

# Berkmar Middle School

## 2024-2025

4355 LAWRENCEVILLE HIGHWAY  
LILBURN, GA 30047

Main Office  
Fax

770-638-2300  
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**Website:** <https://www.gcpsk12.org/BerkmarMS>

Principal..... Ms. Felecia Jones  
Assistant Principals..... Ms. Ashley Bolton  
Ms. Angela Fisher  
Dr. Tamar Housen  
Ms. Carrie Keane  
Ms. Kimberly Pittman

Counselor..... Ms. Lasha Pearson-King  
Counselor..... Ms. Jennifer Feinberg  
Counselor..... Ms. Joycelyn Harris

**Mascot:** Patriots

**Colors:** Navy Blue and True Red with White accents

Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Bus Number: \_\_\_\_\_

***The vision ... Berkmar Middle School will provide students with quality, rigorous instruction that will develop critical and creative thinkers who will take ownership of their education in order to be successful lifelong learners.***

The mission of Berkmar Middle School is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

\*\*This agenda book provides general information about Berkmar Middle School. The policies and procedures outline in this agenda book are meant to provide a safe and orderly environment for learning. This is a working document that is subject to change. Parents/guardians can log in to their account on My Payments Plus ([www.mypaymentsplus.com](http://www.mypaymentsplus.com)) or visit the BMS webpage to see any updates or changes.

# Berkmar Middle School Master Schedule 2024-2025



6 <sup>th</sup> Grade		
Period	Time	Class
00	8:50-9:20	Homeroom/Patriots Are Reading Time
01	9:22-9:52	Patriot Pride
02	9:54-10:57	Academic 1
03	10:59-12:30	Academic 2/Lunch
04	12:35-1:45	Connections A/B
05	1:50-2:53	Academic 3
06	2:55-4:00	Academic 4

7 <sup>th</sup> Grade		
Period	Time	Class
00	8:50-9:20	Homeroom/Patriots Are Reading Time
01	9:22-9:52	Patriot Pride
02	9:57-11:07	Connections A/B
03	11:12-12:15	Academic 1
04	12:17-1:47	Academic 2/Lunch
05	1:50-2:53	Academic 3
06	2:55-4:00	Academic 4

8 <sup>th</sup> Grade		
Period	Time	Class
00	8:50-9:20	Homeroom/Patriots Are Reading Time
01	9:22-9:52	Patriot Pride
02	9:54-10:59	Academic 1
03	11:01-12:06	Academic 2
04	12:08-1:38	Academic 3/Lunch
05	1:40-2:45	Academic 4
06	2:50-4:00	Connections A/B

## What is Patriot Pride/ Extended Learning Time?

Extended Learning Time is a time during the school day in which students receive additional literacy and math instruction. Students participate in various activities, including independent reading, content enrichment, and remediation.

# Berkmar Middle School

## Monthly Club Schedule 2024-2025



<b>6<sup>th</sup> Grade</b>		
Period	Time	Class
00	8:50-9:20	Homeroom/Patriots Are Reading Time
01	9:20-10:10	Patriot Club Time
02	10:13-11:08	Academic 1
03	11:10-12:40	Academic 2/Lunch
04	12:45-1:55	Connections A/B
05	2:00-2:55	Academic 3
06	2:57-4:00	Academic 4

<b>7<sup>th</sup> Grade</b>		
Period	Time	Class
00	8:50-9:20	Homeroom/Patriots Are Reading Time
01	9:20-10:10	Patriot Club Time
02	10:15-11:25	Connections A/B
03	11:30-12:25	Academic 1
04	12:27-1:57	Academic 2/Lunch
05	2:00-2:55	Academic 3
06	2:57-4:00	Academic 4

<b>8<sup>th</sup> Grade</b>		
Period	Time	Class
00	8:50-9:20	Homeroom/Patriots Are Reading Time
01	9:20-10:10	Patriot Club Time
02	10:13-11:13	Academic 1
03	11:15-12:15	Academic 2
04	12:17-1:47	Academic 3/Lunch
05	1:50-2:45	Academic 4
06	2:50-4:00	Connections A/B

