

***BERKLEY ACCELERATED MIDDLE SCHOOL***

**2018-2019 STUDENT/PARENT  
HANDBOOK**

**BAMS**

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**Follow us on Facebook:**

[www.Facebook.com/BerkleyAcceleratedMiddleSchool](http://www.Facebook.com/BerkleyAcceleratedMiddleSchool)

BAMS is committed to inspiring our students to Believe in Better, to encourage them to aspire to higher learning, and challenge them to achieve their maximum individual potential while providing a supportive and safe educational environment.

"Believe in BETTER!"



# Berkley Accelerated Middle School - -- Important Items to Know

## Character Counts at BAMS! We are BAmily! Be KIND.

**Remember to be Trustworthy, Respectful, Responsible, Fair, Caring, and a good Citizen.**

BAMS students are expected to:

- show courtesy and respect towards others; use acceptable language at all times, free of name calling, insults or profanity;
- ask staff for help as needed for conflict resolution;
- eat in designated areas only and keep the school clean and free of litter;
- interact with each other safely without pushing or roughness;
- and take care of school grounds, property and equipment.

BAMS students take responsibility for the task of learning. Students are expected to:

- come to school and class on time, prepared to work and study;
- listen, follow directions, participate and cooperate;
- have all necessary school supplies;
- walk in a safe and orderly manner while at school;
- and leave toys, games, gum, laser pens and other items at home that distract from learning.

### DRESS CODE

#### **BOTTOMS**

- Shorts, pants and skirts must come to **AT LEAST fingertip length and worn at the waist.** Pants and shorts must be navy, black, khaki/tan or traditional blue denim color or darker (no acid washed or light colored jeans). Jeggings are not denim material and are not acceptable jean attire. Leggings are not to be worn as pants.
- Bottoms CANNOT have colored trim, frays, stripes, embroidery, decorations, holes or holes with patches. Normal piping on back pockets only of jeans are acceptable.
- **The only gym shorts that are allowed must be ordered through the BAMS website. Absolutely no other gym shorts are allowed.**

#### **TOPS**

- School t-shirts are the best option and can be purchased on the school website. The only other option is knit polo-type shirts in solid red, navy or white colors.
- Logos on shirts cannot be more than 1 inch in size. UNDERSHIRTS CANNOT SHOW WHEN WORN WITH AN UNBUTTONED POLO SHIRT.
- Long sleeve shirts can be worn under school shirts, but must be the same color as the outer garment. The long sleeve shirt must not show with an unbuttoned polo shirt.

#### **SHOES**

- Tennis shoes are the best choice of shoes for school. Any student taking PE or Dance must wear tennis shoes to school. **No changing shoes is permitted at school.**
- Other shoes must have a heel strap.
- Flip Flops are NOT ALLOWED.

#### **JACKETS**

- Jacket must **zip all the way down the front.** (Hoodies that do not zip all the way down and have to be put on overhead are NOT allowed). Long sleeve shirts are not jackets and cannot be worn as such.
- Garment must NOT be disruptive, distracting or display offensive language/symbols, etc.
- School staff may ask students to remove unacceptable jackets.
- Any pullover garment, other than the school sweatshirt that is worn all day (sweater or sweatshirt), must be solid white, navy or red and not have any colored stripes or decorations and may not have a hood.

Clothing and jewelry with writings or designs that depict prejudice, unlawful acts, tobacco, drugs, or alcohol are prohibited.

If you do not observe the BAMS dress/uniform code, your parents will be called to bring a change of clothes to you. If they are unable to bring the appropriate garment to you by 8:30am, students must change into provided school t-shirt and gym shorts from the uniform closet. Additionally, you will receive a minor infraction for not complying with the dress code.

**PIERCINGS:** Facial piercings of any kind are **NOT** allowed at school. Students wearing facial piercings will be told to remove the piercing. The use of Band-Aids to cover the opening is not allowed as well.

**SCHOOL DANCE DRESS CODE: (ALLOWABLE ATTIRE)**

Bottoms: pants/jeans, shorts at appropriate length, no holes/rips

Tops: Shirts covering midriff, sleeveless shirts with a 2" wide strap

Dresses: appropriate fingertip length, sleeveless with a 2" strap

**DRESS-OUT DAYS:** *Some Fridays* are designated as dress out days. You may pay \$1 to dress out of uniform top. Paying \$1 will enable you to wear a **SHIRT** other than a standard school uniform shirt. No shirts with logos bigger than 1 inch are allowed.

