

Berkeley Middle School

Student Handbook



Home of the Bulldogs

Welcome to Berkeley Middle School!

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WELCOME FROM THE PRINCIPAL AND ASSISTANT PRINCIPALS

2015 - 2016

Dear Berkeley Family:

Middle School is a fun and exciting time. The three years that they attend grades 6, 7, and 8 are years of enormous transition and change. This time is marked by great joy and success – time in which our students begin to find out more about themselves, their friends, and their interests. It is also a stepping stone to their future – and our children need to be thinking and reflecting more seriously about their future plans, their goals, and their aspirations.

The ancient Chinese stated that the journey of a thousand miles begins with one step. This student handbook is designed to help all of our Berkeley Bulldogs take that first step with confidence, knowing exactly what expectations are set before them for their success. We are dedicated to the education and development of each and every one of our children at Berkeley. Therefore, we want them and you to understand exactly what it is that they need to do to get everything out of their middle school experience...We want this to be a tremendous experience for them!

Throughout this coming school year, we invite you to be involved in your student's life at school. Research shows that when families are involved and offer support and partnership with a school, student achievement is at its strongest. Whether you choose to be involved with our PTA or numerous booster clubs, attend an evening school activity or sporting event, volunteer at the building, attend a parent/teacher conference, maintain regular checks on our Parent VUE system for your child's assignments and grades, visit the school's website, or simply talk to your child each night about their day at school, you are providing them, and Berkeley, with the positive support that is needed to make our learning community GREAT! Communication and partnership with you equals success for our children.

Please take time to review this handbook with your child and help them to understand the expectations for middle school. While each child is different and unique, having the same knowledge of these expectations will help them to feel stronger and more reassured as they enter Berkeley. If you have any questions or concerns at any time throughout the year, do not hesitate to call, email, or contact your child's teacher, guidance counselor, or the administration and we will do our best to work with you and to assist you.

We look forward to the year together and thank you for working with us to educate all of our children at Berkeley. Here's to a successful year!

Sincerely,

Amour Mickel- Principal

Trici Boland – Assistant Principal

Edward Van Dyke – Assistant Principal

From our Guidance Office...



Berkeley Middle School School Counseling Office

Welcome to Berkeley! We are looking forward to working with you and getting to know you during your middle school years. We would like to provide you with an overview of the services the school counseling department offers.

The primary goal of the Berkeley school counseling program is to aid in the academic, personal/social, and career development of each student. Achieving this goal requires a collaborative effort by school counselors, families, teachers, administrators, and other school personnel.

Some of the ways we help students achieve success is by providing them and/or their families with the following services:

- Individual counseling
- Small counseling groups
- Classroom guidance lessons
- Parent Consultation
- Collaboration with school personnel and community agencies
- Coordination of programs and services
- Interpreting assessments
- Career Exploration
- Participating on child study committee
- Assisting with crisis intervention
- Acting as a resource for families

There are various ways in which students may meet with their school counselor. A student may self-refer or the referral can originate from a teacher, administrator, peer or family. In addition, the school counselor may invite a student to talk if a child appears to be in need of intervention.

The school counselor's caseload is divided alphabetically by the first letter of a student's last name. Although we divide the student population, we maintain an open-door policy by making ourselves available to all children in need.

Dr. Marcia Strange
Last names beginning A-K

Mrs. Jennifer Smith
Last names beginning L-Z

“As our students mature and seek to develop their own identities and establish promising goals....counselors aim to assist students in identifying and balancing their needs.”

WILLIAMSBURG-JAMES CITY COUNTY MISSION STATEMENT

WJCC provides each and every student with the knowledge, skills and values to be a lifelong learner, communicate, think critically, work and live productively, and contribute constructively to the lives of others. WJCC is committed to providing the variety of programs necessary to address the range of students' interests and needs as they grow academically, socially and emotionally.

WILLIAMSBURG-JAMES CITY COUNTY VISION

To develop a premier school system that expresses the unique character and potential of our community.

BERKELEY MIDDLE SCHOOL MISSION STATEMENT

Berkeley Middle School will promote the academic achievement of every student and will positively contribute to the physical, social, and emotional development of each child.

In partnership with families and community members, we will continuously foster an open, caring, and supportive learning environment that will ensure each child's transition from early adolescence to responsible independence and lifelong learning.

MIDDLE SCHOOL PHILOSOPHY

Middle school students are unique. All experience various stages of physical, emotional, intellectual, and social development. Because growth in each area does not proceed at a uniform rate, our school seeks to provide stimulation within a secure and structured environment for this growth to occur.

We at Berkeley Middle School believe that in order for students to develop into responsible individuals, they need the opportunity for...