# FROM THE PRINCIPAL

Dear BMS Patriots,

As we begin our new school year, this is a perfect time to reflect on our individual and school progress towards reaching our goals. I encourage each of you to set and then work hard to reach them during this school year. It is important that your goals are supported by your friends and family as teamwork is an essential component of success. At Berkmar Middle, we plan for success for every student, in every classroom, on every day and we seek to maximize the profound effect teachers and schools have on student lives. We will continue working with our colleagues in our feeder elementary and high schools as we grow a strong K-12 perspective throughout our cluster. Our faculty and staff remain committed to our three key initiatives:

- Engaging bell-to-bell instruction in all classrooms
- Effective collaboration for improved student learning
- Essential safety nets for all students

We recognize that in order to be successful in school, our children need on-going support from both the home and school. We know a strong partnership with you will make a great difference in your child's education and successes. We encourage you to support your child by ensuring that they:

- Attend school every day, ready for the day's learning experience.
- Check eCLASS course pages daily.
- Uses the Agenda book to write down upcoming assignments, goals, and important school events.
- Read for 30 minutes daily to develop a love for reading and to improve literacy skills.
- Share school experiences with you so that you are aware of their school life.

We are beginning our 20<sup>th</sup> year at Berkmar Middle School, and I am proud of what we have accomplished as a school. Thanks to your support and commitment to excellence, I am confident that we will continue to reach higher levels of achievement in academics, the arts, and athletics. I encourage you to find more ways to become involved in the life of our school and help build our legacy – this is your school. Each of us must make the commitment to pursue quality at high levels – both inside and outside of the classroom. Our entire faculty and staff aim to be a model school for teaching and learning. We feel privileged to be a part of the Berkmar community.

**We are respectful, we are responsible, and we are ready! WE ARE BERKMAR!**

Best Wishes,

*Felecia Jones*

Ms. Felecia Jones  
Principal, Berkmar Middle School

## Vision:

### What we aspire to be

Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.

## Mission:

### Why we exist— our core business

The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

## Strategic Goals:

### Our plan for achieving our mission

A key to Gwinnett County Public Schools' strategic planning process is the district's focus on becoming a practicing quality organization. Our philosophy of continuous improvement provides a set of guiding concepts, principles, and practices that provide a means through which GCPS sustains its culture of performance. This focus helps to ensure that complacency does not become part of our daily work. It helps to keep the district on the path of becoming a practicing quality organization that:

Has unity of purpose

- Makes its quality practices visible and important;
- Involves stakeholders;
- Makes better use of the organization's resources through quality practices;
- Emphasizes results by developing and improving its people, processes, products, and services;
- Becomes a learning organization.

### Our Blueprint for the Future



Gwinnett County Public Schools (GCPS) has earned the reputation as a high-performing school district that provides a quality and effective education for every student. Sustaining that success requires the district to continuously review where it is today and envision what the organization must be in the future.

### What does "World-Class" mean?

In Gwinnett County Public Schools, "world-class" describes any product, service, or organization that is judged by qualitative and quantitative measures as one of the best in its class and is recognized accordingly by customers, stakeholders, professional peers, and competitors alike.

#### Characteristics of a "world-class" school:

- Rigorous academic standards and high expectations for all students
- A comprehensive, challenging, and relevant curriculum
- Effective, engaging instructional strategies
- Reliable, appropriate, and meaningful assessments
- High-performing and inspiring employees committed to professional development, training, and lifelong learning
- A safe, secure, and positive learning environment
- A culture of continuous improvement
- Accountability for results at all levels of the organization
- Productive and engaging partnerships with families and the community
- Effective use of technological resources to advance teaching and learning
- Innovative and productive approaches to management, operations, and use of resources
- Behavioral standards that promote teaching and learning
- An inclusive environment that acknowledges and values differences and encourages positive interactions between members of a diverse community
- Students who are prepared for the next grade level and graduate ready for college and careers
- Communication with internal and external audiences as a priority

## GENERAL INFORMATION

### AGENDA BOOK

Students are encouraged to use their Agendas as a place to record assignments, to aid time management, and as a reference source. Parents are encouraged to use this Agenda book to help the student with managing their homework and as a communication tool with their teacher. Students are expected to have their Agenda with them at school daily. **No student should permit another student to use their Agenda or to deface or damage their book.** The Agenda book is equivalent to a textbook; therefore, lost Agendas must be replaced by the student by purchasing a new one in the Media Center at the cost of \$5.00.

