

# ***BERRY MIDDLE SCHOOL AGENDA AND STUDENT HANDBOOK***

***4500 Jaguar Drive, Hoover, AL 35242  
Phone (205) 439-2000 Fax # (205) 439-2001***

*Dr. Chris Robbins, Principal  
Ms. Kari Tibbs, Assistant Principal  
Mrs. Dana Ricks, Assistant Principal*

*Mrs. Celia Hooks, Registrar  
Ms. Bernadette Mullins, Bookkeeper  
Mrs. Angela Nelson, Main Office Secretary / School Attendance  
Mrs. Fran Stainback, Secretary  
Mrs. Andrea Powell, Secretary*

<p><b><u>This Agenda Belongs to:</u></b></p> <p><b>NAME</b> _____</p> <p><b>ADDRESS</b> _____</p> <p><b>PHONE #</b> _____</p> <p><b>TEAM / HR TEACHER:</b> _____</p>
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## **MISSION STATEMENT**

*Our mission at Berry Middle School is to teach students concepts, skills, and thinking processes to meet the challenges of a changing society while fostering positive social and emotional growth.*

***TOGETHER LET'S FIND THE GREATNESS IN EACH OF US!***

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**EQUAL EDUCATIONAL OPPORTUNITIES**

(Board policy, 6.6) No student will be unlawfully excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status. All career and technical education opportunities are offered to all students regardless of race, color, national origin, sex, or disability. The district also provides equal access to the Boy Scouts and other designated youth groups.

Dr. Barbara Mayer, IDEA Coordinator  
Mrs. Marley Stephens, Section 504 Coordinator  
Dr. Debra Smith, Title I Coordinator  
Dr. Debra Smith, Title II Coordinator  
Dr. Barbara Mayer, Title III Coordinator  
\_\_\_\_\_, Title IX Coordinator

**EQUAL EMPLOYMENT OPPORTUNITY**

(Board policy, 5.13.1) The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, and religious preference. Subject to the limitations set forth in 4.6.2, the general complaint (grievance) policy (4.6.1) may be used to present any complaint alleging unlawful discrimination or harassment. Inquiries regarding compliance and complaint procedures can be directed to:

Mrs. Mary Veal, Equal Opportunity Employment Coordinator  
Hoover City Schools  
2810 Metropolitan Way  
Hoover, AL 35243  
(205) 439-1000

## Berry Middle School Faculty and Staff, 2016-2017

### Administration, Support, and Office Staff

<b>Principal</b>	Dr. Chris Robbins	<b>Curriculum Specialist</b>	Dianna Minor
<b>Assistant Principal</b>		<b>8th Grade Counselor</b>	Ericka Leonard
<b>Assistant Principal</b>	Mrs. Dana Ricks	<b>7th Grade Counselor</b>	John Aufdemorte
<b>Assistant Principal</b>	Ms. Kari Tibbs	<b>8th Grade Counselor</b>	Kathy Hartwiger
<b>Registrar</b>	Celia Hooks	<b>Health Room Nurse</b>	Kelly Ferrell
<b>Main Office Secretary / Attendance</b>	Angela Nelson	<b>Health Room / Sp Ed Nurse</b>	Hailey Mitchell
<b>Bookkeeper</b>	Bernadette Mullins	<b>Nurse, Special Ed</b>	Elizabeth Stocks
<b>Secretary</b>	Fran Stainback	<b>School Resource Officer</b>	Officer Chris Harper
<b>Secretary</b>	Melanie Etheredge	<b>Technology Coach</b>	Jeff Richardson
<b>Media Specialist</b>	Ginger Hewitt	<b>Technology Specialist</b>	David Williams

### Academic Teams

<b>Team 6-1</b> Scott McClellan, LA, 320 Nancy Miller, M, 323 Kathy Clarkson, SS, 322 Chris Peterson, SCI, 321	<b>Team 6-2</b> Angela Russell, LA, 314 Rick Smith, M, 315 Chris Ann Massengale, SS, 316 Jef Hodge, SCI, 313	<b>Team 6-3</b> _____, LA, 308 Allyson Ritenour, M, 305 Becky Michael, SS, 306 Kathe Howard, SCI, 307	<b>Team 6-4</b> David Coker, LA, 302 Brook Lee, M, 301 Michele Murphy, SS, 304 Anthony Marino, SCI, 303
<b>Team 7-1</b> Paula Brooks, LA, 220 Josh Whitt, M, 223 Allison Rice, SS, 222 Ellie Pasqualine, SCI, 221	<b>Team 7-2</b> Amy Baker, LA, 214 Beth Rhodes, M, 215 Neil Thomason, SS, 216 Kathryn Hardekopf, SCI, 213	<b>Team 7-3</b> Chris Carey, LA, 206 Jamie Swiderski, M, 205 Haley Ward, SS, 208 Brooke Wingard, SCI, 207	<b>Team 7-4</b> Rebecca Besch, LA, 202 Rachel Nichols, M, 201 Scott Swiderski, SS, 204 Lincoln Clark, SCI, 203
<b>Team 8-1</b> Ivey Little, LA, 120 Madison Gunter, M, 123 Jenny Coyne, SS, 122 Melanie Byrd, SCI, 121	<b>Team 8-2</b> Jessical Badio, LA, 114 David Carns, M, 113 Grant Potts, SS, 116 Terri Cox, SCI, 111	<b>Team 8-3</b> Karen Howell, LA, 106 Alisha Slay, M, 105 Maya Britt, SS, 108 Kimberly Richardson, SCI, 107	<b>Team 8-4</b> Alison Parker, LA, 102 Allison Clevenger, M, 101 Russell Strong, SS, 104 Kelly Bowling, SCI, 103

### Electives, PE, and Instructional Support Staff

<b>Elective / Exploratory</b> Brian Wilson, Band A.B. Baggett, Band Rachel Smith, Choir Angela Mangina, Computer, 225 Janet Roberts, Fam. Living, 226 Tiffany Lind, Fam. Living, 228 Daniela DeLuca, Art, 227 Dianne Rowe, Theater, 230 Megan Romero, Spanish, 212 Lindsey Haley, Spanish / Intervention, 210 Jeanne Boohaker, ELL/Fren, 211	<b>Physical Education</b> Jennifer Jolley Dan Jordan Brian Maner Shane Shelnut Rusty White Darlene Streeter Melissa Miller Paula Dill	<b>Instructional Support</b> Matt Bowden, ISS, 118 Rebecca Elliott, MT, 217 Karen Ballard, 310 Monica Balaban, 109 Linda Drennen, 209 Mindy Hicks, 309 _____, 112 Heather McClure, E102 Natalie Parker, 318 Linda Pearson, 319 Jessica Armstrong, E101 Kelli Hayn, 311	<b>Instructional Support Aides</b> Ronna Michaels, Media Aide Rhonda Buckner Jamie Mizzell Jared Datema Paula Billings Rodney Etienne, Appleton Latondra Scott, Appleton Taylor Cater, Appleton Sharon Allsbrook, Appleton Tiffany Corsey, Appleton
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### Child Nutrition Program and Custodial Staff