- Intellectual stimulation through a variety of experiences.
- The development and refinement of basic skills.
- Challenges to their curiosity and creativity.
- Constructive interaction with adults and peers.
- Genuine exploratory experiences that expand their horizons.

The Berkeley faculty is committed to providing an environment that fosters success, happiness, and independence for all of our students, through partnership with families and community members.

STUDENT CONDUCT

“PAWS: Making It Matter”

P – Prepare for learning.

A – Act appropriately.

W – Work hard.

S – Show respect.

Philosophy

The school wide conduct plan at Berkeley Middle School has at its foundation the belief that students (and adults) have the right to make choices and we can either benefit from making good choices or suffer the consequences when we make inappropriate choices. Also at the core of the school wide conduct plan are sets of values and commitments all members of the school community have agreed upon that make Berkeley a safe and orderly environment in which to teach and learn.

The staff of Berkeley Middle School keeps in mind the following values as they make decisions concerning student conduct:

- We promote a positive school climate by modeling the qualities and characteristics that we hope to instill in our students.
- We support a school environment that builds in each of our students: a strong character, a healthy lifestyle and courage to make good choices.
- We establish and reinforce a standard of conduct that promotes self-discipline and builds respect for self and others.
- We adhere to practices and procedures that will keep students safe and secure.

The school wide conduct plan describes the role each of us (family, student and teacher) has in making Berkeley Middle School a safe, caring, and positive learning environment.

ADVISORY

Every grade level has been assigned an Advisory, and this group of individuals will work with colleagues to assist with Level 1 & 2 offenses. When a student breaks a minor rule that requires attention, the Advisory will meet with that student at end of the day to address the issue and make a determination on an appropriate consequence (e.g., After School Detention, ACS, family conference, a referral to the Administration, etc.).

When students are sent to an Advisory member’s classroom (during instructional time), they will immediately take a seat, share the offense, and have a brief reflection piece to complete. They’ll then be sent back to class, knowing they will meet with the advisory later that day.

Grade levels are expected to establish norms for their wing and address the students regarding the rules. This will help make for a clean process and should be shared with the Related Arts staff in order for them to have supports when students respond inappropriately.

Students are expected to be familiar with the list of infractions in the booklet on Student Rights and Responsibilities.

Additionally:

1. Safety is the first priority of BMS. Appropriate bus conduct is necessary to ensure the safety of students and the driver. Inappropriate behavior will result in suspension and/or loss of bus riding privileges.
2. Students are expected to respond to adults in an appropriate manner. Students are expected to comply with all staffs' directions in a respectful manner and tone.
3. Every student has a right to a safe school environment. Each student is expected to behave in a safe manner. If you should ever feel unsafe at anytime, please tell any adult in your school or at home.
4. Students are expected to walk to the right of all hallways without running or pushing. Students are expected to respect the individual space of others and to keep their words positive toward other students.
5. Students are NOT allowed to use any telephones in the building during school hours, except in extreme emergencies and only through the main office. Cell phones may not be used during instructional time. Phones will be confiscated if they are not off and away.
6. Bullying is not tolerated. Respect for all is expected at all times.
7. Students are to maintain an inside voice level in the hallways during transition times.
8. Students are to be out of the school building and off school grounds by **3:10** p.m. unless attending a school sponsored activity under the supervision of a teacher/sponsor and/or an administrator.
9. Students are required to bring an independent reading book to all classes.
10. The student is responsible for his/her actions. All actions we take have consequences. Part of becoming a responsible citizen is to understand the impact of what we do. The student is expected to fulfill his/her obligations.
11. Students are not permitted to leave school grounds during the school day unless signed out by a parent/guardian.
12. Planners must be used to travel hallways during class and to enter the library. Students must have planners signed when traveling through the building.
13. During attendance at school dances, students are to remain in the dance area until its completion unless they are leaving the dance with their parent/guardian.

TEACHER INTERVENTIONS

In an effort to ensure that our classrooms are safe, secure and engaging learning environments, teachers will use a variety of methods in addressing any student management situations that might arise with a specific student. In considering appropriate consequences for misconduct, the Berkeley Faculty and Staff will consider the frequency and severity of misbehavior.

Hierarchy of Interventions:

1. Give a verbal warning or redirection at the first sign of a student being off-task.
2. Move or change the seating arrangement for that child or group.
3. Call Home and offer communication and contact with the home to help reinforce positive behavior for the student.
4. Refer the student to Advisory, School Counselor, Alternative Classroom Setting (ACS) or the Extended Teaching Room (ETR) for reflection, redirection, and completion of a behavior essay to assist with the reflective process.

NOTE: Students in ACS will have the option of returning to the classroom if they successfully redirect with the ACS monitor. Students will have up to five (5) referrals to ACS before automatically being referred to administration. The ACS monitor will communicate these visits with the home through a written communication note.