### BERKMAR MIDDLE SCHOOL WEBPAGE / MY PAYMENTS PLUS

Parents/guardians are encouraged to regularly visit the Berkmar Middle School webpage for announcements, news, and calendar items. Parents should also create an account at My Payments Plus ([www.mypaymentsplus.com](http://www.mypaymentsplus.com)) to review and sign important documentation, including:

- Release of Directory Information
- Media Release Acknowledgement
- Responsible Use of Electronic Media for Students and BYOD
- Attendance Protocol Form
- Extracurricular Activities
- Student/Parent Handbook Response Form
- AKS Brochure
- Berkmar Middle School Student Handbook
- Title One Information



Scan this QR code with your device to visit [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

### BUILDING HOURS / EARLY ARRIVALS

The school is open from 8:20 a.m. to 4:20 p.m. daily. Students should not be dropped off at school before 8:50 a.m., unless attending Wednesday Help Day or other designated activities facilitated by BMS staff members. In order to come early, students must have a pass signed in their Agenda by the sponsoring teacher stating they have permission to be in the building. If a student fails to comply, a counselor and/or administrator will contact their parent, and consequences may apply. Students may only stay after school if they are participating in an event supervised by BMS staff members. All students should be picked up prior to the end of the day at 4:20 p.m.

### CAR RIDERS / PICK-UP AND DROP-OFF

Parents who drive students to school should drop them off and pick them up at the front of the school. Students should not be dropped off or picked up in the bus lanes.

### CELL PHONES

Berkmar Middle School is a **Power Down** facility. Before or upon entry into our building, we ask that cell phones be powered off and placed in a bookbag. Students who use devices without permission are subject to disciplinary action. The school does not assume any responsibility for lost, stolen, or damaged devices. Devices, including AirPods, should NOT be visible in the hallways during arrival, dismissal, or transitions between classes. All devices should be powered off and stored in book bags when entering the building.

### CLINIC / CLINIC CARDS

When students become ill or injured during the day, they should request a pass to the clinic. Students who are sick should not call or text their parents from a personal device to be checked out. The clinic worker will contact parents as situations require. The clinic worker will supervise the administration of medications, take temperatures, and administer emergency first aid when appropriate. For the safety and well-being of students, county policy mandates that a clinic card be completed for every student. If changes occur during the year, parents should notify the Registration Office.

### PRESCRIPTION / OVER-THE-COUNTER MEDICATIONS

If a student must have any medication administered at school, the parent must complete the Administration of Medication Request Form and return it to the school. Medications must be in the original container and must be housed in the clinic. If medications must be given over a long period of time, the Administration Request Form must be updated yearly. Students may not have medications in their possession or share medications of any kind (prescription or over the counter) with others. Students who are found to be in possession of prescription or over-the-counter medication during the school day are in violation of county rules and may be subject to disciplinary action.

### DELIVERIES TO SCHOOL

Classes will not be interrupted for messages or for forgotten items, such as lunch, lunch money, books, homework, book bags, etc. These items may be held at the front desk.

### DRESS CODE

Berkmar Middle School acknowledges that good grooming and personal attire positively affect student achievement and conduct. Berkmar's dress code is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on campus. Instruction is interrupted when a student has to be seen by an administrator because of inappropriate dress. If, in the judgment of administration or staff, a student is dressed inappropriately, the student will be required to change clothing. All items, if seen, may be confiscated; a parent may pick up confiscated items in the counselor's office. Exceptions may be granted by the principal for religious or medical reasons.