Mick Jeeley, Custodian Sylvester Nelson, Custodian Terry Pruitt, Custodian Kimberly Washburn, Custodian Reginald Banks, Custodian Marquise Dailey, Custodian Wayne Crow, Custodian	Lonise Johnson, CNP Mngr Suzanne Lindgren, Asst. Mngr Sara Reeves, CNP	Travonda Maxwell, CNP Eleanor Parker, CNP Marquise Dailey, CNP	Jackie Patterson, CNP Jaisa Green, CNP Gwen Taylor, CNP
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I. OUR MISSION

***Our mission at Berry Middle School is to teach students concepts, skills, and thinking processes to meet the challenges of a changing society while fostering positive social and emotional growth.***

II. OUR VISION

The vision of Berry Middle School is to be:

***Caring and Supportive  
Challenging and Engaging  
Innovative and Relevant***

III. OUR BELIEFS

1. Berry Middle School is committed to the highest expectations for both students and teachers by providing attainable goals and celebrations of success. In this process, Berry faculty and staff nurture a search for knowledge that creates students who are life-long learners.
2. The students, faculty, and parents share collaborative effort for the success of each student.
3. The learning process is strengthened when the faculty and students are organized into a variety of teams which provide comprehensive and dynamic instruction and foster social and emotional interaction.
4. Learning occurs when teachers employ varied instructional strategies for each unique learner and allow students to become actively engaged in the learning process.
5. Student learning is maximized through enrichment and reinforcement for all students through process of differentiation. By applying this teaching methodology daily, Berry faculty members work toward closing the achievement gap and ensuring the success of all students.
6. Incorporation of the most current technology into the classroom provides students with both research capabilities and real world skills.
7. Students benefit from transition programs throughout the middle school experience which focus on creating a successful change of schools, both from elementary to middle school and from middle school to high school.
8. Excellent character and citizenship are both taught and modeled. Students develop good habits, life skills, and positive attitudes, and respect for self and others as well as for the physical surroundings of the school and community.
9. Berry Middle School is a multi-cultural community that actively cultivates and strengthens community relationships through the acknowledgement and appreciation of student diversity.
10. Berry Middle School is committed to a safe and healthy environment which is achieved through extensive planning and implementing of sound health and security practices.
11. Berry Middle School routinely utilizes standardized tests scores as a means of monitoring student progress as well as closing the achievement gap.
12. Berry Middle School is committed to continued professional development in which faculty and staff are instructed in the most recent and effective educational trends and practices.
13. Berry Middle School is dedicated to keeping open lines of communication with parents, students, and other educational professionals.
14. Berry Middle School supports the foundational building blocks of the middle school philosophy and the unique development needs of middle grade students. Because of this, we believe that the middle grades should be housed together to support cross-grade collaboration or vertical teaming.

IV. IMPORTANT PHONE NUMBERS / OFFICE CONTACT INFORMATION

Main Office.....439-2000; Fax 439-2001  
 6th Grade Office.....439-2015; Fax 439-2003  
 7th Grade Office.....439-2065; Fax 439-2002  
 8th Grade Office.....439-2064; Fax 439-2001  
 School Health Room.....439-2072  
 Lunchroom.....439-2029

V. WHERE TO GO AND WHOM TO SEE FOR.....

<u>For information about....</u>	<u>Person to see....</u>	<u>Location....</u>
Registration	Mrs. Hooks	Main Office
Athletics	Coach	Coach's Office
Attendance	Angela Nelson	Main Office
Bus Routes	Mrs. Hooks, Mrs. Nelson	Main Office
Media Center	Mrs. Hewitt	Media Center
Lost and Found	Grade Level Secretary	Grade Level Office
Counseling Related Issues	Grade Level Counselor	Counselor's Office
Schedule Changes	Dr. Robbins	Main Office
Medication / Illnesses	School Nurse	Health Room
Student Activities (Clubs)	Grade Level Counselors	Grade Level Offices
Parent-Team Conferences	Homeroom Teacher	Set up by email or phone
Fees / Monies Due	Mrs. Mullins	Main Office
Lunch Accounts	Mrs. Garcia	Cafeteria
Agendas	Mrs. Mullins	Main Office
Locker Problems	Team Teachers	Team Hallway
Check-in / Check-out	Mrs. Nelson	Main Office

VI. SCHOOL CALENDAR, 2016-2017

**2016**

August 3 - 5	New teachers report
August 8 – August 10	Prof. Development/Workday for teachers (no students)
August 11	1st day of school for students
August 22	6th Grade Parent Meeting, 6:30 - 8:00
August 23	7th/8th Grade Parent Meeting, 6:30 - 8:00
September 5	Labor Day Holiday/ Schools & Offices Closed
September 12	<b><u>PROGRESS REPORTS GO HOME</u></b>
October 7	End of 1st 9 weeks
October 10	Parent Conference Day (no students)
October 14	<b><u>REPORT CARDS GO HOME</u></b>
November 11	Veterans' Day Holiday (Schools and Offices Closed)
November 14	<b><u>PROGRESS REPORTS GO HOME</u></b>
November 21 - 25	Thanksgiving Holidays
December 12 - 16	<b><u>Semester Exams (8th grade only)</u></b>
December 16	End of 2nd 9 weeks and 1 <sup>st</sup> semester
December 19 - January 2	Winter Break

2017

January 2	Students return to school; 1st day of 2nd Semester
January 6	<u>REPORT CARDS GO HOME</u>
January 16	M.L. King Jr. Day holiday (schools & offices closed)
January 19	Fall Semester Awards Assemblies
February 8	<u>PROGRESS REPORTS GO HOME</u>
February 20	President's Day (No students – District Pd Day)
March 10	End of 3rd 9 weeks
March 17	<u>REPORT CARDS GO HOME</u>
March 27 – March 31	Spring break
April 25	<u>PROGRESS REPORTS GO HOME</u>
May 16	Spring Semester Awards Assemblies
May 22-26	<u>End of Year Exams (8th grade only)</u>
May 26	Last day of second semester for students
	End of 4th 9 weeks (48 days); End of 2nd Semester (94 days)
May 29	Memorial Day Holiday (schools & offices closed)
May 30	Teacher Workday
June 1	<u>REPORT CARDS MAILED</u>

VII. PARENT-TEACHER ORGANIZATION OFFICERS

President	Ruth Cole	ruth.cole@me.com
President-elect	Amy Reed	amyreed73@gmail.com
1 <sup>st</sup> Vice President (Fund Raising)	Cindy Morris	brentncindy@yahoo.com
2 <sup>nd</sup> Vice President (Volunteers)	Lesley Hughes	lesleyhughes@charter.net
	Karen Weeks	kbweeks1@charter.net
3 <sup>rd</sup> Vice President (Programs)	Kim Gagliano	sggkhg@bellsouth.net
Corresponding Secretary	Mandi Jowers	mjowers@charter.net
Recording Secretary	Amy Howard	amyhoward1@att.net
Treasurer	Susan Fickling	tsfickling@charter.net
Parliamentarian	Maxine Retzer	mretzer@hotmail.com
Teacher Representative	Janet Roberts	jroberts@hoover.k12.al.us

VIII. REGULAR BELL SCHEDULE

8:05 a.m.	First Bell Rings (students are late at 8:15)
8:15 – 9:04	1st Period
9:08 – 9:57	2nd Period
10:01 – 10:50	3rd Period
10:54 – 11:43	4th Period (6th grade Lunch / Connections)
11:47 – 12:36	5th Period (8th grade Lunch / Connections)
12:40 – 1:29	6th Period (7th grade Lunch / Connections)
1:33 – 2:22	7th Period
2:26 – 3:15	8th Period

IX. REGISTRATION INFORMATION

State law requires that a copy of the following documents and/or information be filed in the records of a student enrolled in public school in Alabama:

- (1) Copy of the student's Social Security card
- (2) Blue Alabama Immunization Form

- (3) Copy of a deed or lease to verify residence
- (4) Copy of the child's birth certificate

Students are not permitted to attend Berry Middle School until these documents are received.

