

INTRODUCTION

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it.

PROOF OF RESIDENCY

Parent/guardian of all Berryhill students must supply at least 2 forms of proof of residency, in addition to a driver's license with current address, at the beginning of each school year in order for their child to receive a class schedule.

VISITORS

Visitors must check in with the attendance office. No student visitors are allowed on campus.

MEDICATION

If it becomes necessary for a student to take any medication at school, a parent/guardian must complete the Health History/Authorization for the Administration of Medication by Designated School Personnel form. All medication will be kept in and dispensed through the main office. Possession and/or use of inhaled asthma medication will require a written note from a parent (S.B. 343).

BUS AND PARKING LOT REGULATIONS

Riding the school bus is a privilege and an extension of the classroom (OK ART IX, 9-101). Improper conduct on the buses will result in that privilege being denied.

Only regularly scheduled bus students are to ride the school busses.

Students are to consider the bus driver the same as their teacher. They should identify themselves when requested and follow the driver's rules. Students who do not follow the rules will be reported as follows: First report will result in a warning, second report will result in 1-5 day suspension from riding the bus, and third report could result in suspension from riding the bus for the remainder of the semester or school year. Detention or other disciplinary action may be appropriate.

LOST AND FOUND

Articles found in or around the school should be turned in to the office where the owners may claim their property by identifying it.

PARENTS RIGHT-TO-KNOW (TEACHER QUALIFICATIONS)

President George Bush signed the No Child Left Behind Act into law on January 8, 2002. This new legislation requires schools to provide, upon request, detailed information regarding the training and qualifications of teachers in school-wide Title I sites as well as any personnel funded through the Title I program. In keeping with the provisions of this law, if you would like to receive further information regarding your child's teacher, please contact Berryhill Public Schools.

PUPIL PRIVACY RIGHT ACT (PPRA)

Parents have the right to "opt out" of their child's participation in any surveys that elicit protected information such as religious/political affiliation, mental conditions, and/or sexual behavior or attitudes. Berryhill Public Schools will not administer any such surveys or evaluations without prior written notice to all parents, with the option for parents to provide written refusal for their child to participate. Parents will have the right to inspect any such surveys and to inspect any and all instructional/curriculum materials used with students.

NOTICE OF NONDISCRIMINATION

The Berryhill School District I-10 does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran in the admission to or the administration of its programs, services, or activities; in access to them; in treatment of individuals with disabilities; or in any aspect of their operations. The Berryhill School District also does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran in its hiring or employment practices.

This notice is provided as required by Section 405 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, Title IX of the Educations Amendments of 1972 and the Age Discrimination Act. Questions, complaints, or requests for additional information regarding Section 504, Title II, Title IX or ADA may be forwarded to the designated ADA or 504 (Ms. Jo Etta Terrell), Title II (Dr. Debbie Garner), Title IX coordinator (Mr. Keith Chronister), 2902 ½ S. 65th W. Ave., Tulsa, OK 74107, 918-446-1966. This notice is also available from the Section 504, Title II, Title IX, and ADA coordinator in large print or audiotape and Braille if required.

FIRE, TORNADO, INTRUDER, AND LOCK DOWN DRILLS

Fire, tornado, and lockdown drills are to be held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire or tornado.
2. Walk. No talking. Move quickly and quietly to designated areas.
3. Students listen carefully to and follow adult's instructions.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully damage school property, suspension may be necessary. Any damages to school property should be reported to a teacher or office immediately.

DANGEROUS WEAPONS

Any student found in possession of DANGEROUS WEAPONS on school property or at school events may be suspended for one calendar year or longer.

WEEKLY CLASS SCHEDULE

<u>Regular Schedule</u>		<u>TAP/Homeroom Schedule</u>	
7:55	Warning Bell	7:55	Warning Bell
8:00-8:50	1 st Hour	8:00-8:45	1 st Hour
8:55-9:45	2 nd Hour	8:50-9:35	2 nd Hour
9:50-10:40	3 rd Hour	9:40-10:25	3 rd Hour
10:45-11:35	4 th Hour	10:30-11:15	4 th Hour
		11:20-11:50	TAP/Homeroom
11:40-12:30	5 th Hour	11:55-12:40	5 th Hour
12:30-1:00	Lunch	12:40-1:10	Lunch
1:05-1:55	6 th Hour	1:15-2:00	6 th Hour
2:00-2:45	7 th Hour	2:05-2:45	7 th Hour

DISCIPLINE

One of the most important lessons learned in education is discipline. While it doesn't appear as a subject, it underlies the whole education structure. It is the training that develops self-control, character, and efficiency. It is good conduct and proper consideration for other people.