## **Dress Code Continued:**

1. Headwear and hats must be kept out of sight in the building. This includes, but is not limited to, hats, hoods, bandanas, wave caps, sweatbands, sunglasses, or any other head covering. An exception is a neutral headband that is less than two inches in width. Appropriate headwear is permitted during after-school activities.
2. Inappropriate blouses/shirts should not be worn to school. This includes, but is not limited to, halter tops, strapless tops, tops with spaghetti straps, low-cut tops, see-through tops, or backless tops. Blouses or shirts which expose any portion of the waist, hips, midriff, ribs, or undergarments are not allowed. Boys are not allowed to wear sleeveless shirts. All students must wear shirts in P.E.
3. All shorts and skirts must be mid-thigh length or longer. Slits in skirts cannot be above mid-thigh. Shorts/skirts/pants must be worn so that no underwear shows. There should be no rips or holes above the knee. No leggings, spandex pants, see-through tights, or yoga pants should be worn alone or without an appropriate outer garment. Undergarments should not be visible.
4. Trench coats and blankets are not allowed at school. All other coats must be properly worn.
5. Health regulations and safety factors require that proper footwear be worn at all times.
6. No student clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sex, illegal gang affiliation or other illegal activity expressed or implied. No student clothing or accessories are allowed that are disruptive or have caused past disruption to the school environment.
7. Jewelry or accessories that may be used as weapons are not allowed to be worn at school. This includes, but is not limited to, wallet chains or bulky chains worn around the neck or waist; jewelry such as spiked rings, spiked bracelets, or two- or three- finger rings that are jointed; and oversized belt buckles. Sharp objects that could pose a danger, such as spikes or safety pins, are not allowed on clothing or book bags.
8. Students are not allowed to display clothing or symbols that been identified by the Gwinnett County Police Gang Task Force as being commonly identified with gangs. Garments, jewelry, body art and tattoos that communicate gang allegiance are not allowed to be worn at school, and no item may be worn in a manner that communicates gang affiliation. Gang-related attire includes, but is not limited to, the following: students rolling up one pant leg, long bulky chains and necklaces, gang-style belt buckles (belt buckles that have Old English script letters and symbols), large oversized pendants on necklaces and chains, bandanas, altering clothing from its original form to change the names and/or intended marking on the clothing, sweatbands and/or headbands, and draping articles of clothing, towels, or other objects out of pants pockets or over the shoulder or neck area. *This rule is subject to updates as additional apparel becomes identified as gang affiliated.*
9. Any student dress/appearance not specifically stated which the faculty or staff deems distracting will not be permitted. A student wearing clothing or accessories not described in these rules but which becomes distracting to the learning environment may receive a written warning in advance of any disciplinary action.

## **DRINKS**

Students may bring water from home to have during class. Colored drinks are not allowed in the classrooms. Juice boxes are allowed during breakfast and lunch times only and must be consumed in the cafeteria.

## **ELEVATOR ACCESS**

An elevator is available for those who are unable to use the stairs. Unauthorized use of elevators may result in disciplinary consequences.

## **LOST AND FOUND**

Students who have lost items should check the storage containers located in the gym locker rooms. Items not claimed are routinely donated to charitable organizations.

## **PHONE CALLS / TEXTING**

Parents/guardians are expected to keep a working number on file with the school at all times. If a phone number changes, the parent/guardian must contact the Registration Office to update the information. To avoid interfering with instruction, parents/guardians should not call or text their students during the school day.

## **TELEPHONE USE**

The school phones are for business purposes. Students may use the phone to call their parent, in their grade level office, only with a signed pass from the teacher. Arrangements to stay after school for activities must be made before arriving to school. Only urgent telephone messages from parents or guardians will be delivered by an office representative. Students are not called out of class to receive a phone call.

## **TRANSPORTATION CHANGES**

Students are **NOT allowed** to ride the bus home with other students except in cases of extreme emergency. If there is an emergency situation, please contact your child's grade-level administrator.

### **Residential Changes**

If you have an address change, please contact the registration office to update your information and confirm the new bus route.

## **VENDING MACHINES**

Vending machines may only be used during breakfast or during students' assigned lunch time. Students may not request a pass to visit the vending machines.

## **VISITORS**

Students are not allowed to have visitors during the school day. Parents must have a prior appointment with the teacher and permission from an administrator to observe a class. **All visitors who have official business in the school must report to the Lobby Desk to sign in and obtain a visitor badge** to go to any location in the building.

# **ATTENDANCE PROCEDURES**

Student attendance is critical to the attainment of high academic achievements and efficient use of instructional time. School attendance is the responsibility of both parents and students. **Students must exit the building by 4:20 p.m. unless at a school-sponsored activity and supervised by a teacher or coach.**

## **ABSENCES**

### **Excused**

According to the State Attendance Rule, students will be excused from school under the following circumstances:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States of the National Guard (maximum of five school days per year).

### **Students Counted Present**

Students will be counted present when participating in field trips or school-sponsored events or when serving In-School Suspension (ISS). Students who are in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the Department of Human Services will be counted present for any day, portion of a day, or days missed from school when attending court proceedings related to that student's foster care.

### **Prearranged Absences**

In the event that parents need students to miss school for personal reasons (trips, vacations, etc.), they should contact the grade-level counselor at least three days prior to the absence. Please note that family vacations are not excused absences.

### **Returning to School from an Absence**

When returning to school, students should bring documentation to their homeroom teacher. The student name and ID number should be included on all documentation as well as the parent contact phone number for verification.