If the above information is unavailable, the district's attendance secretary or the district's homeless liaison will be contacted to assist with registration.

Immunization: Alabama state law mandates that student immunization forms are current (not expired) and that any student whose form is due to expire will be withdrawn from school as of the date of expiration. School personnel will notify parents of pending immunization expiration.

## SECTION 2 – ATTENDANCE INFORMATION

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### I. ABSENCES FROM SCHOOL

All Hoover policies and procedures are in alignment with Alabama State Law. The right to attend school and arrive on time is the responsibility of both the student and the parent in the case of children under 17 years of age. Nothing hinders student success more than absences, tardies, and checkouts. The Hoover Board of Education mandates that nine (9) excused absences per semester is the maximum number of absences a student may accumulate. The Board recognizes that at times extenuating circumstances may exist that lead to the student missing more than 9 days per semester. Each case will be evaluated on an individual basis with illness being the primary mitigating circumstance which requires physician's verification. If you need further explanation of the policies, please contact Berry's registrar or principal.

### II. EXCUSED ABSENCES

Absences are excused for the following reasons:

1. illness
2. death in the immediate family
4. legal quarantine
5. emergency conditions as determined by the Superintendent or principal
6. permission of principal and consent of parent

When a student returns, the student and parent must provide in writing within three (3) days of return to school an excuse which includes the following:

1. a written or emailed statement to the attendance office from the parent or doctor stating the reason for the absence
2. the date of the absence(s)
3. the parent's signature

After 8 (eight) excused absences in one semester, an early warning school letter will be sent to the parent / guardian. Upon acquiring 9 (nine) excused absences in one semester, parent / guardian is required to attend an early warning conference at the school with a principal. Upon acquiring 10 (ten) or more excused absences in one semester, a district attendance conference is required and the procedure is turned over to district student services attendance staff.

Pre-Arranged Absence - It is important that students be in school every day. We hope you will plan family trips during school vacations. When a student must be absent because of family obligations, the

student must receive approval from an administrator and his/her teachers for the days to be excused absences a minimum of three days before the absence. Students should not expect to receive assignments prior to the absence. The student may be expected to attend Jag Reach Saturday to complete missed assignments. **The completion of a pre-arranged absence form does not mean that the absences will be considered excused. If a student has already had a pre-arranged absence granted during the current year, subsequent requests for pre-arranged absences to be excused may not be honored.**

### III. UNEXCUSED ABSENCES

Absences are unexcused for the following:

1. The student and parent fail to provide the above EXCUSED ABSENCE written statement with required information to the school officials within 3 days (including the return date) of the student's return to school
2. The student has received suspension or expulsion
3. Inclement weather

After 2 (two) unexcused absences in one year, an early warning school letter will be sent to the parent / guardian. Upon acquiring 3 (three) unexcused absences in one year, parent / guardian is required to attend an early warning conference at the school with a principal. Upon acquiring 5 (five) or more unexcused absences in one year, a district attendance conference is required and the procedure is turned over to district student services attendance staff.

### IV. CHECK-INS

Students must be in class at 8:15 or be counted tardy. Students arriving after 8:15 a.m. must sign in through the attendance office. Excused check-ins will be allowed in cases of personal illness or verifiable medical appointments. The following procedures will be followed when a student checks in late:

1. Students must sign in through the attendance office and provide a written or emailed note to the attendance office within 3 days;
2. Parents may be contacted;
3. Students must obtain a tardy pass from the attendance office to be admitted to class;
4. Students are responsible for making up any class work they miss when checking in late.

A parent/guardian must sign a child in when he/she arrives late and must sign him/her out when there is an early check out. Parents are encouraged to make medical and dental appointments for students either after school hours or on those days when school is not in session.

### V. CHECK-OUTS

While checkouts from school are discouraged by the Board, necessary checkouts must be processed by the parent through the school's office. The Board encourages that appointments not of a critical nature be scheduled for times and days when school is not in session. Checkouts are considered excused for the same reasons as excused absences, as long as a parent note is provided to the office. An unexcused checkout will be considered a tardy.

Students are expected to be in class at all times. Excused checkouts will be allowed in cases of personal illness or verifiable medical appointments. Other check-outs will be permitted for family emergencies with an administrator's approval. The following procedures will be followed when a student must leave campus prior to the end of the school day.

The grade level secretary or nurse will place a call to the parent if a student becomes ill during the school



day and will make arrangements for the parent to check the student out early. Only parents, guardian or parent designee (as listed on the student's record) may check out students. **Photo ID is required for all adults checking out a student. Due to student safety concerns, notes or emails requesting exceptions to this procedure will NOT be accepted.** Checkouts will be through the attendance office on the main floor. Students leaving campus early must wait in the attendance office until the parent arrives.

## SECTION 3 – SCHOOL POLICIES AND PROCEDURES

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### I. BERRY P.R.I.D.E. EXPECTATIONS

Berry "PRIDE" is a commonly heard word in the Berry language and vocabulary, as it has been since Berry's inception. Consistent with our belief statements, Berry Middle School faculty and staff recently adopted a common set of expectations for all students, called "P.R.I.D.E.". Simply put, showing your "Berry PRIDE" means to give your very best.

Each letter in PRIDE represents an expectation for all students in all grades, as indicated below:

- *"Prepared for school"*
- *"Respect for all"*
- *"In the right place at the right time"*
- *"Display school etiquette"*
- *"Excellence"*

Interdisciplinary teams and teachers routinely integrate these five expectations into their team meetings, parent letters, team reward systems, discipline plans, and classroom expectations. Also, the school administrators and counselors regularly remind students of these expectations during school-wide announcements, assemblies, and meetings. Establishing a common set of school-wide expectations by faculty and staff for all students represents a common desire to see all students successful, and for the learning environment to be positive, nurturing, supportive, and consistent. Throughout all classrooms and all teams at all grade levels, the common expectation for all students can be described as "P.R.I.D.E." - student are encouraged to show their PRIDE each and every day!

### II. EXPECTATIONS FOR RESPECT OF OTHERS

The faculty, staff, and students of Berry Middle School compose a community of learners, a school family. Therefore, Berry Middle School holds high standards and expectations regarding how students interact with and treat other students in this school. We treat others as we would hope to be treated ourselves.

Berry is a "NO PUTDOWN ZONE," meaning that put-downs, bullying, harassment, name-calling, or any other form of disrespect will not be tolerated. Berry Middle School faculty and staff will move decidedly and quickly to address all forms of putdowns, and will follow the Hoover City Schools Code of Conduct in making disciplinary decisions regarding infractions in this area.

