ON APRIL 19, 2022

15 - 25 New Teacher Orientation	AUGUST							FEBRUARY							17 Early Dismissal for Students: Professional Development 20 Closed: Presidents Day
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
29 - 31 Teacher Preparation & In-Service Activities		1	2	3	4	5	6				1	2	3	4	
	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
	28	29	30	31				26	27	28					
1 Teacher Preparation & In-Service Activities	SEPTEMBER							MARCH							10 Early Dismissal for Students: Professional Development
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
5 Closed: Labor Day					1	2	3				1	2	3	4	
6 First Day of School	4	5	6	7	8	9	10	5	6	7	8	9	10	11	
	11	12	13	14	15	16	17	12	13	14	15	16	17	18	
	18	19	20	21	22	23	24	19	20	21	22	23	24	25	
	25	26	27	28	29	30		26	27	28	29	30	31		
20 Early Dismissal for Students: Professional Development	OCTOBER							APRIL							5 Early Dismissal for Students End of Marking Period (47 Days) 6 Closed for Students: Professional Day 7 - 11 Closed: Spring Break
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
21 Closed: MSEA Convention							1				5	6	7	8	
	2	3	4	5	6	7	8	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	23	24	25	26	27	28	29	
	30	31						30							
4 Early Dismissal for Students: Professional Development; End of First Marking Period (43 Days)	NOVEMBER							MAY							29 Closed: Memorial Day
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
7 Closed for Students: Professional Day						4	5								
8 Closed for Students: Countywide PD Day / Election Day	6	7	8	9	10	11	12	7	8	9	10	11	12	13	
	13	14	15	16	17	18	19	14	15	16	17	18	19	20	
	20	21	22	23	24	25	26	21	22	23	24	25	26	27	
	27	28	29	30				28	29	30	31				
23 - 25 Closed: Thanksgiving Break															
21 Early Dismissal for Students	DECEMBER							JUNE							12 - 13 Early Dismissal for Students, High School exams 13 End of Fourth Marking Period (44 Days), Tentative Last Day of School 19 Closed: Juneteenth
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
22 - 30 Closed: Winter Break					1	2	3					1	2	3	
	4	5	6	7	8	9	10	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	25	26	27	28	29	30		
16 Closed: MLK Day	JANUARY							CALENDAR LEGEND							NOTES Worcester County Public Schools has identified three (3) inclement weather days in this calendar. Beyond those three days, the school system will not close for inclement weather, but will transition to distance learning.
	S	M	T	W	Th	F	S	Yellow - New Teacher Orientation	Red - Schools/Offices Closed	Blue - Early Dismissal for Students	Green - Schools Closed for Students	Orange - Inclement Weather Make-Up Days (if needed)	End of a Marking Period		
25 - 26 Early Dismissal for Students, High School exams	1	2	3	4	5	6	7								
26 End of Second Marking Period (46 Days)	8	9	10	11	12	13	14								
27 Closed for Students: Professional Day	15	16	17	18	19	20	21								
	22	23	24	25	26	27	28								
	29	30	31												

Seahawk Code

Code 1: Respond to adults with "Yes ma'am" or "No sir"

Code 2: Make eye contact when someone is speaking

Code 3: Cover your mouth when you sneeze or cough and say excuse me

Code 4: Always say thank you when given something

Code 5: If someone drops something and you are close to it, pick it up

Code 6: Hold the door for people rather than letting it close on them

Code 7: If someone bumps into you, say excuse me, even if it was not your fault

Code 8: Respect other students' comments, opinions, and ideas

Code 9: Congratulate the winner or when someone does something well

Code 10: If you win, do not brag, if you lose, do not show anger

Code 11: Do not show disrespect with gestures or sounds

Code 12: Respectfully stand up for what you believe in

Code 13: If anyone is bullying you, let me know

Code 14: Surprise others by performing random acts of kindness

Code 15: Be as organized as possible

Code 16: You must complete your assignments everyday

Code 17: Subject transitions will be swift, quiet, and orderly

Code 18: When a substitute is present, all class rules still apply

Code 19: Know other teachers' names and greet them in the hall by name

Code 20: When walking in line, keep your arms at your sides and move quietly

Code 21: Never cut in line

Code 22: Keep yourself and the bathrooms clean and germ free

Code 23: After dining in the cafeteria or elsewhere, be responsible for your trash