### **Unexcused Absences / Late Arrivals**

Absences and late arrivals are unexcused for all other reasons, including, but not limited to:

1. Missing the bus, oversleeping, power outage
2. Vacations, trips, family visits
3. Car trouble, baby-sitting, running errands, and traffic congestion.

A student will be considered as having an unexcused absence or check-in unless a valid note is provided.

### **CHECK-OUT**

Once a student arrives on campus, they may not leave without receiving proper authorization (checking out) from the front desk. Students may only be checked out by adults listed on the student's clinic card. No check-out will be permitted after 3:30 p.m.

### **LATE TO SCHOOL / TARDY CHECK-IN**

Students who arrive after 9:20 a.m. should report immediately to the front desk to check in. A student who is not present for at least half of the school day will be counted as absent for that day.

### **TARDY POLICY**

Students are expected to be on time for school and to all classes. Failure to do so may result in the following consequences:

- 1<sup>st</sup>-3<sup>rd</sup> Tardy: Warning
- 4<sup>th</sup> Tardy: Parent Contact
- 5<sup>th</sup> Tardy: Administrative Detention
- 6<sup>th</sup> Tardy: Parent Conference
- 7<sup>th</sup> Tardy: Suspension of participation in school-related activities (ex. Field Trips, PBIS events)

## **ACADEMICS AND INSTRUCTION**

### **eCLASS/ STUDENT PORTAL**

Students can log into their Student Portal to access course grades, online textbooks, and eCLASS. The course pages include calendar items, news, and academic content or a link to their teacher's Google Classroom.

Cheating and plagiarism are acts of academic dishonesty and may result in disciplinary consequences. Teachers may contact the parent and assign a zero for the assignment.

Berkmar Middle School defines both cheating and plagiarism as any incident where a student takes credit for work that is not his or her own. Examples of cheating and plagiarism include, but are not limited to:

1. Buying or using any sort of paper or project from another person or service and turning it in as the product of your own work;
2. Turning in someone else's work as your own with or without that person's knowledge;
3. Copying statements from a source and using them without proper use of quotation marks and citations;
4. Paraphrasing information from a source without proper citations;
5. Using an electronic device to obtain or share assessment information or student work that is not a product of your own work.
6. Using an electronic device to obtain answers on an assessment.

### **GIFTED EDUCATION**

The Gwinnett County Public Schools gifted education program serves students by providing academic challenges for students who are intellectually advanced. Berkmar Middle School offers classes for gifted and academically talented students in Language Arts, Math, Science, and Social Studies. Students who have been tested and have met eligibility criteria in elementary or middle school in Gwinnett County or in another Georgia school system are eligible to take gifted classes at BMS.

## **GRADING PROCEDURES / PROGRESS REPORTS / REPORT CARDS**

Per Gwinnett County Public Schools' grading policy, all grades reflect a student's mastery of concepts covered in each assignment. If a student fails to complete an assignment, a code of IP (In Progress) will be recorded in a teacher's gradebook. Students who have several IPs may be required to attend Academic Redemption to complete the missing work.

Progress reports will be issued electronically by each teacher every two weeks. Parents/guardians need to have a valid email address on file to receive these reports. Parents can access their child's grades anytime through the Parent Portal/ParentVue.

Report cards are mailed home by the district at the end of each semester. The first semester report card will be mailed home in January when students return from the mid-year break. The second semester progress report will be mailed home in May. In addition to class grades, the report card will reflect conduct and effort grades of E(excellent), S(satisfactory), N(needs to improve), or U(unsatisfactory).

### **GRADING SCALE**

A = 90 and above

B = 80-89

C = 70-79

U = below 70

### **PARENT PORTAL/PARENTVUE**

GCPS' Parent Portal offers parents online, timely, and secure access to their student's school information. Contact the Parent Center for registration details or assistance. Parents can access:

- Grades for projects, tests, homework, and quizzes for current courses, including missing work.
- An overview of grades, attendance, discipline record, and program information.
- Results on standardized tests.
- A summary of the student's library materials and textbooks.
- The current balance in the student's account for payments can be found using your MyPaymentsPlus account.

### **HOMEWORK REQUESTS**

Students who have been or expect to be absent two or more consecutive days may request homework assignments through the counseling office or by emailing a request to teachers directly. Please allow 24 hours for teachers to respond to a request for assignments. Students are also encouraged to check their teacher's eClass pages when they are absent.