### III. DISCIPLINE PROCEDURES

We believe the best form of discipline for all people is self-discipline. We expect students to work hard to obtain the best education possible. However, we have learned that some students require assistance in

making appropriate decisions concerning their conduct. The teachers and administrators will insure that all students are treated fairly and in a manner that recognizes the dignity of each student.

Each classroom teacher will deal with classroom discipline by taking in-class disciplinary action. For example, the teacher may make a phone call to the parent and may request a parent conference. If the misbehavior continues or the disruption is sufficiently severe, the student will be referred to the office for disciplinary action. Berry Middle School will adhere to the discipline plan for the Hoover City Middle Schools that is outlined in the Hoover City Schools Code of Student Conduct.

#### Interviews of Students by Law Enforcement Officials

It shall be the policy of the board to fully cooperate with law enforcement agencies in the interest of the welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. A student in school may be interviewed by a law enforcement authority under the following guidelines:

1. Only with the knowledge of an appropriate school official and in a private location.
2. If the interview involves a school-related issue, the principal or principal's designee may allow the interview to proceed without first notifying the parent or legal guardian. Such a decision is to be based on the general health, safety, and welfare of the school's student population.
3. If the interview is in regard to a non school-related issue, the principal or principal's designee is to first determine from the law enforcement authority the necessity of said interview to take place at school.
4. If it is determined that there is indeed a compelling reason for such an interview, the school official is to attempt to contact the parent/legal guardian to see if they wish to be present for the interview.
5. If the parent cannot be reached or cannot come to the interview in a reasonable length of time, the school official may allow the interview to proceed if the student agrees to be interviewed. In the latter case the school official will sit in the interview with the student and law enforcement authority.
6. If, in the judgment of the law enforcement authority and school official, a delay in the interview represents a grave and imminent threat to the life, safety, and welfare of an individual(s) or property, the interview may be allowed prior to parent/legal guardian contact.
7. In cases that fit above b. and f., parent will be notified of the interview as soon as practicable after the interview.
8. A parent or legal guardian will not be contacted and will not be present if the interview is conducted in connection with suspected child abuse or child neglect involving the parent or legal guardian. A school official may be present in such interviews if requested by the student or the law enforcement or DHR official.
9. A student may not be released into the custody of persons other than parent or legal guardian, unless placed under arrest or officially taken into custody by legal authority.
10. If a student is removed from the school by legal authority, parents shall be notified of this action by school officials as soon as possible unless directed not to notify parents by the legal authority.

#### Special Role of School Resource Officer

The School Resource Officer assigned to Hoover City Schools assist school officials with school safety and discipline. These officers often talk with students in matters concerning student behavior, counseling, or other appropriate matters. The day-to-day conversations and interactions between students and the School Resource Officer are not to be construed as "interviews" under this policy.

#### IV. DRESS CODE

The Hoover City Board of Education recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their

children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste with regard to their personal appearance. Attire considered disruptive or that seriously distracts from the learning environment or that could present a health or safety problem is not appropriate. With this in mind, the following rules concerning dress and grooming are mandatory for all students attending Hoover City Schools. Students who fail to follow these rules will be subject to disciplinary action.

1. Any clothing, appearance, or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress and/or grooming style of any student must not interfere with the educational process of any Hoover City School.
2. Students are to wear clothing in the manner it was designed to be worn, i.e., clothing worn backward or inside-out, suspenders undone, are not allowed. Specifically, pants, worn too low (low riders), too long, or excessively large or tight are not permitted. Leggings or jeggings are not considered pants.
3. Students are not to wear clothing that reveals the body in an inappropriate manner. (Examples: clothing which is too tight, too short, bare at the midriff, bare at the sides, sun dresses, "spaghetti strap" type tops, and off the-shoulder tops, low-cut front or back tops, sheer or see-through clothing, etc.). Undergarments should be worn in an appropriate manner and should not be visible.
4. Jeans with holes above the knee are not appropriate.
5. Students may wear shorts to school under the following stipulations: Shorts must be hemmed. Old worn/torn, or other type cut-offs, athletic (gym), Nike or other nylon type, spandex, sweat type, tennis, or swim suit type shorts are not allowed.
6. Length of shorts, dresses, skirts, etc., is required to be at least mid-thigh in front and back or at fingertip length. Length must be appropriate whether the student is standing or sitting. Long t-shirts with leggings are not allowed.
7. Students are not to wear jewelry, ornaments, or accessories which distract from the learning environment; excessively noisy jewelry and/or belts. Facial and/or tongue jewelry is not allowed for males and females. No decorative dental appliances (whether permanent or temporary) or decorative contact lenses will be allowed.
8. T-shirts or any other type clothing or personal item bearing a reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, drawing, pictures, etc., which in any way can be interpreted as being "off-color," suggestive, obscene, or offensive, or relating to, death, the occult, Satanism, etc. are not permitted.
9. Clothing and/or accessories which are disruptive or distracting to the learning environment or which identifies a student as being a member of a gang or any subversive or unlawful organization will be not be allowed.
10. Tops, blouses, shirts, and coordinated outfits may be worn "untucked" if bottom of shirt does not go below bottom opening of side pants pocket.
11. During the school day, students are not to wear or carry caps, hats, bandannas, sunglasses, or other headwear.
12. Outerwear (coats, gloves, etc.) are not to be worn in the building during normal school time (unless temperature or individual medical problems dictate this to be appropriate).
13. All students are required to wear their hair in such a manner that it is not considered unkempt, unclean, or impairing vision. Hair design or style which causes disruption to the learning process is unacceptable.
14. Extreme facial make-up which causes a disruption to the learning process, is not acceptable.
15. Students are not to wear heavy metal chains, metal spiked apparel, or accessories, etc.
16. Students are required to wear appropriate shoes to school at all times. Boots with chains, steel toes, or other metal reinforcement or decorations are not allowed.
17. Gym style sweat pants are not to be worn except in physical education. (Sweatshirts are allowed.) Nylon warm-up suits that are loose fitting are acceptable.

18. Clothing & accessories designed for concealment is prohibited. Such items may include but not limited to, knives imbedded in belt buckles, flasks hidden in shoes.

NOTE:

- (1) The privileges offered under the school Dress Code may be withdrawn from any student who fails to meet the Code of Conduct in general.
- (2) Students who violate the rules and/or intent of the Dress Code will be subject to consequences as well as having privileges allowed under the Dress Code withdrawn.
- (3) If any aspect of the Dress Code becomes a consistent problem, appropriate adjustments will be made by the administration to address the situation. For instance, if students consistently fail to meet the guidelines under which they are allowed to wear shorts to school, then that privilege can be revoked for all students.

V. MORNING AND AFTERNOON SUPERVISION

Students are assigned to a supervised area from the time they arrive in the morning until the 8:05 bell rings.

Grade 6 – Gymnasium – Right Side  
Grade 7 - Gymnasium – Left Side  
Grade 8 – Practice Gymnasium

Any student who wishes to eat breakfast may go to the cafeteria until dismissed. Supervision is not provided prior to 7:45 a.m. or after 3:45 p.m., unless the student is with a designated staff person for a specific activity.