Some dress-out days are theme based such as sports day, beach day, etc. Students dressed inappropriately must change into school uniforms from the school uniform closet and will receive a dress code infraction.

**SCHOOL PICTURE DRESS:** Students wear uniforms for traditional school pictures taken in the Fall of the school year as these are used for yearbook and official school business.

Students may dress out of uniform for **spring** pictures; however, the dress code must still be observed: belts, appropriate length, etc.

**ATTENDANCE:** School attendance is mandatory. The expectation is to attend school every day, to arrive promptly and to remain throughout the scheduled hours of 7:55a.m. to 3:00p.m. All appointments are to be scheduled outside of school hours.

Our attendance policy states:

- Letter mailed home after five (5) **UNEXCUSED** absences in a semester.
- Mandatory parent conference and probation after five (5) **UNEXCUSED** absences in a 9-week grading period.
- School truancy is a serious offense that may result in court action and will be a cause for dismissal from BAMS. Truancy is defined as a student that has an accumulative record of tardiness or has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day. Parents have five days from notification to submit documentation to change unexcused to excused absences otherwise students will be withdrawn.

**Notes for excused absences must accompany the student the day of return to school. Documentation must be turned into the main office.** The school requires a doctor's certificate after five (5) illness days in a 9-week grading period to count as excused.

**Excused absences and tardies include:**

- sickness
- funeral of family members
- court ordered appearances

\*All other absences/tardies are considered unexcused.

**BAMS DOES NOT ACCEPT LATE WORK FOR CREDIT EXCEPT IN THE CASE OF AN ABSENCE.**

It is the **responsibility of the student** to get missed work on the day they return to class. Students have one day for each day of absence to get missed assignments returned for credit.

- Students must be present a minimum of four periods the same day of a scheduled afterschool activity in order to participate.
- Students must be present a minimum of four periods the school day prior to a weekend activity in order to participate.

**TARDIES:**

Students are considered tardy if not in their 1<sup>st</sup> period classroom seat by the 8:00 am bell.

The following are procedures concerning tardies to school:

- Letter mailed home after three (3) **UNEXCUSED** tardies in a 9-week grading period.
- Parents are allowed to write two (2) notes as excused tardies to school in a 9-week grading period.
- The criteria for determining an excused tardy shall be the same as an excused absence.
- Mandatory parent conference and probation after five (5) **UNEXCUSED** tardies and can be dismissed after eight (8) **UNEXCUSED** tardies in a semester.

**CLASSROOM PROCEDURE & GENERAL CONDUCT:** BAMS has expectations of behavior that will provide for an orderly and safe school atmosphere. BAMS follows the PCSB Code of Conduct.

The PCSB Code of Conduct is read to all students and available at

<http://www.polk-fl.net/parents/formsanddocuments/default.htm>.

- Our goal is to develop students who are self-disciplined and able to make good judgments about acceptable behavior.
- Our philosophy is that no student should be allowed to disrupt the learning of another student.
- BAMS utilizes a discipline policy which is explained to students by each individual teacher at the beginning of the school year.
- Rules and expectations for behavior are posted in the classroom.
- It is important for students to recognize they are responsible for their actions to and from school, during school hours, on the bus and at all school sponsored events.

**GUM CHEWING:**

**Gum chewing is NOT ALLOWED.** Careless disposal of gum and candy in drinking fountains, on furniture and on floors presents sanitation and cleaning problems.

**BUYING OR SELLING ITEMS:**

No items are to be bought or sold without the consent and approval of the principal's office. Items will be confiscated without consideration for monetary loss.

**TELEPHONE CALLS:**

Telephones are located in the main office and in classrooms for emergency purposes only. Students may use the classroom or office phone to call parents/guardians with the permission of their teacher.

**Parents and students MUST NOT text each other during school hours. While we allow students to have cell phones and other devices for after school needs at school, they are to be turned completely off and in book bags at all times and not used at school. See the "BYOD" rules at [www.berkleymiddle.net](http://www.berkleymiddle.net).**

### **CONDUCT WHILE ON BERKLEY CHARTER ELEMENTARY SCHOOL CAMPUS:**

Walkers who exit through the elementary school are to observe all BCS rules for conduct. Failure to act appropriately on the BCS campus will result in discipline and possibly being prohibited from their campus. Only walkers who live in adjacent neighborhoods or parents work at the elementary campus are allowed to enter or leave via the elementary campus.