5. Complete an electronic referral to the administration if the student continues to disrupt the learning environment and once all of these steps have been attempted.

After School Detention

After school detention serves as a consequence for inappropriate behavior. Teachers assigning an after school detention will provide the student with a form for the parent/guardian to sign and return to the school and also communicate with a phone call or email to the parent or guardian. After School Detention must be served in a timely manner (within one week of the assigned detention). Transportation can be provided for the student through the activity bus service if a parent is not available to pick up their child from after school detention.

STUDENT PLANNERS

Student Planner Guidelines

The student planner is designed to help each student become better organized for class, complete assignments with quality and timeliness, and be ready to learn each day at school. Berkeley encourages our families to enforce and support the use of the planners. Students should develop the habit of writing down all assignments daily and reviewing and checking when assignments are due. Knowing when assignments are due and when tests and quizzes are given will assist students and their families in developing good organizational habits.

Additionally, the Student Planner is a student's pass to anywhere in the building. Students will be given three passes each day to the bathroom, lockers, etc. If a student does not have a planner, they will not be allowed into the hallways. **No planner, no pass, don't ask...**it's our way of keeping students accountable in the hallways of Berkeley.

Each **Student** is expected to...

- Carry the planner to class and record all assignments in the planner.
- Have the planner signed for any bathroom or hallway travel within the building.
- Show the planner to a parent or guardian for signature each night.
- Complete assignments and bring them to class.
- Keep all pages in the planner without tearing, folding or defacing the entries or pages.

Each **Teacher** is expected to...

- Orient students to the planner during the first week of school or upon enrolling.
- Initial/sign the planner for students to travel to and from the bathroom or other building location.
- Check individual students' planners regularly to ensure proper use by students.
- Contact parents when a student fails to complete homework and assignments.

Each **Family** is expected to...

- Review the student planner each night and, if necessary, sign the planner.
- Monitor completion of the student's homework.
- Contact the appropriate teacher with any concerns that may arise.
- Develop home incentives to motivate students to use the planner properly.
- Monitor the student's progress on the Parent VUE system to ensure completion of work that is reviewed from the planner.

ACADEMICS

Supplies

It is each student's responsibility to have all of the school supplies required for each class daily. Teachers will inform all students in advance of all needed supplies. A general list of school supplies is posted on the school website.

Textbooks

It is the student's responsibility to keep all books in good condition. Students will be charged for all lost or damaged textbooks. If a lost book is found, a refund will be given.

Independent Reader

Students are to carry an independent reading book at all times. Reading is just like any other sport or student activity...A student will strengthen and improve their reading skills if they practice every day for a minimum of 20 minutes. We encourage students to visit the library and take out books in their independent reading levels that interest them in order to encourage good reading habits.

Report Cards and Interims

WJCC schools operate on a nine-week reporting system. Interim reports are distributed during the fifth week. Report cards are issued at the end of each grading period. Family conferences are held upon request by a teacher or guardian when necessary to monitor and encourage student progress.

The Triangle of Accountability at Berkeley Middle School

The education of each student relies on the active participation of three crucial elements:

- The School and its educators,
- The Home and its parents,
- The Student.

Each component plays a primary role in education. The role of the school is to provide information, strategies, curriculum, materials, a safe learning environment, and teachers who strive to provide the most successful learning experience for each student. The role of the family is to support and communicate with the teachers, encourage the student by providing support through a framework of study and reinforcement at home as well as to advocate for their student. The role of the student is to discipline themselves to accept instruction and support from the home and school and to put forth their best effort in all that they do.

Berkeley Middle School Triangle of Accountability

EACH PART OF THE TRIANGLE MUST DO ITS PART TO SUPPORT THE OTHER TWO.