VI. SCHOOLMESSENGER

Hoover City Schools is using the School Messenger Notification System to provide communication to parents and staff members on matters such as attendance, general interest activities and campus/district emergencies. Parents will receive further instructions after school starts.

VII. DROP OFF AND PICK UP OF STUDENTS

Bus drop off/pick-up: Buses will drop off and pick up students in the front of the school. Please do not cross in front of or behind buses whether they are parked or moving. Cars are not to pass a stopped school bus when it is dropping off or picking up students whether it is on the roadway or on school property. It's the law!

Car pool drop-off/pick-up: Cars will enter and move along the curb in the east parking lot. Students will unload/load along the curb. It is highly recommended that cars load and unload several at a time to increase traffic flow.

VIII. CARPOOL PROCEDURES

Please help us maintain the safety of our students by following our established carpool procedures.

Parents should only pick-up students in the designated carpool lanes and areas on the east side of the school building. Students are not allowed to walk off-campus on their own to meet a ride waiting for them – **this is a serious safety concern**. Parents may continue to park off-campus and walk on campus to meet their child at the corner of the school building. **However, they MAY NOT park in the bus parking lot across the street from the school or pick-up students in the west side parking lot.**

IX. DISRUPTIONS DURING THE SCHOOL DAY

One of the goals of Berry Middle School is to encourage the maximum use of time in educational pursuits. For this reason, classroom instruction may not be interrupted by having a student called out of class to receive a telephone call, parents dropping by to talk to a teacher, or the delivery of gifts/flowers. In an emergency (illness, death in the family, etc.) exceptions will be made with approval from an administrator. Please make arrangements with your students before school so that messages concerning after school activities and transportation do not interrupt the school day.

#### X. VISITORS

For increased safety for our school, all visitors, including parents, will be asked to present a valid driver's license to be scanned by the "Raptor" system, which will generate a visitor tag. Students from other schools will not be allowed to visit during the instructional day. Unless prearranged, parents should not expect to be able to visit or confer with teachers or children during the instructional day (8:15 a.m.-3:15 p.m.).

#### XI. TEXTBOOKS / CHROMEBOOKS

State-owned textbooks will be issued to students, as well as district-owned Chromebooks. Students are expected to keep protective covers on all textbooks. Parents are required to pay for any lost or damaged textbooks or Chromebooks. Students who damage or remove a bar code from a book will be required to pay for the book. For specific guidelines regarding Chromebook usage and responsibilities, please see the "Chromebook Handbook," located on the school website or in hard copy form in the main office.

#### XII. VEHICLES / SKATEBOARDS

Students at Berry Middle School are not permitted to drive any motorized vehicles to school. Skateboards, roller skates, and in-line skates are not permitted on campus before, during, or after school hours.

#### XIII. EMERGENCY DRILLS

Every precaution is taken to insure student safety. Periodic fire, tornado, and lockdown drills are executed to make certain students learn the proper way to respond to all guidelines and procedures.

#### XIV. ACTIVE PARTICIPATION POLICY

A student must be in school for the latter half of the day (by 11:30 a.m.) to participate in an athletic event or practice, interscholastic activity, or extra-curricular activity. Students who are absent (excused or unexcused) for an entire day will not be allowed to participate in after-school activities for that day. Exceptions to this rule may be made by an administrator on a case-by-case basis. In addition, a student must have at least a "C" average in each subject to participate in any extra-curricular activities. Exceptions to this rule may be made by an administrator on a case by case basis.

#### XV. SCHOOL STORE

Berry's school store is located in the hallway near the cafeteria and is open before school. Students will be able to purchase basic supplies such as pens, pencils, notebooks and other school supplies. The money raised will help support school programs.

#### XVI. CELL PHONES AND ELECTRONIC DEVICES

Students may keep cellular phones, pagers, or other electronic communication devices at school. All

communication devices **must be kept in lockers and turned off during school hours**. Utilization of a communication device during the school day or on the school bus is a violation of the code of conduct. Communication devices will be confiscated if seen or heard during school hours. If the phone is confiscated, parents (only) may pick them up.

## XVII. LOCKERS

Each student is assigned a locker to be used for the storage of books and equipment. Lockers may NOT be shared with other students. It is the responsibility of each student to see that his/her locker is kept locked and in order at all times. There is to be no writing on lockers, no attaching of adhesive stickers to lockers, or otherwise defacing the lockers in any manner.

Students are not to decorate lockers for any reason without permission from an administrator. There is to be NO jamming of lockers at any time for any reason. Locker jams will destroy the lock/spring mechanism which results in extensive repair work. Students may be charged an additional fee to cover the cost of repairing or repainting any damaged lockers. Lockers will be examined periodically to assure compliance.

## XVIII. CARE OF BUILDING AND GROUNDS

Every student should take interest and pride in the care of our building and grounds. Students should be careful that no marks are made on furniture, equipment, or any part of the building. Paper should be disposed of in proper containers. Students are responsible for helping keep the campus clean and orderly.

## XIX. LOST AND FOUND

Lost and found boxes are located on the first floor outside the cafeteria; in the P.E. locker rooms; and on the 3rd floor outside the 6th grade office. Students are encouraged to check these areas when an item has been misplaced. All unclaimed articles are donated to a charitable organization at the end of 1st semester and at the end of the school year.

## XX. LUNCHROOM PROCEDURES

The cost of a student breakfast is \$1.50 and a student lunch is \$2.35. All students are issued a private account number at the beginning of the school year. Students are encouraged to make regular deposits of money to their lunch account. When the student passes through the lunch line, he/she will key in the private number and the cost of the lunch will be subtracted from the remaining funds in the student's account.

The school cafeteria is maintained as a vital part of the health program at Berry Middle School. Students are asked to go quietly and quickly to the cafeteria at the assigned time. The following rules relate to the orderly operation of the cafeteria:

1. Enter the cafeteria only during the assigned period.
2. Stay in the cafeteria during the entire assigned time.
3. Return all trays and utensils to the dishwashing area.
4. Leave the table and the floor around the table clean.
5. Deposit all litter in wastebaskets.
6. Take no food or drink from the cafeteria.
7. Maintain a moderate conversation level.
8. Adhere to the code of conduct established for the school.
9. Remain seated.

A student may be prohibited from eating in the lunchroom if inappropriate behavior is a continuing problem. To assist in keeping our cafeteria clean, each student will be expected to assist in wiping tables and picking up the area where his/her class was seated. All students working together will help us keep the lunchroom clean for the next group of students who come in to eat. Lunch charges are not allowed at BMS. If a student forgets lunch money, the student will receive a carton of milk and some sort of sandwich or crackers for lunch that day.

#### XXI. FOOD / GUM AT SCHOOL

Unless it is an approved curriculum activity, students are not allowed to eat food or consume beverages in any area of the school other than the lunchroom. Candy and gum are not allowed at school at any time.

#### XXII. ENERGY DRINKS / ENERGY SUPPLEMENTS

Students may not possess or consume energy drinks, energy supplements, or any other category of fitness supplements at school. Doing so constitutes a violation of school policy and discipline procedures will be applied accordingly.