Code 24: During an assembly, do not speak or call out to friends

Code 25: On a bus, always face forward

Code 26: Greet visitors and make them feel welcome

Code 27: Be positive and enjoy life

Code 28: Own your mistakes and move on

Code 29: No matter the circumstances, always be honest and kind

Code 30: Be the best person you can be

School Hours

7:15 am	Doors Open
7:35 am	Student Homeroom Bell
7:40 am	Morning Meeting Bell
7:45 am	Morning Announcements
7:50 am	Instruction Begins
2:45 pm	Instruction Ends/iPad Return and Lockers
2:50 pm	Car Rider/Walker Dismissal
2:53 pm	Bus Dismissal

After School Programs

The BIS and Beyond After School Academy meets for three, 8-week sessions throughout the school year. Students meet in the cafeteria immediately following regular dismissal for meal time. At 3:00 pm, they are dismissed to their 2-hour academy. Each academy is designed with 1 hour of academic/homework time and 1 hour of enrichment. Students are dismissed at 4:50 pm. Bus transportation is available. Registration information, including class offerings, is available on the After School Academies' page of our school website <http://berlinintermediate.org>. Registration is conducted online prior to each session using the program Sign Up Genius. The registration link must be accessed on the school website during each registration period. Please call the front office with questions.

Arrival

- Students will be permitted to enter the building after 7:15 a.m. each day (Doors will remain locked prior to 7:15 a.m.). Students who walk to school or are being dropped off by parents are not to arrive prior to 7:15 a.m. They are to use the side entrance doors by the gym. The gym hall entrance will also be used for arrival and dismissal of students who ride buses.
- Students are not permitted to go anywhere else on school grounds while waiting for school to start. Students in the 5th grade will go directly to the cafeteria and students in the 6th grade will go directly to the gym.
- Students are to enter the building immediately after disembarking their buses.
- **All students entering the building after 7:45 am must report to the office for late check in.**
- When a bus arrives after 7:45 a.m., students will be admitted to homeroom without a late pass. A general announcement will be made over the public address system. This is an excused lateness. Notes or passes will not be issued.
- Breakfast will be served in the classroom, free of charge.
- Students are never permitted to leave school property after arrival. Once a student sets foot on school property, she or he becomes the responsibility of school authorities. The school cannot assume responsibility if the student chooses to leave school grounds.

Attendance

Students are expected to attend school regularly. Parents should attempt to schedule trips, health appointments, etc., at times when school is not in session.

Attendance in school is mandatory in the State of Maryland. When a student has been absent or tardy from school, **a written excuse is required from home to certify the absence or tardiness.** A medical note is required for doctors' appointments. This note is to be given to the homeroom teacher within three (3) days after the absence. Failure to bring such a note will result in an automatic unexcused or unlawful absence, unless subsequently excused when a note or statement is presented. Students absent in excess of 10% of the school year (18 days) will be identified as chronically absent by the state of Maryland. **Excessive absences and tardiness could result in disciplinary action. Students with more than three late arrivals and/or early dismissals will lose the opportunity to participate in extra-curricular activities, such as school-sponsored dances and sporting events. A child arriving at 7:45 a.m. or later is tardy. Any absence, whether excused or unexcused is still recorded as an absence. Students have five days from date of absence to complete make up work.**

Bus Regulations

Students who ride the bus should make sure they are at the proper location in plenty of time to be picked up. They should refrain from horseplay and games while waiting for the bus.