RESPONSIBILITIES OF EACH POINT OF THE TRIANGLE OF ACCOUNTABILITY

School Responsibilities	Student Responsibilities	Family Responsibilities
<ul style="list-style-type: none"> • Be approachable to our students, families, and community. • Be positive and optimistic. • Create a classroom environment that fosters student learning. • Communicate concerns with administration, families, and students. • Regularly update VUE (at least once a week) • Maintain a professional demeanor by consistently following rules and expectations set for teachers. • Pursue professional development as necessary. • Appropriately and promptly assess student learning and modify instruction to address student needs. • Work as a team player with colleagues in the best interest of students. • Help students work through their problems and conflicts. • Offer additional help and assistance when asked by a student. • Teach and work to understand the WHOLE student. • Be flexible with our time for conferences and appointments. 	<ul style="list-style-type: none"> • Be positive and optimistic. • Respect other students, parents/guardians, and all adults in the building. • Come to class on time and prepared for learning. • Write assignments in planner every day and review nightly with parents. • Use the planner as a pass at all times (Remember: No Planner, No Pass, Don't Ask!). • Work to the best of my ability daily. • Do not interrupt instruction in the classroom. • Come to school every day, unless ill. • Complete all assignments, tests, homework, and projects. • Communicate any and all problems to the appropriate adult who can help. • Accept responsibility for my actions. • READ EVERYDAY! • Ask questions if I don't understand something. • Ask for and attend extra help sessions whenever I need it. Teachers are available for extra help both during lunchtime and after school. • Set realistic personal goals – both long and short term – for academics and for personal activities. • Hold myself personally accountable for my academic success...it is all up to me! 	<ul style="list-style-type: none"> • Get our students to school on time and limit absences and early releases as much as possible. • Check student planners and VUE regularly. • Keep an open mind and listen to all sides of the story from teachers and students. • Be a dedicated part of your child's academic life. • Respond to teacher and school concerns and requests in a timely fashion. • Provide your child with a dedicated place to study. • Read with your student and model good reading habits at home. • Provide your child with a well-balanced diet. • Set consistent bedtimes for your student to allow for adequate rest. • Monitor and limit electronics and activities – make school the priority! • Set time aside to talk to your child about their day. • Communicate concerns to teachers appropriately and when they arise. • Stay positive about your child's teachers and be positive and optimistic in their presence. • Support the curriculum, even when it might be difficult for your child. • Attend requested conferences at scheduled times to work with the teacher to focus on your child. • Keep the school informed of changes in your life or the student's life that may affect them (i.e. illness, death, deployment, moving, etc.)

DRESS CODE

Part of doing our best and being successful every day relies on looking and feeling our best. We want our learning environment at Berkeley Middle School to be as distraction-free as possible. Clothing and dress can be a form of individual expression; however, it should always convey a sense of personal pride and confidence that is conducive to learning. In order to ensure that our learning environment is safe, orderly, and free of distractions, the WJCC School Division and Berkeley Middle School offers the following guidelines and expectations for School Dress.

School administrators reserve the right to make decisions concerning questionable and inappropriate school attire. If contacted by school administration, families may be required to come to the school to provide an acceptable change of clothing. Students unable to correct their dress may be placed in an alternative classroom setting (ACS) for the remainder of the day. Repeat violations of the dress code can and will result in more severe consequences, per the Student Code of Conduct.

All undergarments must remain properly under the appropriate cover or clothing. Torn, ripped, or slashed clothing may not be worn. Clothing, or clothing accessories which are form-fitting, suggestive, provocative, disruptive, defamatory, distracting, or revealing are not permitted.

The following dress code will be in effect:

1. Clothing and hair should be kept clean and neat.
2. Clothing/accessories bearing obscene, offensive, profane, suggestive or abusive statements or images will not be permitted.
3. Clothing must not advertise/advocate/promote activities illegal to minors.
4. Shoes must be worn at all times. Flip Flops are allowed.
5. Pants must be worn at the natural waistline. Sagging is not permitted.
6. Shorts/skorts/dresses/skirts shorter than fingertip-length are not acceptable even when leggings are worn underneath.
All articles of clothing worn from the waist must be fingertip length.
7. Tank tops, spaghetti straps, strapless tops, mesh weave, fishnet, sheer and see-through clothing, crop tops, one shouldered shirts and the like are prohibited.
8. Bandanas will not be worn in any fashion whatsoever.
9. Hats or any headwear and sunglasses must be removed before entering the building.
10. Skin-tight clothing such as biking shorts or spandex apparel such as leggings, jeggings, tights and Yoga pants are prohibited when worn as pants.
11. Very loose or baggy clothing may be prohibited if it presents a safety hazard or distraction learning (i.e. tripping).
12. Clothing that exposes midriff, bare shoulders, or cleavage is prohibited.
13. Coats are not to be worn inside the building during the school day. They should be put into the lockers upon arrival at school. Sweaters, sweatshirts and light jackets can be worn during the day.
14. Backpacks must be placed inside lockers during the school day.
15. Any clothing, make-up, hairstyle, or manner of appearance that disrupts the educational process will not be allowed.
16. Sleepwear/pajamas/slippers are not allowed.

Additional Information

Regular School Schedule

School starts at 8:05 am. **Students should not arrive at school earlier than 7:55 a.m.** as the school building and classrooms will not be open before 7:55 and proper supervision of children is not available until then. **Students are dismissed at 3:05 p.m.**

School Tardiness

A student is considered tardy at 8:05 a.m. and must report to the office before going to class. Repeated tardiness will be regarded as a serious problem requiring a conference and action involving the school administration, school social worker, and parents. Students are also expected to arrive to class on time and ready to learn. When a student is tardy to class it can have a negative effect on the learning environment of the classroom as well as for the student. The following is the tardy policy for students during the school day:

1st tardy – Student conference

2nd tardy – Parent contact

3rd tardy – Classroom consequence (After School Detention, Lunch Detention, etc.)