#### XXIII. RETURNED CHECK PROCEDURES

1. Individuals with insufficient fund checks will be charged \$30.00. This fee will be electronically charged through our check processing company.
2. Lunchroom managers will maintain a list of students who have had returned checks for insufficient funds in the current school year. Students will be required to pay cash for all meals and ala carte food items after two checks have been returned for insufficient funds.

#### XXIV. TOBACCO / ALCOHOL

The entire building and surrounding campus, including athletic facilities, are a SMOKE FREE ZONE. In addition, alcoholic beverages are not to be consumed on school grounds. Please observe this policy during and after school hours, including before, during and after athletic events.

### SECTION 4 – INSTRUCTIONAL INFORMATION

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#### I. COMMUNICATION

Effective communication with parents is essential. The following are procedures used at BMS to help parents maintain an active role in monitoring progress of their children.

1. SOCIAL MEDIA: In order to maximize the communication benefits to our entire school community, BMS is active in the Facebook and Twitter social media world. For immediate information and the latest BMS news, follow Berry on Twitter (@BerryMiddle) and check us out on Facebook (Berry Middle School).
2. EMAIL: Teams will send team e-mails and the school's weekly newsletter.
3. WEBPAGES: School and team web-pages may be accessed at [www.berrymiddle.al.hcm.schoolinsites.com](http://www.berrymiddle.al.hcm.schoolinsites.com)
4. VOICEMAIL: Each student will receive staff mailbox numbers at the beginning of the school year.
5. SCHOOL NEWSLETTER: The newsletter is published each Thursday. Teams will send this home electronically or, if requested, as a hard copy.

6. AGENDAS: Each child is responsible for maintaining a record of homework assignments, test dates, due dates for projects, etc., in their agenda. Parents should periodically review these assignment notebooks to become familiar with their child's homework expectations as well as to help monitor the successful completion of each assignment. Students are expected to complete all homework assignments and to be prepared for class.
7. PROGRESS REPORTS are sent home at the mid-point of each nine-week grading period and report cards are issued at the end of each nine-week period. Parents may request conferences through the student's team or counselor.
8. INOW HomePortal: Parents have access to grade and attendance information through INOW HomePortal. Access information for the 2013-2014 school year will be provided.
9. SCHOOLMESSENGER: Hoover City Schools is using the SchoolMessenger Notification System to provide communication to parents and staff members on matters such as attendance, general interest activities and campus/district emergencies. Parents will receive further instructions after school starts.
10. SCHOOL NEWSCAST: The Broadcasting class presents a newscast each day. This informs students about school activities and events.

## II. GRADING PROCEDURES

The grading system at Berry Middle School will reflect the student's actual performance in learning the material presented. Report cards will be issued at the conclusion of each nine-week grading period. The following grading system will be used:

100 - 90:	A
89 - 80:	B
79 - 70:	C
69 - 60:	D
Below 60:	F

Each teacher will communicate to students the procedure used for computing a student's grade for a unit of instruction (% of the grade assigned to homework, tests, participation, etc.)

## III. MEDIA CENTER

The library media center serves as an integral component of Berry Middle School's total educational environment. All students are encouraged to utilize this valuable resource on a regular basis.

The library media center is open from 7:30 a.m. to 4:00 p.m. Students may make arrangements with the library media specialist ahead of time if they need to use the center before 7:30 or after 4:00. Books may be checked out for a two-week period and may be renewed for an additional two weeks. Reference materials and periodicals may be checked out after school on an overnight basis. Students are charged \$.05 a day for overdue books and \$.25 a day for overdue reference materials and periodicals. Students owing fines or having overdue materials may not check out additional items until their accounts are cleared. At the end of each 9-week grading period, a list of students having overdue materials or fines will be given to the appropriate administrator.

Students may visit the library media center:

1. individually or in small groups with a pass from their teacher
2. on a regularly scheduled basis through one of their academic classes
3. with a class to conduct research on an as-needed basis
4. before school if they have a pass from a teacher

## IV. PROGRESS REPORTS / REPORT CARDS



Progress reports are sent home to parents at the mid-point of each 9-week period. Parents must sign the progress report and have the student return it to the homeroom teacher. Progress reports will be sent home on the following dates:

September 12  
November 14  
February 8  
April 25

Report cards are issued at the end of each 9-week period. Report cards will be sent home on the following dates:

October 14  
January 6  
March 17  
June 1

Parents are to sign the report card and have the student return it to the homeroom teacher.

#### V. SEMESTER EXAMS

Cumulative exams are administered to 8th grade students at mid-year and at the end of the year. Sixth and seventh grade students will take district math assessments during the first and second semester exam periods.

December 12, 13, 14, 15 - First Semester Exams  
May 22, 23, 24, 25 - Final Semester Exams

Exams are not administered prior to the designated exam schedule.

#### VI. PARENT CONFERENCES

Parent conference times are scheduled in the school calendar. Parent conferences may also be scheduled when a teacher or parent has concerns or questions about their child's progress or adjustment in school. Parents are asked to please make sure that conferences with teachers are prearranged. Teacher work hours are 8:00 a.m.-3:30 p.m. Conferences will be scheduled during these hours.

#### VII. HOMEWORK

Homework is a vital component in the academic program of learning.

1. All students should set aside a minimum of one hour per night to do homework, study, complete projects, read, etc. The actual amount of time needed for completing homework will vary based on the child's ability to be self-pacing in the completion of homework.
2. Students are expected to complete each assignment thoroughly and on time.
3. Students who fail to follow this homework policy will be subject to the school's discipline process.

#### VIII. PROMOTION AND RETENTION

The following standards will be used to determine promotion or retention for students in grades six, seven, and eight.

To be promoted, a middle school student (grade 6, 7, 8) must maintain a yearly average of 60% or above

for each course, including science, social studies, language arts, literacy strategies, mathematics, physical education, and elective. A student who fails one or more courses in a nine week period is eligible to attend the Standards Recovery Program (SRP). During SRP, students will have the opportunity to show mastery of grade level standards, and the nine weeks grade will be “recovered” to a “60” average for that nine weeks in that course.

Any student not meeting the promotion standard will be retained at the same grade level unless the yearly average is raised through successful participation in a grade recovery program.

### Algebra 1 and First-Year Foreign Language

Eighth grade students who complete high school level courses in Algebra 1 and/or the first year of foreign language will have the credit for the subjects taken in 8th grade posted to their high school transcript. Credit for these courses will count toward high school graduation requirements, and it will be included in cumulative grade point average calculations.

Parents and students may submit a request in writing to their high school counselor to have the 8th grade credits removed from the high school transcript at any time, but if the credits are removed, they cannot be used to meet diploma requirements.

These changes are being made in association with other transcript procedure modifications that are being implemented to comply with state regulations that govern this area. These regulations require all earned course credit that is used to meet high school graduation requirements to be posted on the students’ cumulative transcripts with an assigned letter grade.

## SECTION 5 – HEALTH ROOM INFORMATION

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### I. HEALTH ROOM CONTACT INFORMATION

School Nurse: Kelly Ferrell, RN and Hailey Mitchell, LPN  
Health Room Number: 439-2072

### II. PROCEDURES FOR MEDICATION IN SCHOOLS

All medications can be administered ONLY when the approved medication form with required signatures has been received by the school nurse or medication assistant. Medication forms are available in the school office. Medication must be brought to the school office or health room in an original pharmacy container or a manufacturer’s labeled container.