The school District may impose discipline, up to and including suspension for any of the following infractions:

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Discrimination including slurs or other demeaning remarks concerning another person's race, gender, ethnicity, or sexual orientation
17. Sexual harassment
18. Gang related activity or action
19. Cheating
20. Arson
21. Conduct that threatens or jeopardizes the safety of others
22. Sleeping or eating in class without permission, refusing to work in class
23. Disruption of the educational process or operation of school
24. Extortion
25. Failure to comply with state immunization records
26. False reports or false calls
27. Forgery
28. Hazing in connection with any school activity
29. Gambling
30. Immorality
31. Inappropriate behavior or gestures
32. Inappropriate public behavior
33. Indecent exposure
34. Obscene language
35. Plagiarism
36. Possession of obscene materials
37. Theft
38. Unacceptable attire (shirts or pants with profane, vulgar or repulsive words or pictures, shirts or pants dealing with beer, alcohol or tobacco, tank tops, halter tops, half shirts, shorts, see-through garments or split skirts which do not touch the top of the knee)
39. Use or possession of tobacco in any form including e-cigarettes
40. Vandalism
41. Willful damage to school property
42. Willful disobedience of a directive of any school official
43. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or education process of effectiveness of the school
44. Public display of affection
45. Not wearing student ID between the hours of 7:30am – 3:00pm
46. If a student accumulates (8) eight discipline referrals in a semester he/she may be suspended from school
47. Disrespect to any school personnel
48. Electronic device
49. Bullying
50. Outside drinks are not allowed in the high school/middle school buildings
51. Students may not audio or video record at any time without Berryhill administration permission
52. Inappropriate bus behavior
53. Violation of the board of education policies, rules or regulations or violation of school rules and regulations

All discipline consequences are at the discretion of the principal and may be progressive.

STUDENT IDENTIFICATION CARDS

Each student in grades seven (7) through twelve (12) must have his/her student identification card visible between the hours of 7:30am and 3:00pm. The identification card must be worn on the front of the student's person. For example, on a lanyard around the neck or clipped on the shirt. Discipline for not following this rule could result in detention, in-house intervention, or suspension. The replacement cost of a lost, damaged, or destroyed identification card is \$5.00 at the student's expense.

CLOSED CAMPUS

Students are not allowed to sit inside parked cars or be in the parking lot during the lunch break or at any other time school is in session. All campuses of Berryhill Public Schools are considered closed. This means that all students are restricted to the school grounds from the time they arrive in the morning until they are dismissed in the afternoon. Middle School students are not allowed to go to the store between the hours of 7:30am-2:45pm unless accompanied by a parent/guardian.

DRESS CODE

The Berryhill Board of Education believes that the majority of the students in the public schools recognizes their own individuality and has no need to express themselves in extreme dress and grooming styles. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the board of education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities or create any hazard to the students' safety or to the safety of others.

It is the intent of the student dress code to allow students to dress in appropriate, modest attire or not to cause a distraction. It is the responsibility of the student and parent to adhere to these guidelines. The building principal or his/her designee has total authority on interpretation of the dress code.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted.

Revealing or sexually provocative clothing or clothing of extreme style may not be worn.

Principals, in conjunction with sponsors, coaches, or any other persons in charge of extracurricular activities, may regulate disciplinary action and be required to make appropriate corrections.

Appropriate corrections may include changing into clothing supplied by the school or into extra clothing the student has at school.

Students who violate provisions of the dress code and who refuse to correct the violation will receive appropriate disciplinary action. In extreme cases, students may be suspended until the violation is corrected.