4th or subsequent tardy – Referral to administration

Absences

Parents/guardians should call the attendance associate on the morning of an absence.

Excused absences include illness, death in one's family, quarantine, pre-arranged family trips, power outage, natural disasters, school sanctioned field trips, and court appearances. It is the responsibility of the student to present evidence of an excused absence on the day the student returns to school. Attendance is an important part of being a successful student. When you miss instruction, it is difficult to make up the work. Remember to get the work from your teacher if you are absent and complete the work the following day.

Extended Absences (more than three days) must be pre-approved by the principal. A note from the parent/guardian must be sent to the attendance associate in the main office two weeks prior to absence.

Early Release Time (anytime before 2:45 p.m.)

Guardians must sign students out in the main office, at which time the student will be called from class. Guardians are to remain in the front office or foyer until the student arrives. Students may NOT be picked up from school by individuals who have not been approved by the guardian in writing. Students will not be called from class after 2:45 p.m. Families must then wait for regular dismissal. * Only those people listed on the student's emergency contact card are allowed to pick up students.

Regular Release Time

Students are dismissed at 3:05 p.m. Safety is the main priority for BMS. Families must park their car and come into the main office to sign his/her child out during regular release time. Families must arrive no later than 3:00 p.m. for their child to be placed on the end-of-day announcements.

Students will be called during the end-of-day announcements for dismissal. Parents must remain in the front foyer until student arrives.

VUE

Please see the WJCC School Division website for directions on how to activate and use Parent and Student VUE. The following link will direct you to the WJCC Division VUE website:
<http://wjccschools.org/vue/>,

School Visits

Parents and Community Members are encouraged to make conference appointments with school faculty and staff to discuss student progress. However, parents and visitors are not allowed in the classroom during school hours without an appointment and prior communication to the teacher. Parents who wish to visit a student's classroom should contact the teacher to set the time and date that is mutually agreeable, attend the classroom visit for no more than 45 minutes, and schedule a follow up conference with the teacher once completed. **There should be no interaction between the student(s), or the teacher during the lesson.** Berkeley is happy to assist parents who wish to see their child's classroom, but only with prior arrangements and communication with faculty, staff, and/or administration.

Lost & Found

All lost and found items can be claimed in the main office. At the completion of each school semester, unclaimed items are donated to charity.

Make-up Work

Parents may request homework for their student by calling the main office. Requests for homework will be processed within 24 hours. Make-up work for missed classes will be assigned according to the teachers' expectations. All student make up work can be picked up in the guidance office during regular school hours by the parent or guardian. Families must contact the attendance associate to organize makeup work.

Walkers/Bikers

Students who wish to ride bikes to school or walk to school must submit a note signed by parent/guardian. Students must submit the signed note to the school secretary.

Bus Transportation

All riders should be at their assigned stop on time and prepared to board the bus. All discipline rules and policies govern student behavior when walking to the bus, on the school buses, at school bus stops, and while walking home. Students who do not follow the expectations of proper bus conduct and safety will lose the privilege of yellow bus service and risk being suspended from the bus, school, or, in continued cases, lose this privilege entirely.

Bus Changes

If a student needs to ride a different bus home after school, the student must bring written permission from a parent or guardian. **The student must bring a note to the main office in the**

morning (before 10:00 a.m.), and a secretary will issue a bus note for the bus driver. All bus changes must be in writing and approved prior to dismissal. **The note must include a parent contact number so that the note may be verified, if necessary.**

Bathroom

Students may use the bathroom during assigned bathroom breaks. We ask that students respect their teacher and the class by not asking to go to the bathroom when direct instruction is being given. Students are encouraged to refrain from using the bathroom routinely during class as bathroom breaks are provided throughout the day. If any medical conditions exist that would require a student to go to the restroom more often through the day, we ask that parents/guardians contact the School Nurse and provide written documentation from a physician that addresses this concern. Remember...the Student Planner is your ticket to anywhere in the building when signed by your teacher. Students have up to three times per day to request such permission. No Planner, No Pass, Don't Ask!

Technology

Students have the opportunity to use electronic media for purposes of research and learning. Before using the computers the Acceptable Use Policy must be read, signed and returned. The use of the computer resources and the internet is a privilege, not a right. Inappropriate use of or vandalism will result in a loss of these privileges.

Portable Communication or Electronic Devices

Use and/or possession of any device, or object, including but not limited to, portable communication devices that disrupts the educational setting.