### **BACKPACKS:**

Students may carry a backpack and should strive to keep it clean and organized. Backpacks with wheels are only allowed for medical reasons. Backpacks must fit under desk and will not be allowed if they exceed the size requirement. Students do not have textbooks, so book bags do not need to be large. Only one book bag is allowed. Student items must all fit in their one book bag. Weekly organization of book bags will be conducted.

### **CAFETERIA/EATING AREA:**

Students may bring a lunch from home or order a school lunch each day. Lunch money is collected every morning. Students must use an envelope for their lunch money. The student's name and ID number should be printed on the envelope. Accounts must have money in them in order for a student to order a lunch. **Breakfast Prices: Paid \$1.10, Reduced \$.30 Lunch: Paid \$2.30, Reduced \$.40.** Students are to enter the cafeteria quietly and orderly. Eating is allowed only in a designated area. Students are expected to act responsibly while at lunch which includes cleaning their area before being dismissed from lunch.

### **Food & Drink Policy**

The Berkley Charter/BAMS/PPCA Nutrition program has a heartfelt concern for the well-being and health of our students and our community. We believe that good nutrition is critical for maximum student achievement and meeting our student's educational goals. The school nutrition program is an extension of the Berkley Charter Elementary program and it shares the same focus and commitment to serving the most nutritious meals to our students and providing nutrition education that will prepare students to choose a healthy lifestyle now and into the future.

In an effort to create the best options for student success, in order to support the nutrition program and in an effort to comply with USDA school dietary guidelines, BAMS has set forth the following basic food and drink guidelines:

- Parents who wish to share a meal with their children at school, may bring outside (commercially prepared) food to share with their children; however, this food cannot be brought in the cafeteria, or any other area where students eat their school-prepared food. Office or administrative staff will direct parents to the area designated for these visits where the outside food can be enjoyed by parents and students.
- Parents cannot bring outside (commercially prepared) food for any other student other than their child(ren).

### **DRINKS/CONTAINERS:**

No glass or canned drink or soda of any kind should be brought to school by a student for any reason. All containers that are carried in book bag must be clear and made of plastic. Only water, juice or Gatorade/Powerade may be brought to school to carry in book bags. If a student brings a thermos in their lunch box, it must stay in their lunch box and not be used at any time except during their lunch time.

### **SPORTS:**

Before tryouts, athletes must have a completed physical dated after June 1, for the upcoming school year and the doctor's physical form must be turned in to the office or Athletic Director along with the State mandated concussion form signed by the parent. Each athlete is responsible for their own transportation to and from practices and games. Uniform rental is \$10 and uniforms must be returned

at the end of the season.

- Students **cannot** make a team if discipline behavior probation is in effect and/or if they do not have a cumulative 2.0 GPA or higher as verified by administration.
- Students will be removed from the team if they are on discipline behavior probation as determined through administration.
- Athletes must be present at school for a minimum of four periods on game day.

### **CONSEQUENCES OF POOR CHOICES ON CAMPUS, SCHOOL BUS, OR SCHOOL-SPONSORED ACTIVITIES:**

Students who fail to meet Berkley Accelerated Middle School's positive behavior expectations will face certain consequences. If a student misbehaves, appropriate consequences may include:

- Parental Assistance
- Office Intervention
- Detention or Work Detail
- In-School Suspension
- Out-of School Suspension or bus suspension - short term/long term
- Possible Law Enforcement Involvement
- Dismissal from BAMS due to progressive discipline incidents and/or a serious breach of conduct

### **BULLYING AND HARASSMENT**

Please refer to the **Polk County School Board Code of Conduct** regarding bullying and harassment.

At BAMS, we are united to banish bullying. It is imperative to us that your child is provided a learning environment that is safe, secure and free from harassment and bullying of any kind. Our faculty has been trained to recognize the signs of bullying, how to quickly intervene to stop any unwanted behavior and report incidents.

Because bullying behaviors are learned, they can be unlearned. Efforts to make BAMS a "bully-free" school include a school-wide character education curriculum that has been incorporated into all subject areas and grade levels and reporting procedures for students on our website and in the school office. Building character will help our students become more self-assured and productive citizens. Additionally, students are offered a variety of clubs, sports and other activities in which to participate that will enable them to develop their personal skills and build confidence. These efforts and many more are used to make BAMS a great middle school experience for your child. "Accelerated learning *and safety* for all, whatever it takes" is priority for all BAMS faculty and staff members to ensure your child's success at school.