The school bus is an extension of the school. Bus drivers have the same responsibilities on the buses that teachers have in the classrooms. All rules governing behavior in school are applicable on school buses. Students must understand that transportation by bus is a privilege and that in accepting this privilege, they agree to abide by the bus rules adopted by the Board of Education, which are sent home at the beginning of the school year. **Students who do not abide by the bus rules will be suspended from riding any county bus.**

In case of an emergency when a student needs to be picked up or dropped off at a bus stop other than their regular stop, parents/guardians must follow these steps: **1) Call the bus driver to make sure there is room on the bus and request permission for your student to ride their bus** *. 2) **Call the school (and send a note if time permits) informing the office you have obtained permission from the driver for your student to ride their bus. Without written parental permission, bus drivers are not allowed to disperse children anywhere except to their regular stop.** 3) **Upon approval from the driver, the office will issue a pass to the student with the change in their bus plans for the day. Students will not be permitted to ride the bus to "visit" a friend. Changes in bus transportation will only be permitted for "emergency" situations.**

***Permission to ride a bus other than the assigned bus may be denied due to crowded conditions.**

Cafeteria Expectations

- Students will sit at the assigned table in the cafeteria, eight students to a table.
- All students will move through the line quickly to get their lunch.
- All students will always remain in their seat unless permission has been granted to move about the cafeteria. This includes permission to get silverware, napkins, purchase a beverage, and use the restroom.
- Students will not be permitted to return to a locker or classroom to retrieve a forgotten item.
- Students who move directly from lunch to recess should come to lunch with the appropriate clothing for the weather. Students deemed not appropriately dressed for the weather may be required to remain indoors during recess time.

Cafeteria Services

Breakfast will be available to every student in the classroom free of charge.

This year, the cost of lunch is \$2.45. Free/reduced meal application forms were mailed to all households during the summer. The link is available on our website. If you did not receive a form and wish to do so, please contact the school office. These are to be completed and returned as soon as possible. Parents may obtain free/reduced lunch forms any time during the school year if they are in need.

The link for the school menu is <https://www.myschoolapps.com> and is available on our school website.



The My School Bucks app allows parents to keep up to date on lunch account balances. You are also able to add money to your child's account via the app.

Dismissal

The school day ends at 2:50 p.m. Students are to exit the building as soon as possible unless they are remaining for an after-school activity. Students should not run between parked or moving buses. Parents are requested to come to the front sidewalk of the school to pick up their children. **STUDENTS ARE NOT TO BE DROPPED OFF IN THE STAFF PARKING LOT AT ANY TIME.** Students being picked up will be dismissed from the doors next to the gym in the front of the building. Parents may use the front driveway to pick up students. Students are not permitted to cross the driveway to Franklin Avenue without an adult. Walkers, require a signed permission form, and will wait in the gym until escorted out of the gym entrance door. All students who live within a mile of the school are required to walk to and from school and will not receive a bus assignment. Students riding the buses will exit via the back hall and exit from the doors by the locker rooms to the bus loop. Students unsure of afternoon transportation home should tell an adult immediately.

Dress Code

Proper dress and grooming reflect on student behavior and attitudes which affect academic achievement. Students will be well-groomed, clean, neat, and refrain from wearing distracting or disruptive clothing. The following items are not considered appropriate for the normal school session:

- Hats, visors, sweat bands, outer wear (coats, hats, gloves) and sunglasses are not to be worn in the building.
- Students wearing hooded sweatshirts are required to keep their hood down in the building.
- Flip-flops or slippers are not allowed. Shoes must have a back to them with laces tied.
- Clothing should be in one piece, not torn or cut off.
- Jeans with holes must follow the fingertip rule- when standing with your hands to your side, the length of your fingers should not exceed holes in the jeans.
- Suggestive words, phrases, or pictures on clothing, including advertisements of alcoholic beverages, cigarettes, or drugs and firearms are unacceptable.
- Clothing must fit... no baggy, oversized or exceptionally tight-fitting clothing.
- NO: pajamas, racerbacks, tank tops, tube tops, spaghetti strap tops, low cut tops nor bare midriffs, mesh, transparent, or fishnet material is acceptable.
- Shorts, dresses, and skirts **MUST** be at an appropriate length and will be left to the discretion of administration. Please, no extremely short skirts, dresses, or shorts.
- Chains may not be worn as jewelry or to secure a wallet.