All portable communication and electronic devices must be turned off and stowed away during school hours. The devices may only be used outside of the school building or facility before and after regular school hours. Students who attend after school extracurricular activities as spectators or participants may have a cellular telephone in their possession.

All students are prohibited from possessing laser pointers at all times.

Field Trips

Field trips are a privilege and must be earned. If a student's grades or behavior do not warrant field trips, a student will not be permitted to leave the building. All discipline rules and policies govern student behavior on field trips. The level of expectation for student behavior rises when students are visiting sites away from school and representing our school to the community.

Lockers

Each student is issued a locker for the purpose of storing coats, backpacks, notebooks, books, and other personal items. Lockers are checked periodically to ensure that they are in good condition. Students must pay for any damage to their locker and may lose locker privileges for abuse of lockers. In order to maintain locker in good working order, students

SHOULD NOT:

- Slam or kick locker.
- Fill the locker with items that press against the door.
- Give the combination to any other student for any reason.
- Share the locker with anyone else, unless assigned by a teacher.
- Write in, mark upon, or otherwise deface the inside or outside of the locker.
- Hang, affix, or mount any items in the locker with glue or adhesives.

The use of a locker is a privilege. Misuse of a locker can result in a loss of that privilege. Locker breaks are kept to a minimum to ensure continuity of instruction

Emergency Use of Phones

Students may use the office telephone for **emergency** purposes. Students must have written permission from a teacher or staff member before coming to the office to use the telephone. The office staff reserves the right to refuse the use of the phone if it is not an emergency. **Forgetting homework, lunch, PE uniform, band instrument, transportation arrangements, and any other business must be planned and completed prior to coming to school and are not considered emergencies. Students will not be allowed to use the telephone for such purposes. Parents can call the school to speak to students for emergencies only.**

Dining Hall

Students go to the cafeteria with assigned classes. All lunch periods will run 30 minutes every day. While this is a break in the student day to talk to friends and relax, students should still understand and abide by the following expectations in the cafeteria:

1. Enter the cafeteria quickly and quietly. Follow staff direction to stand in line or to go directly to a seat and sit down.
2. All food is to be eaten in the cafeteria. Open beverage containers may not be taken out of the cafeteria.
3. Use proper table manners.
4. Remain in their seats during the course of the lunch period.
5. Follow the directions of the cafeteria monitors, servers, and other cafeteria assistants.
6. Obtain permission and a signed pass before leaving the cafeteria for any reason.
7. Obtain a pass from a teacher in order to leave the cafeteria for lunch detention or study hall.
8. Refrain from making or causing loud noises or disruptions.
9. Throw away trash when directed by cafeteria monitor.
10. Maintain an individual and collective responsibility to keep their table and floor area in the cafeteria clean.

Dances

Middle School dances are a privilege that all students must earn! Dances are reserved for middle school students only. The Guest Policy permits a student to invite one Williamsburg area middle-school aged guest to attend the dance as his or her guest. The written permission of the student's parent/guardian is required by 8:00 am the day of the dance and must be approved by administration. Guest slips may be picked up in the main office. Since dances are a privilege, **a student loses his or her privilege of attending the next dance if he or she earns a conduct**

referral in the time between two dances, has an unserved After School Detention, or has an overdue library book. Students who are absent on the day of a dance or any other celebration or extracurricular activity may not attend the event. The administration reserves the right to deny admittance to the dance for any student or guest. All dances begin at 5:30 pm and end **promptly** at 8:00 pm. **If students are not picked up on time, they may be denied the privilege of attending the next dance.** Please make all possible efforts to pick up your child by 8:00 pm. Parents are encouraged to chaperone dances.

CONDUCT AT SCHOOL DANCES

From: The Office of the Principal

Berkeley Middle School Students are expected to obey all school and dance rules and to conduct themselves as ladies and gentlemen at all times. The dance rules are as follows:

1. Students are not to arrive before 5:30 p.m.
2. Students are to walk – not run – during the dance.
3. The school's dress code is to be followed at the dance.
4. Students are to remain in the gym or in the gym hall during the dance.
5. No food or drink will be allowed in the gym. All trash must be placed in the proper receptacles.
6. Bathrooms are to be used for their intended purposes. Students are not to spend the evening in them.
7. Students are to treat all teacher and parent chaperones courteously and follow the instructions they are given.
8. Students are to stay in the building until they are ready to leave the dance. They may not leave and re-enter the building. **Students may not walk home after dances.**
9. If a BMS student brings an approved guest to the dance, that student is to see that the guest knows and obeys all BMS school and dance rules. The student must complete a request form (available in the office) and obtain approval by noon on the day of the dance. Normally, any guests must be Williamsburg area middle school students. Any exceptions must be approved by administration.
10. The dance ends at 8:00 p.m. Any student not picked up on time may not be allowed to attend the next dance.