General Guidelines

1. Clothing must be modest, clean, and safe.
2. Clothing must not be derogatory to any individual, group, or institution.
3. All students are required to wear clothing, including shoes which are safe and appropriate for school and school activities.
4. Hair is to be well groomed and clean and cannot be a distraction to the learning process.
5. Shorts, dresses, skorts, or skirts must be longer than two inches beyond the tip of the longest finger with arms fully extended against the leg. Leggings do not make the outer garment compliant to dress code.
6. There may be no tears, worn areas, cuts, or holes in any garment above the knee.
7. Tops must not be lower than 4 fingers width below the top of the breastbone and cannot expose the midriff when arms are raised even with the shoulders.
8. Decorative items/jewelry will be allowed only in ear piercing.

Unacceptable Clothing and Accessories

1. Any clothing that exposes the midriff, back, or chest. No halter tops, tank tops, spaghetti straps, or low-cut necklines. All straps must be 3 adult fingers in width.
2. Any clothing that reveals undergarments, mesh garments or see-through apparel.
3. Shoes not allowed: house shoes, water shoes, shoes with rollers, cleats, and any shoes that are a distraction to the educational process (flip flops may not be worn on playground equipment at the elementary site).
4. Slacks, pants, shorts, skorts, or skirts worn below the hip. Any clothing with loose straps, loose buckles, suspenders or overall straps are not allowed.
5. Students will not wear hats, caps, headbands wider than two inches, hoods or any other headgear in any building on school grounds. Request to wear headgear for religious or health reasons may be submitted to the building principal.
6. Clothing accessories or tattoos which carry messages suggesting the promotion of illegal substances including, but not limited to, drugs, alcohol, tobacco products, vulgar language, sex, violence, gang-related affiliation, or other symbols that distract from the learning environment.
7. Bedroom Attire (pajamas, lounge pants, house shoes, etc.).
8. Students are not allowed to bring or wear chains to school, including wallet chains and collars.
9. Unnatural hair colors and/or unnatural multicolored hair will not be permitted. Extreme hair styles that disrupt the educational process will not be permitted, including but not limited to Mohawks, extreme spikes, etc. which may not be taller than 2" in height.
10. Decorative items/jewelry may not be a distraction or a safety issue. No nose, tongue, lip, eyebrow, earlobe spacers/extendors that enlarge ear piercing, or facial jewelry is allowed.

School dances will follow dress code. Prom dress code instructions will be given out to those attending the prom.

School dress code is at the discretion of the administration.

OFF-CAMPUS AND AFTER SCHOOL VIOLATIONS

Conduct outside the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will result in disciplinary action, which may include in-school placement or out-of-school suspension.

CHEATING/PLAGIARISM

Whenever a student is guilty of cheating and/or plagiarism, the teacher shall collect the student's paper, mark a zero for all the work, and notify the parent as to the action taken. A discipline referral will be written.

ARRIVING/LEAVING SCHOOL

If it is necessary for a student to leave school, the attendance clerk must receive written and/or verbal permission of the parent. In case of unavoidable medical appointments, the student should bring a written excuse to the office prior to first period and secure a permit to leave class. Students must check out at the attendance office before leaving school. Failure to do this will constitute truancy. When a student arrives at school between 8:00 A.M. and 2:45 P.M., he/she must sign in with the attendance clerk. Failure to do so will result in a discipline referral.

OUTSIDE DRINKS

No outside drinks are allowed in the high school/middle school buildings. This is not limited to, but includes bottled water, convenience store cups, and personal containers, such as, Yeti, coffee mugs, insulated mugs, etc. All drinks must be consumed or disposed of before entering buildings.

TRUANCY

Assigned areas for students during the school are established by the schedule and other directives. Failure to report to the assigned area without permission constitutes truancy. No student may leave the assigned area without first obtaining permission of the teacher nor may he/she leave the premises without the permission of the principal. If a student is truant, he or she will receive a zero (0) in each class missed, and the parent will be notified. Punishment for truancy could be suspension and will be determined by the principal.

DETENTION HALL

A type of punishment that may be used in conjunction with discipline problems is detention. Detention hall will be assigned by the principal as a means to control undesirable behavior. The following rules and guidelines will govern detention.