Early Departure/Change of Transportation

Students should only be removed from school during the day for medical appointments. When possible, appointments should be made during lunch and recess, and students should be returned to school. **Students with more than three late arrivals and/or early dismissals will lose the opportunity to participate in extra-curricular activities, such as school-sponsored dances and sporting events.**

Any changes to transportation, including early departure, must be made using School Dismissal Manager. We need a current email address for each parent to ensure access to the platform. Parents are to come to the main office to pick up students with **proper identification** (i.e. driver's license, photo ID). If students leave *before 12:00 p.m. or arrive after 10:30 a.m.*, they are considered **absent for the day**. A half day of school requires the student to be present (there is no half day on a half day).

Students will not be released into the custody of siblings, family, non-custodial relatives, or friends without written permission of the custodial parent or guardian. Adults attempting to pick up children must present a photo ID to do so. All changes to transportation must be communicated to the office **prior to 2:00 p.m.** each day. **Students will not be removed from buses once dismissal has occurred.**

Family Trips

Parents or legal guardians wishing to take their child out of school for a family trip/vacation of educational value must submit their intention in writing to the principal **ten days** prior to the trip. Forms are available in the office and on our website. Students are responsible for getting all their teachers' signatures on the form. A maximum of **five** school days will be excused for family trips of educational value during one school year. It is strongly recommended that families plan trips around days when schools are closed to minimize days lost from instruction. **Students have five days from the final date of absence to complete make up work.**

Gum/Candy

Students are not permitted to chew gum in the building. Students should not bring gum or excessive amounts of candy to school.

Honor's Recognition

Students are recognized for their hard work and academic achievement in a variety of ways. To be recognized on the **Honor Roll**, students must receive a 3.5 GPA and may not receive a D or F in any subject. To be recognized on the **Principal's List**, students must receive a 4.0 GPA. Special area classes **ARE NOT** used to compute GPA for students in elementary grades i.e. 5th grade students; however, they **ARE** used to compute GPA for middle school students i.e. 6th grade students. To qualify for the Honors Tea at the end of the year, a student must achieve either Honor Roll or Principal's List Status in quarters one, two and three. We recognize our 5th grade students at our Honors Tea Program. Sixth grade students are recognized during our Rise Up Ceremony.

House System

What is the house system?

Students, faculty, and staff are divided amongst six houses. Students will remain in these houses until they leave Berlin Intermediate School. Throughout the year, these houses will compete against each other for points which have the potential to earn their house various rewards that are awarded on a monthly, quarterly, and yearly basis. Students, faculty, and staff are awarded points for making good choices.

The goal of the House System is to provide an opportunity for students and faculty to interact across grade levels. The school community will benefit from positive peer pressure, increased school spirit, and healthy competition. House names were chosen based on our school population and values.

- It increases opportunities for student leadership.
- It is a great way for the student to have positive relationships with people outside of the classroom setting.
- Houses allow students to participate in a variety of activities.

- It can be a source of positive peer-pressure and motivation that can have a positive effect in the classroom.
- Studies show that schools with House systems have happier students and have more school spirit than they did before a House system was implemented.

Injury

Parents will be notified if their child becomes seriously ill or is injured at school. If parents cannot be reached, we will use the emergency contact information provided. If the child is seriously injured, the child will be transported to the best available setting for treatment. It is **imperative** that we have accurate up to date contact information for each student. Please contact the school if your contact information has changed.