GOAL: To ensure the school attendance of children who must receive medication in the treatment of chronic disability and/or acute illness.

Every effort should be made for medication to be administered at home. If medication is to be administered at school, we must have written permission from the student’s parent or legal guardian requesting that the school comply with a physician’s order.

1. The authority to administer medication to a student must come from the prescriber (physician) and the parent/guardian. A signed parent/prescriber authorization is required before any medication can be given at school. If the medication order is changed (e.g. dosage change) during the school year, an additional consent form is required. No medication may be given

without parent authorization, a healthcare provider order, and a pharmacy label. Students may pick up blank medication forms in the main office or health room.

2. All medications (prescription and over-the-counter) must be in the original pharmacy container or manufacturer's labeled unopened container with specific instructions as to when or why such medicines may be necessary.
3. All medications must be delivered to the school office/health room by an adult. Students are not allowed to carry medication to the health room. NO EXCEPTIONS
4. Physician authorization will be required for any non-prescription medication to be given for more than (10) calendar days. Any medication remaining in the health room over two weeks past the 10-day period, without a physician's signature, will be discarded.
5. The school nurse will be notified when a student is receiving medication at school.
6. Students are not to keep any medication in their lockers or on their person.
7. No type of medication, including any over-the-counter medications may be shared with another student. This may result in severe disciplinary consequences.

### III. SPECIAL SITUATIONS

Special precautions which are required for the safety and well-being of individual students should be clearly stated, in writing, to the school principal at the opening of school. Examples of such situations include custody rulings, medical procedures/precautions, or other potentially critical conditions.

### IV. MEDICAL CONDITIONS REQUIRING PARENTAL INVOLVEMENT

Parents/Guardians will be contacted if a student is too ill to attend class, has a contagious medical condition to include but not limited to the following: live head lice, pinkeye, ringworm, impetigo, or pinworms or has a fever of 100 degrees or higher.

Student will need to be picked up by parent/guardian or someone who is authorized to pick student up (neighbor, grandparents, older sibling) if temperature is 100 degrees or higher. A student should not attend school if he/she has had a fever (100 or higher) within the past 24 hours. PLEASE make sure the school has correct and working phone numbers.

### V. TDAP VACCINE

According to the Alabama Department of Public Health, students entering the 6th grade beginning in the fall of 2010, a booster dose of tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap) must be given at 11 or 12 years of age. This requirement will escalate by one successive grade each year for the following 6 years to include the 6th through 12th grades beginning in the fall of 2016. The Tdap vaccine can be obtained at your physician's office or local health department. Schools will require a new blue immunization form documenting the administration date of the vaccine. For more information on these and other vaccine recommendations go to: [www.adph.org/immunization](http://www.adph.org/immunization)

### VI. EMERGENCY EVENTS

In the unlikely event that an emergency evacuation should occur at this school, the following evacuation procedures will be implemented:

Efforts will be made to notify all parents using phone/email provided by parents to School Messenger. It is imperative that phone numbers are kept current and that phone lines be left open. The school system superintendent will notify media of all evacuation information.

## SECTION 6 – STUDENT ACTIVITIES

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### I. STUDENT ACTIVITY CARDS -"Jag All-Seasons Sports Pass"

All students will be issued a photo identification card at the beginning of the school year. Students choosing to purchase the activity card will have a special identification mark placed on their ID cards to denote this purchase. This activity card will cost \$60.00 and will allow the cardholder to gain entry at no additional costs to the following Hoover City Schools activities:

- ALL Berry home athletic events (with the exception of tournaments)
- ALL functions at Berry requiring paid admission
- ALL Spain Park High School home athletic events, except for Alabama High School Athletic Tournaments

\*\*\* There will be a \$5.00 charge to replace a lost ID or Activity Card.

### II. CLUBS AND ACTIVITIES

Berry Middle School offers many co-curricular activities designed to provide opportunities for academic and social growth. Students are encouraged to get involved. Information will be provided through school broadcasts and newsletters. Clubs and activities may change based on student interest. Some examples of Berry academic teams and clubs are: Math Team, Scholars Bowl, Peer Helpers, Berry Singers, Future Problem Solvers, Berry Jag Rag (newspaper), Gamers Club, Science/Environmental Club, Spirit Club, Drama Club, Pep Band, Jazz Band, and First Priority. For a complete listing, go to the Berry Middle School website.

Student Council - The Student Council serves as a liaison between the students and the faculty and administration. The Student Council is comprised of elected representatives from the student body. These elected representatives work together to improve student involvement as well as student-faculty relationships. Eligibility for these positions is:

1. Each candidate must have at least a 70% average from the previous school year (all courses averaged together will total at least 70%).
2. Each candidate must have two (2) team teacher recommendations and one (1) recommendation from either P.E. or an elective teacher. Each candidate will answer in writing the student questionnaire.
3. Each candidate must have a good disciplinary record. Disciplinary records of student applicants will be reviewed.

National Junior Honor Society - Membership in the National Junior Honor Society is an honor bestowed upon outstanding students at Berry Middle School. Selection for membership is determined by a faculty council and is based on scholarship, character, leadership, service, and citizenship. Scholastic qualification does not guarantee membership. Academically eligible students must be evaluated by the faculty council in each of the five areas. The recommended selection procedure established by the National Junior Honor Society will be followed in selecting students for this honor. The procedure is as follows:

1. Membership shall be open only to qualified eighth grade students.
2. Scholastic eligibility will be determined by reviewing two criteria:
  - a. students must have a combined yearly average of 92% or above in math, language arts, science, social studies, and physical education; and
  - b. Yearly averages for each course must be a minimum of 80%.

3. Administrators will pre-screen records of academically eligible students to determine that the students have no record of major infractions of school rules.
4. Academically eligible students will be required to submit to the Faculty Council an application and character references from two adults, one of which must be a teacher. The parent may not submit a reference.
5. The Faculty Council will review the application and also consider the student's leadership and service involvement. The Council will issue invitations for NJHS membership.

While scholarship is certainly an important consideration in NJHS Membership, it should be remembered that it is not the only criterion; leadership, service, and character are also considered and are used by the Faculty Council in determining eligibility for membership. Students who are selected will be inducted during the fall semester. Parents and relatives will be invited to attend this program.

BETA Club - BETA Club recognizes 8th graders excellent academic achievement. Students will be eligible for the BETA Club based on the following criteria:

1. Students must have a yearly average, from the preceding year, of 85% for language arts, science, social studies and math. Students must not have any grade less than 80% in the prior year for any subject for any 9 week, semester, or year grade period (core, physical education, and elective).
2. Students must continue to maintain the 85% average in core subjects, with no grade less than 80%, throughout the school year to remain a member in good standing.
3. A student who fails to meet the minimum for the nine-week grading period will be placed on probation for the next nine-week grading period.
4. If, at the end of this probationary period, the student fails to meet the minimum requirements, he/she may be removed from the Beta Club roll.

Participation Eligibility:

Attendance at all scheduled club meetings is mandatory. In the event that a student is absent from school or knows in advance that he/she cannot attend a meeting, he/she must consult with a Beta Club sponsor concerning information covered during the meeting. Participation in all service projects is required. This will be monitored by Beta Club sponsors.