Rules for Dancing:

- Students are expected to dance upright. Students are not to dance down on the floor.
- Students are not to crowd together. When standing or dancing as a group, students must leave enough space in between them to allow for a person to walk through easily and for an adult to see into the center of the circle.
- Students are not permitted to continually jump up and down while dancing.
- Students are to dance face-to-face or side-to-side. Students are not to dance front to back.
- During slow dances, there is to be visible space between dancers.

Students who are in violation of these rules will receive one warning from a chaperone, teacher, or administrator. Students who continue to misbehave will be taken to a teacher or an administrator and may be instructed to sit for a short time, asked to call a parent/guardian to pick them up, or told they are not allowed to attend the next dance. Some inappropriate behaviors may result in a referral to administration.

Student Services

Berkeley Middle School has a **Child Study Team** composed of: administrators, teachers, resource personnel, and families. This group meets each month to review current data from teachers, families, or administrators concerning students who experience academic, behavioral, or adjustment difficulties. The team explores various school and community resources to help offer solutions and assistance to our students and their families to assist them in building academic and social success.

Our **School Social Worker** serves as a liaison between school and home, addressing issues such as attendance, family life, and community resources. The Social Worker also works with the school administration and our Juvenile Court Services in Williamsburg-James City County to develop assistance plans to aide and support students who might be experiencing difficulty with school attendance.

Our **School Psychologist** works with our students and families to assist in a wide variety of support services, ranging from skill streaming and team building activities to behavioral interventions for student success. The School Psychologist also consults with our teachers in helping to develop academic and behavioral approaches for student in individual classrooms.

English as a Second Language (ESL) services are provided to our students at Berkeley who are in need of additional assistance in bridging their language and socialization challenges as new students to our school community. These services are provided weekly on a pull out basis with our ESL Specialist. Additionally, Berkeley has identified faculty and community supporters to assist with translation services and support for mother tongue within our diverse community.

Berkeley also has a **Speech/Language Pathologist, Occupational and Physical Therapist**, and **Hearing Impaired Specialist** available on a part time basis to serve all our students who demonstrate a qualified need for these services through our Student Services department at WJCC.

SCHOOL CLINIC

A full-time registered nurse staffs the Berkeley school clinic. Except for emergency cases, students must have a signed planner pass to visit the clinic. Should a student require prescribed medications during school hours, the parent must sign a medication consent form that also must be signed by the physician. These forms are available at all physicians' offices and clinics in our immediate Williamsburg area. Medications must be brought in the original container with the appropriate label. Middle school students may bring prescribed medication to school, provided that they give the medicine directly to the nurse upon arrival. All over-the-counter medications require a written order by a doctor to be administered in school. **Medication cannot be sent home with students at the end of the school year. The parent must come to the clinic to retrieve any unused medication. Any medication not picked up by the parent at the end of the school year will be destroyed. Students are not allowed to possess or administer medicine of any type while in school.**

The nurse will attend to cuts, bruises, fevers, illness or other minor medical situations or injuries during the school day. In cases of serious injury, parents will be contacted and the student may be sent to the family doctor or emergency room. The nurse also maintains all student health records and communicates with the home for student immunization records and student physical requirements. Additionally, the school nurse may be asked to participate in child study team meetings and other student conferences to inform the teachers of any and all student health concerns and related matters that might adversely affect student academic performance.

It is extremely important that families contact the nurse's office immediately in the event that any personal contact information changes, in order to maintain our proper medical information in the event of required emergency contact. If any contact information, such as home or cell telephone, home address, or email address, changes, please call to register these changes so that the school knows where it is convenient to reach you.

Students who are running a fever of more than 100 degrees are asked to remain at home until they have been fever-free for 24 hours.

BERKELEY BULLDOG ATHLETICS

Dear Athlete and Parents,

At Berkeley, we have many exciting opportunities for our students with respect to athletics. I encourage every student to try out for one of our nine outstanding interscholastic teams.

Sixth graders are not eligible to be athletes, but may serve as managers on. Managers assist coaches and players with equipment, refreshments, and keeping statistics. Seventh and eighth graders in good standing are eligible to try out for our teams. Any student wishing to try out for a team must present a completed doctor's physical dated May 1 of the previous school year or later.

At Berkeley, we believe in a four-prong approach to athletics. Those prongs are academics, behavior, participation, and competition. We believe that proper attention to each of these facets builds a complete student/athlete.