Library Books, School-Owned Books and Technology Devices

Students are responsible for all Chromebooks, iPads, library books, 100 book program book, school issued hotspots and other school owned items issued to them during the school year. All lost or damaged items must be paid for. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost item is found, money paid will be refunded. **End of the year school report cards will be held in the front office until lost or damaged items are paid for.**

Lockers

Lockers will be issued by the homeroom teacher. Students must use the lock provided with the locker. Cell phones **MUST** always remain in the lockers, turned off.

Lost and Found

Lost and found items are in the cafeteria and the gym. **Please mark items** such as lunch boxes, water bottles, jackets, coats, sweatshirts **with your child's name**. Unclaimed items are donated at the end of each marking term.

Medication

All medicine, **including over the counter**, cannot be administered by the school unless ordered by a physician. Students who need to take prescribed medication must have the appropriate form signed by the physician. Medications should be brought to the school by the parent/guardian or responsible adult. The medication, in its original container, and form must be locked in the health suite. Students are not permitted to keep medicines in their possession during the school day.

Morning Meetings

- Morning meetings will be held in each homeroom class from 7:40 -7:50 am. Teachers and students are expected to participate in this positive relationship building process.

- The purpose of the morning meeting structure is to foster a sense of community, safety and trust, responsibility, ownership, and connection to other people. Topics covered will be further discussed through our PBIS Program.

Reporting

The best way to stay current on your student's academic progress during the school year is to have parent access to PowerSchool. You can obtain this access at any time by stopping by the school's office and presenting your photo ID. Using the given username and password, you will be able to view your student's grades, see missing assignments and directly contact teachers. Every nine weeks (approximately) report cards will be issued to the students. Students will receive four report cards during the year. Attendance, including absences and tardies are also reported on the report cards. **Report card envelopes must be signed by the parent and returned to the classroom teacher.**

In addition to report cards, mid-term notices will be sent home to parents with notes of any areas of weakness. Parents are urged to request a conference if their child receives a mid-term notice with areas needing improvement.

School Counselor Services

School Counselor services are available to every child at Berlin Intermediate School. Counseling responsibilities may include helping students find new friends and implementing preventative programs. The counselors have information available to parents wishing assistance or insights into the physical and social growth of their child.

Schoology

Schoology is the Learning Management System (LMS) used in Worcester County Public Schools. Parents can request a join code from their teacher for membership in their child's classes to monitor academics and communicate with teachers. Parents can set up notifications through the platform to monitor due dates and completed assignments. Assignment grades may be viewed in Schoology, but parents and students should monitor PowerSchool for the most accurate grade reporting.

Telephone Usage

Students must obtain permission before making a call, including calls on personal cell phones. Students will be given permission to use phones when warranted. Students will be allowed to call home from the office for questions regarding afternoon transportation and for forgotten lunches. Students **may not call home for forgotten work, instruments, or permission to attend a field trip.** Forgotten items brought to school will be made available to the students at a time that does not disrupt the instructional day.

Cell phones, Apple Watches, Fitbits, and any other electronic communication devices must be deactivated. **Cell phones must be turned off and kept in the student's locker.** If a personal

electronic communication device is in the possession of a student and not being used appropriately, it will be confiscated, and a parent will need to come to school to pick it up. If electronic devices and/or their usage becomes disruptive to the orderly operation of the school, their possession may be prohibited by the principal and/or designee. **Worcester County Public Schools will not be responsible for an electronic device that is damaged or lost.**

Toys, Games, and Electronics at School

The only time students should bring these items to school is when their teacher instructs them to do so. The students will assume responsibility for any items brought to school. Items specifically not to be brought to school include electronic games, cameras, or other equipment, tech decks, small toys, lasers, expensive jewelry, sports equipment, baseball cards, other sports cards, or game cards or large sums of money. Electronics are not allowed anywhere in the building except for the classroom. If a student is found using an electronic device without permission, the electronic device will be confiscated, and a parent will have to pick it up. **The school will not be responsible for lost, broken, or stolen items.**

Withdrawal of Students

Parents who are moving during the school year are requested to call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork. Official records are never given to parents. Policy dictates records be requested by the transfer school in writing.