### **MAKE-UP WORK PROCEDURE**

The BMS make-up work procedure will be in line with the Gwinnett County Public Schools grading policy. Please refer to your teachers' syllabi for details.

### **MEDIA CENTER**

The Media Center provides informational services that support all phases of the instructional program by providing materials, equipment, and instruction. Students will be admitted to the Media Center during a class visit or with a pass in the Agenda signed by a teacher.

A student may check out up to two books at a time for a period of two weeks. Students may renew their materials for an additional two weeks. Reference books and magazines may be used only in the Media Center. A student may not check out additional materials if they have an overdue book. Students are expected to return all books and pay all fines prior to taking final exams. If fees remain unpaid, students may not participate in end-of-semester activities.

### **PATRIOT PROMOTION ACADEMY**

Patriot Promotion Academy (PPA) is an opportunity for students to recover credit if they have been unsuccessful in a course during the first semester. Students who receive a final course grade of 69 or below may be invited to attend the Academy. Satisfactory completion of the Patriot Promotion Academy will result in a new course grade of 70. Students are expected to attend every session.

### **PROMOTION REQUIREMENTS**

Promotion requirements will be in line with the Gwinnett County Public Schools and state promotion requirements

### **RETEST POLICY**

Teachers may offer retest opportunities for local school assessments. Retests are not permitted for any county or state assessments.

## TECHNOLOGY USE AND GUIDELINES

Berkmar Middle School provides computers for students to use for instructional purposes. Students will complete a variety of instructional activities, including district and common assessments, eCLASS assignments, Classworks, and more. Teachers will share expectations for technology, and students are expected to use all technology responsibly. Misuse of technology – for example, popping the keys off of a keyboard, opening a laptop and carrying it by its screen, or using technology to play games – may result in a disciplinary referral.

Students must also treat the laptop carts with care; cords must not be removed from the carts under any circumstances.

### Network Terms and Conditions

1. I will not share my password with anyone else. I will protect all my passwords.
2. I will not log on as any other user, nor allow another user to log on under my username.
3. I will not download any software (including any form of games or Instant Messenger) or make changes to the hardware or software configuration of any machine by downloading, saving, or installing software or executable files on computer harddrives or the network.
4. I will not gain unauthorized access to other people's files or programs or to online resources by using someone else's password.
5. I will not use the computer to harm other people.
6. I will not interfere with the computer work or files belonging to other people.
7. I will not use a computer to steal property.
8. I will not improperly use the network, including introducing software viruses and/or bypassing local school or office security policies.
9. I will not steal or damage data and/or computers or network equipment.
10. I will not access, upload, download, or distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

### Internet Terms and Conditions

1. **I will only go to Internet sites approved by my teachers through my eCLASS course pages or Google Classroom. The use of Internet resources must be in support of education and research. Use must be consistent with the educational objectives of BMS. Transmission or downloading of any material in violation of U.S. or state regulation is prohibited. This includes— but is not limited to—material that is threatening or obscene, copyrighted, or potentially harmful to the BMS community.**
2. I will not use any chat room or web log sites (blogs).
3. I will not use the GCPS network to publish ANY information for public or private viewing on the Internet.
4. I will not sign on to any email package unless explicitly allowed by my teacher for a particular assignment.
5. I will not modify any proxy settings, or other system settings, on any computer.
6. I understand that printing shall be limited to information that supports only school related assignments, and then only with the permission of my teacher.

**REMEMBER: The fact that a user can perform a particular action does not imply that they should take that action. Users are expected to act responsibly when using computers and networks on this campus.**

## TEXTBOOKS, INSTRUMENTS, AND SCHOOL PROPERTY

Students are responsible for Chromebooks, device chargers, and books that have been issued to them and must reimburse the school for lost or damaged materials. Band instruments, library books, and other school equipment and/or property should be considered as a loan for the period students use such equipment or materials.

## WEDNESDAY HELP DAY / TUTORING

Every teacher offers tutoring from 8:20 a.m. to 8:50 a.m. on Wednesday mornings. Students are encouraged to take advantage of this free program. Check with your teachers to see what other tutoring opportunities are available.