Conduct Eligibility:

Beta Club members are expected to conduct themselves in a manner that reflects worthiness of character. Members should set a standard of exemplary behavior by following Berry Middle School's code of conduct. Students with records of any major school infractions or continual disruptions will be deemed ineligible for membership or membership may be revoked.

### III. COMMUNITY SERVICE PROJECTS

All BMS students can earn recognition for community service projects by participating in our Community Service Recognition Program. Participation in this program requires approval of the sponsor prior to earning the service hours. To complete the community service requirements, middle school students earn 60 hours in one year. Students earning the required service hours are recognized at school awards programs. Applications are available from the student's guidance counselor.

### IV. STATE OF ALABAMA EXTRACURRICULAR ACTIVITY / ATHLETICS PARTICIPATION PROCEDURES

The regulations below are effective for all students in grades 8-12 beginning with the 1999-2000 school year. Eligibility for participation in extracurricular activities shall be determined by grades earned during the 2013-14 school year. Eligibility for each succeeding school year will be determined in the same manner using grades from the previous school year and summer school between the previous school year

and the school year for which eligibility is to be determined.

1. Students entering grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects. The composite numerical average of these five subjects must be 70 or higher. (Note: The four (4) core subjects provision for high school students does not apply to students who were seventh and eighth graders the preceding year.)
2. Students promoted to the 7th grade for the first time are eligible.
3. Physical education may count as only one (1) unit per year.
4. No more than two (2) Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
5. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester. An ineligible student may not become eligible after the fifth school day of each semester.
6. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.

Berry Middle School offers a well-balanced athletic and extracurricular program for all students. To be eligible for participation in any athletic or extracurricular activities at BMS, the student must meet the following criteria:

#### ACADEMIC ELIGIBILITY:

1. A student must have a minimum 70% average in each academic course during the last grading period from the previous school year to be eligible for athletic participation during the following school year. Core courses are the subject areas of language arts, math, science, and social studies. A student with less than a 70% average in each academic course will be allowed to raise their average by attending summer school.

2. During the school year a student must maintain a 70% average in all core courses for each 9-week marking period. A student who fails to meet the minimum requirements for the 9-week marking period will be placed on probation for the next 9-week grading period. If, at the end of this probationary period, the student fails to meet the minimum requirements, he/she will be suspended from participation for the next 9-week grading period. At the end of the suspension period the student will be reinstated if the minimum requirements have been met.

A student who fails to meet the requirements at the end of the suspension period will remain under suspension until his/her 9-week report card reflects 70% averages in all core subjects.

3. During the 9-week probationary period, the coach/teacher sponsor will monitor student academic achievement on a weekly basis. Should a student demonstrate that he/she is not fulfilling his/her responsibilities toward academic improvement, the coach/teacher sponsor may suspend the student from further participation in the activity/sport for the remainder of the 9-week probationary period.

4. New students or first time participants in athletics who do not meet the minimum standards will be placed on probation until academic improvement is evident.

5. A student who is uncooperative, i.e., sleeping in class, disruptive, refusing to complete work, etc. will be handled as a discipline problem which may result in suspension from athletic participation and/or extracurricular activities.

#### ATTENDANCE ELIGIBILITY:

1. Daily attendance at school and practice is expected. In order for a student to be eligible to participate in any after-school activity, he /she must be present in school on the day of the activity. If the activity is to be held on a Saturday, then the student must be in attendance in school on the preceding Friday. To be considered in school a student must be in school at least one-half of the school day and no later than 11:00 a.m. on said day. If he/she is not in school from 11:00 a.m. until the end of the school day, then he/she is not to participate or be involved in any way with the activity. Practices are considered an activity. Any exceptions must have the approval of the principal.

2. A student must be in school on a regular basis in order to be eligible to participate in athletics and/or extracurricular activities. A student who accumulates an excessive number of absences, according to our attendance policy, will be placed on probation for a specified period of time. If absences continue during this time, the student will then be suspended from participation in the activity until it is clear that the attendance problem is resolved.

3. A student who has excessive tardies to school and/or classes will be subject to restriction from participation in any athletic and/or extracurricular activities.

4. Students assigned to intensive school supervision (ISS) are not eligible to participate in any athletic or extracurricular activity, including practices or attending activities as a spectator.

#### CONDUCT ELIGIBILITY:

The rules under this section are enforced twelve (12) months of the year, grades seven through twelve (7-12).

***Rule 1. Student-athletes should not possess, use, transmit or be under the influence of alcohol, marijuana, controlled drug substances (hallucinogens) or possess, use, or transmit paraphernalia for use of such substances.***

- a) Use of an authorized drug as prescribed by a registered physician will not constitute a violation.
- b) Parental permission to have or use alcohol or drugs, including marijuana, does not exempt an athlete from this rule.
- c) Student-athletes are expected to leave situations immediately where drugs and/or alcohol are being used. Failure to do so implies guilt and violators will be dealt with accordingly.

Consequence: A student violating the substance abuse rule will be subject to severe disciplinary action as determined by the school administrator and team coach. Violations of this rule may result in immediate suspension from the team.

A drug assessment may be required if the situation merits such.

***Rule 2. Student-athletes will not partake in any degree or be in possession of tobacco products.***

Consequence: A student using tobacco products will be subject to severe disciplinary action as determined by the school administrator and team coach. Violation of this rule may result in immediate suspension from the team.

***Rule 3. Violation of school rules, disruptive behavior, showing disrespect toward school staff, unsportsmanlike conduct, and/or committing any act that reflects negatively on the Athletic Department will not be tolerated and such action(s) will lead to eligibility restrictions.***

If the behavior is serious enough, the athlete may be placed on probation or suspended. An athlete who continues such behavior will be suspended from all athletic participation.

***Rule 4. Specific team rules may be set forth by the coach of each sport. These rules and the penalties for breaking them will be given to the student-athletes by the coach at the first parent/athlete meeting of that sport.***

\*See HCS Middle School Athletic Handbook for complete information.

## SECTION 7 – STUDENT PRIVACY INFORMATION

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### I. NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy ACT (FERPA), a Federal law, requires that Hoover City Schools, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Hoover City Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Hoover City Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Hoover City Schools to disclose directory information from your child’s records without your prior written consent, you must notify your child’s school in writing by August 30, 2013 or no later than two weeks after enrollment. Hoover City Schools has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone Listing
- Weight and height of members of athletic teams



- Electronic mail address (email)
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

## II. NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student’s education records;
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate;
- The right to consent to release of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent (i.e., directory information);
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hoover City Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605*



***Berry Middle School***  
***Handbook Acknowledgement Form***

Student Name \_\_\_\_\_

Team \_\_\_\_\_

HR Teacher \_\_\_\_\_

**APPLICATION OF POLICIES AND PROCEDURES**

The information, policies, procedures, and requirements outlined in this booklet apply to all students who are on the grounds of Berry Middle School or in attendance at any school-sponsored or approved school activity.

**ACKNOWLEDGEMENT**

Please indicate by your signature that you have received, read, and reviewed with your child the handbook of Berry Middle School. Detach this page after signing and have your student return it to the homeroom teacher by August 31, 2016.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Parent/Guardian Signature & Date