Academics are listed first, because we insist on all our athletes being good students. Any student wishing to try out for a team must present the coach with their report card for the prior nine week grading period. No student earning more than one "F" on a report card may try out for, or participate on a team. This rule applies to managers also. Any student earning more than one "F" on a report card during a season will be dismissed from a team. Students who receive two out of school suspensions during the school year will be ineligible for athletics during the next nine-week period, even if it is in the next school year, unless they fulfill requirements set by the principal.

We expect our athletes to be cooperative with faculty and serve as behavior role models for their peers. Any athlete assigned an administrative consequence due to behavior during their season will be suspended from their team for one game. A second administrative consequence in season will result in dismissal from the team. Administrative consequences earned during off season may affect an athlete's eligibility.

We encourage participation in athletics at Berkeley. We seek to involve as many students as possible. Participation, however; does not necessarily translate into playing time.

Being competitive is important at Berkeley. We want to put the best trained and most sportsmanlike teams on the field. While winning is a goal, it will only be achieved by strictly following all school, division, and league rules.

When a conflict does arise between a coach and an athlete or parent, a hierarchy must be followed to resolve the conflict. The hierarchy is as follows: player/coach, parent/coach, parent/athletic director, parent/administration. At no time should any steps be bypassed.

Additionally, no conflicts should be attempted to be resolved immediately before or after a game or practice, and NEVER during a game or practice.

As athletic director, I am here to serve the athletes, parents, and fans at Berkeley Middle School, Williamsburg-James City County, and the Bay Rivers District. Please contact me if I can clarify anything.

GO BULLDOGS!!!!
Tamara Gilliam
Athletic Director

BERKELEY ATHLETIC INFORMATION

Increased emphasis on intramurals and student activities has become characteristic of middle school education. Intramurals will be available to students in all grade levels after school. Seventh and eighth grade students are given the opportunity to participate in the after school interscholastic sports program.

Sports include: Football, Softball, Baseball, Girls' Basketball, Boys' Basketball, Field Hockey, Girls' Volleyball, and Cheerleading

Academic Requirements for Student Athletes:

1. A student may not receive a failing grade in any subject during the previous or current marking period to be eligible to play. This includes semester and end-of-year grades as well. Summer school grades supersede end-of-year "F's". This requirement does not begin for grade 7 students until the end of the first grade 7 marking period.
2. A student receiving a failing grade for an interim period will not be allowed to play in a game until he/she has brought their grade to passing. He/she will be allowed to practice with the team.
3. A student will be removed from the team if a grade lower than a "C" is earned in PE for the grading period.
4. For teams that hold tryouts and make cuts, all athletes must attend tryouts in order to be considered (exceptions may be made for medical reasons only).
5. An athlete who is academically ineligible during the tryout period for teams which hold tryouts and make cuts, is not eligible to participate in that sport for that season.
6. A student has a total of two years of eligibility. One year of athletic eligibility shall be defined as participation in a sport in a given academic year. All students entering the seventh grade are automatically eligible.
7. Athletic eligibility/ineligibility is determined on the date each nine week's report card is issued.
8. A player must attend school for at least three periods of the day in order to be eligible to participate in an interscholastic event that day.
9. Any athlete who is suspended from school (OSS) or placed in an alternative classroom setting (ISS/ACS) for any reason may not play in the next scheduled game. A student receiving a second OSS/ISS will be dismissed from the team.
10. An Athletic Department Monitor Sheet for the athletes will be given to all teachers weekly. The monitor sheet will include a checklist of academics, behavior, and attitude. Coaches should place players with negative comments on an individual monitor sheet until improvement is noted. Completion of the monitor sheets is the responsibility of the student athlete.
11. A student scheduled for late practice must attend study hall. Team members whose practice ends at 4:00 p.m. need not attend study hall.

Non-Academic Athletic Regulations:

1. On game days, team members will ride the athletic bus to and from games except for home games. Athletes must be picked up at school by their parents at the assigned time. If parents cannot be there at the assigned time, the parent needs to make arrangements for his/her child to go home with another player. A note to the coach from the parent is necessary.
2. On practice days, athletes must be picked up by the time the activity/athletic bus leaves or the athlete will be required to ride the bus.
3. Lost or damaged equipment must be replaced by the athlete.
4. An athlete ejected from a game is not eligible to play in the next game.
5. Parents are not permitted to talk to coaches during or immediately following the game. Coaches will be available to talk to parents at appropriate times.
6. All athletes must pass a physical exam performed by a certified doctor. Athletes must have a signed physical form in order to tryout or participate.
7. All athletes and managers must turn in an emergency information form and registration (parent consent) insurance form.
8. Sixth grade students may not compete in interscholastic or club sports. Sixth grade students may participate in intramural activities and serve as team managers for our athletic programs.
9. All athletes must not turn 15 years old prior to August 1 to be eligible to participate.