# STUDENT BEHAVIOR MANAGEMENT

**We are Respectful, We are Responsible, We are Ready!**

While at school, students are expected to behave in an appropriate manner. We follow the conduct behavior code as approved by the GCPS Board of Education. A separate Student/Parent Handbook is issued to students/parents that outline the Gwinnett County Public Schools' Conduct Code. This is available through My Payments Plus. All parents should visit [www.mypaymentsplus.com](http://www.mypaymentsplus.com) to review the handbook and electronically sign to acknowledge they have reviewed it.

## **"BULLYING LAW" (GA. CODE 20-2-145; 20-2-751.4)**

"Bullying is any willful attempt to threaten to inflict injury on another person, when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. Any student charged with a third offense of bullying in a school year will be referred to a student disciplinary panel and assigned to an alternative education program." Harassment and/or bullying are not tolerated. If a student feels that they are being harassed or bullied by another student, it should be reported immediately to a teacher, counselor, or administrator.

## **BUS DISCIPLINE**

Standards of discipline on buses must be maintained at all times in order to insure safety. All school rules remain in effect at bus stops and during bus rides. **Students are under the authority of the bus driver. Students are expected to ride the bus to which they have been assigned and to board and depart at their assigned bus stop. Bus drivers will not allow students to ride an unassigned bus or to get off at a different stop.** Students are expected to follow all bus rules and procedures required by the driver. **Failure to comply with the following bus rules will result in a bus referral.**

1. Students will follow the directions of the driver.
2. Students will safely wait for, board, and exit the bus at assigned bus stops.
3. Students will remain properly seated.
4. Students will keep hands, head, arms, and legs away from windows and confined to assigned seat.
5. Students will talk quietly. Loud voices and profanity are prohibited.
6. Students will not eat, drink, chew gum, or bring tobacco products on the bus.
7. Students will not bring toys, games, glass objects, and other potentially disruptive items on the bus.
8. Students will not have out or use cell phones while on the bus.
9. Students will not throw ANY objects on the bus or out of bus windows.

If suspended, students must arrange for transportation to and from school.

## **SCHOOL RULES**

1. Follow directions the first time given.
2. Keep your hands, feet, and objects to yourself.
3. Be on time with your materials ready to work.
4. Raise your hand and wait to be recognized before speaking.
5. Follow all county and state rules.

## **SCHOOL DISCIPLINE STEPS**

Step 1: Warning

Step 2: Silent Lunch or Time Out Given

Step 3: Teacher Detention, Parent Contact, and Inform Administration

Step 4: Administrative Referral and Parent Contact

Step 5: Discipline Referral

Step 1: Warning

Step 2: Silent Lunch or Time Out Given

Step 3: Teacher Detention, Parent Contact, and Inform Administration










Step 4: Administrative Referral and Parent Contact

Step 5: Discipline Referral

**Severe Clause: Students who threaten the safety or well-being of others will be immediately removed from the classroom by an administrator.**

## PBIS

Berkmar Middle School is a PBIS (Positive Behavioral Interventions and Supports) school. That means the adults at BMS don't just focus on giving consequences to students who violate school rules. The adults seek to recognize students who are demonstrating expected behaviors and are respectful, responsible, and ready. Students can collect and receive tickets to participate in PBIS celebrations

I Can...	Classroom	Cafeteria	Hallway	Restroom	Bus	Technology
<b>Be Respectful</b> 	 *Listen to others' opinions, thoughts & input *Keep hands, feet, & objects to myself	 *Keep the cafeteria clean *Listen to all adults	 *Keep hands & feet & objects to myself *Transition quietly	 *Honor the privacy of others *Use proper hygiene	 *Stay seated * Use quiet voices *Keep hands, feet & objects to myself	 *Use & care for equipment properly
<b>Be Responsible</b> 	*Follow directions the first time given *Be prepared and on time with all materials *Remain on task & complete all assignments	*Remain at my assigned table *Leave my area neat & clean * Socialize with my peers at the assigned table	*Walk directly to my destination *Have a signed agenda & all materials *Electronics off & out of sight	*Have a signed agenda *Leave the area neat & clean *Report concerns to an adult	*Follow all bus rules *Listen carefully for bus numbers *Immediately report to my assigned bus	*Report any issues or damage immediately *Remain focused on assigned task
<b>Be Ready</b> 	*Always put forth my best effort *Contribute ideas and ask questions *Collaborate with peers	*Stay with my class *Line up & exit quietly *Remember my lunch number	*Move quietly and promptly	*Promptly return to the classroom	*Be on time *Follow bus driver's instructions	*Use technology for instructional purposes only *Remember my login & passwords

## CONFLICT RESOLUTION

If a student is having a problem with another student and is unable to work it out, the student should talk with counselor. Students are expected to resolve problems in a peaceful manner.