#### **Ways to Report Bullying:**

1. Submit a report on the Berkley Accelerated Middle School website:  
<http://schools.polk-fl.net/BAMS>
2. Submit a report in the bullying box located in the main office.
3. Report bullying to a teacher, guidance counselor and/or administrator.

#### **Student Grade Viewer**

All families are strongly encouraged to sign up for Student/Parent Grade Viewer. This gives students and parents opportunities to view their child's performance on assignments and assessments. In a nutshell, it gives you direct access to the teacher's grade book. Each student will receive his or her login information the first week of school.

#### **Homework**

The purpose of homework is to reinforce, preview and extend the classroom experience. With the understanding that children will work at different paces when doing homework, the following homework time frames have been developed:

6<sup>th</sup> Grade 60-70 minutes nightly 7<sup>th</sup>

Grade 70-80 minutes nightly 8<sup>th</sup>  
Grade 80-90 minutes nightly

Parent Do's:

- Provide your child a quiet place to work
- Set a regular time for doing homework each day
- Check family email, classroom websites, and student grade viewer regularly

**“Knights of Distinction Awards”**

Student “Knight of Distinction” awards ceremonies are held annually. In order to be a “Knight of Distinction” one or more of the following must be achieved; GPA of 3.75+ for the year, Perfect Attendance, County Science/History/Spelling/Poetry winners, A-Team members, All County Chorus, top two overall GPA in each subject area, and Individual County Sporting event 1<sup>st</sup> place.

<b>Technology Resource Reminders</b>	
<b>Family Email</b>	Student's firstname.lastname@berkleymiddle.net
<b>School Website</b>	<a href="http://www.berkleymiddle.net">www.berkleymiddle.net</a>
<b>Remind (Text Message)</b>	Enter phone # 81010 then text message @bamspa



## Berkley Accelerated Middle School

### *Parent Contract*

By choosing to enroll a child at Berkley Accelerated Middle School, parents provide their child with an exciting educational opportunity. Registration of a student indicates that parents or guardians have accepted the responsibility to provide the proper interest, encouragement, guidance, and home environment to foster the best possible learning situation. BAMS expects parents and students to comply with the requirements of the school. Please read the following expectations carefully.

#### As a parent I understand that:

- My child is expected to attend school every day, to arrive promptly, and to remain throughout the scheduled hours. I agree to schedule medical appointments outside school hours. Parents are to contact the school if their son/daughter is going to be absent. On the day the student returns to school, he or she must bring a note from the parent explaining the reason for the absence. Excessive tardies and/or absences will result in my child being placed on attendance probation and possible dismissal.
- It is my responsibility to notify the school in writing if my child is to be released into the custody of another adult in order to leave school grounds.
- Parents of students who are not enrolled in the after school program/ after school activities or who have not signed up for bus transportation are to ensure that their child is picked up by dismissal time. If the child is picked up more than 15 minutes after dismissal time, parents may be charged a fee of \$1.00 per minute that they are late.
- My child is to adhere to the uniform dress code and discipline policies of the school. Failure to follow such school rules may result in my child being placed on behavior probation and/or may result in dismissal from BAMS.
- As a parent I must be supportive of my child and his/her school. I understand that I am required (or an adult representative) to attend parent conferences, school meetings, and other activities sponsored by the school.
- It is my responsibility to review, sign, and return all homework and communication when requested.
- Parents and student are required to read the Student Handbook/Code of Conduct. The Handbook details the responsibilities staff members, students and parents are expected to fulfill. If parents and student do not meet these obligations, it will be recommended that the student attend another school. Major Breaches of Conduct will constitute dismissal from BAMS. If necessary, the School will pursue the withdrawal or transfer through administrative procedures, as set forth by the School's charter, and administered by School personnel.
- My child is participating in a rigorous program of study. I will monitor my child's academic progress, grade level expectations and desirable work habits. I understand my child's work must be their own. If my child does not meet the academic expectations of the school, they will be placed on academic probation to receive intensive academic interventions.

Code of Conduct student handbook can be viewed on the Polk County website: [www.polk-fl.net](http://www.polk-fl.net)

\*\*\*\*\*This is a copy of the Parent Contract on file with BAMS for your student\*\*\*\*\*