## DISRUPTION OF SCHOOL/CLASS

Students will not be allowed to interfere with the teacher's ability to teach or any students' opportunity to learn.

## FIGHTING

The use of force or violence is absolutely prohibited. Causing or attempting to cause physical injury or behave in such a way as could reasonably cause bodily injury to any student/person is prohibited. Engaging in any behavior that threatens the safety or well-being of another person or has the likelihood of provoking a fight is prohibited.

## SCHOOL PROPERTY

Students are expected to help maintain the building, grounds, and instructional resources. Students causing vandalism to school equipment or property may receive consequences including, but not limited to, paying for damaged property, cleaning costs, in-school suspension, out-of-school suspension, and/or a student disciplinary panel.

## SAFETY PROCEDURES

Students participate in fire, tornado, and other drills at regular intervals throughout the school year. Procedures and exit routes are located inside each classroom. Teachers review these procedures with students regularly to ensure their safety.

## TEACHER DETENTIONS

Teacher detentions may be assigned for inappropriate behaviors and are held before school from 8:20 to 8:50 a.m. Students should arrive on time or further consequences may be assigned.

## USE OR POSSESSION OF TOBACCO PRODUCTS

No student or adult shall possess or use tobacco products or related paraphernalia on school grounds or at any school functions.

## COUNSELING DEPARTMENT

Our schools' counseling program is available to students. Conferences with the counselor can be scheduled to discuss student issues and concerns. The following counseling services are intended to guide and support the emotional and academic development of the adolescent student. The services are delivered by individual planning, group experiences or classroom presentations.

1. Establish a team relationship with staff, parents, and community referral agencies or individuals
2. Facilitate academic achievement
3. Develop self-understanding and self-acceptance
4. Aid in planning realistic educational and career plans
5. Develop and maintain positive social relationships
6. Promote healthy physical and emotional growth
7. Improve on personal and family relationships
8. Provide information on tutoring opportunities

## EXTRACURRICULAR ACTIVITIES

### Basketball and Cheer Rubies

Girls' and boys' basketball teams and Cheer Rubies are selected from 7<sup>th</sup> and 8<sup>th</sup> grade students only. Tryouts for these programs are advertised during the first semester. All participants must be in good academic and behavioral standing to be considered. Please see the announced coaches for more information.

### Cross Country

Girls' and boys' Cross Country teams are selected from 7<sup>th</sup> and 8<sup>th</sup> grade students only. Tryouts for these programs are advertised during the first semester. All participants must be in good academic and behavioral standing to be considered. Please see the announced coaches for more information.

### Volleyball

Girls' Volleyball teams are selected from 7<sup>th</sup> and 8<sup>th</sup> grade students only. Tryouts for these programs are advertised during the first semester. All participants must be in good academic and behavioral standing to be considered. Please see the announced coaches for more information.

### Soccer

Girls' and boys' Soccer teams are selected from 7<sup>th</sup> and 8<sup>th</sup> grade students only. Tryouts for these programs are advertised during the first semester. All participants must be in good academic and behavioral standing to be considered. Please see the announced coaches for more information.

### Intramurals

There are many before- and after-school activities available to students that are an extension of our physical education curriculum. Dates and times will be communicated to students prior to each intramural session and are available on the school website. Students are required to arrange their own transportation in advance. See Coach Johnson for more information.

### Fine Arts Clubs

Berkmar offers a variety of art and music clubs. See Mr. Kelley for more information.

### Junior Beta Club

This honor club promotes the ideals of academic achievement, character, service and leadership. Berkmar's Junior Beta Club is open to 7<sup>th</sup> and 8<sup>th</sup> grade students who have a 3.5 grade point average and a history of exemplary conduct and effort. See the announced club sponsor for more information.

### Readers Rally

Readers Rally is a quiz bowl style competition. As a team, students read 15 books that have been selected for the middle school competition. A team of 10 students may compete in the county competition in March. See the announced club sponsor for more information.

### Relay For Life

Relay For Life events are life-changing cancer fundraising events that help communities across the globe fight back against cancer. Relay For Life of Gwinnett has a carnival-like celebration of survival every May.