1. A student who receives a detention referral will report to Detention Hall as assigned.
2. Any student who does not attend assigned detention during the assigned time will have the number of missed days doubled.
3. After two missed days a student may be assigned in-house intervention or suspension.
4. If student is a bus rider student/parent is responsible for making alternate transportation arrangements. If student cannot attend detention the same number of in-house intervention days may be assigned.

When a discipline referral is received by a student, the referral must be signed by a parent and returned the next school day. If not, an additional day of detention will result. If the referral is not returned on the 2nd day, student will receive in-house intervention.

Detention hall will be held from 7:35 to 7:55 before school and/or 2:50 to 3:10 after school. Students must bring work and be on time to be counted present. Students are required to work on homework or read a textbook while serving detention.

IN-HOUSE INTERVENTION

When a student is assigned in-house intervention, he/she is not allowed to attend any school activity during the in-house intervention period. This includes all extra-curricular activities. Assignments will be sent to the in-house intervention classroom. All assignments must be completed and handed in to the in-house intervention teacher at the completion of the assigned days. Student will receive a zero for any work not completed during this time. Work may not be taken home. Students breaking any in-house intervention rules may be suspended.

SUSPENSION

When a student is suspended out-of-school, he/she is not allowed to be on campus or at any school activity during the suspension period. All work is due upon returning to school and the student is responsible for making arrangements to have assignments picked up during the suspension period.

TARDINESS

Promptness is very important. Students are to be in their seats and ready to work when the bell sounds. The following procedures will apply per (9) nine weeks:

1. 1st, 2nd, and 3rd unexcused tardies – The student will have one percent (1%) taken off his/her final grade for that grading period.
2. 4th unexcused tardy – The student will be placed in detention for 3 days.
3. 5th unexcused tardy – The student will be placed in detention for 5 days.
4. 6th unexcused tardy – The student will be placed in in-house intervention for 3 days.
5. 7th unexcused tardy – The student will be placed in in-house intervention for 5 days.
6. 8th unexcused tardy and each additional unexcused tardy – The student will be suspended from school.
7. Students gone 15 minutes or more will be recorded absent for that class.

If in the judgment of the administration, it is in the best interest of the school to make adjustments in assigning punishment for excessive tardies during the described sequence, they may do so.

NUMBER OF ABSENCES

Each student enrolled in Berryhill Public Schools will be allowed no more than twelve (12) absences during a semester. If a student has more than the allotted number of absences, that student will receive a fifty-nine (59) percent for a grade or his/her actual grade if lower than a 59% and will not pass the class in which he or she has too many absences.

When the number of absences for any class reaches three (3), seven (7), eleven (11), or thirteen (13), the attendance clerk will send a letter to the parent/guardian regarding the student's absences. Class work and homework missed because of an absence will be made up according to the previous guidelines: For each day absent, students will have one day to make up work.

ATTENDANCE

Students are expected to be in school except in cases of emergency for reasons as explained in the code below.

1. Personal illness: Students must have certification from a doctor upon returning to school if the absence is not to count towards the 12 absences allowed per semester.
2. Death of a relative. Documentation must be provided.
3. ANY OTHER REASON MUST BE EXCUSED BY THE SCHOOL PRIOR TO THE ABSENCE.
4. Out of town trips considered necessary by the parent, if arrangements have been made for class assignments. The Request to be Absent form must be completed and returned to school for principal approval in advance of trip. These absences will be excused but will count towards the 12 absences allowed per semester.
5. All excused absences are at the discretion of the principal.

Unexcused absences are those that have not been cleared by parent contact with a school official. They include the following:

1. Truancy
2. Leaving school without proper checkout.
3. Absences not cleared by the parents.
4. All absences not excused by the building principal.

All absences will count toward the maximum of 12 days per semester missed except those cleared by a doctor's note or funeral documentation. The student will not be allowed to make up for credit class work that has been missed during the unexcused absence and a zero (0) will be recorded for work missed.

10-DAY ACTIVITY ABSENCE REGULATION

All students are allowed ten (10) activity absences per class period each academic year. Excluded from this number are state and national levels of school-sponsored contests.

Once a student reaches seven (7) activity absences in any one class period for the current school year, he or she must begin the application process for an extension beyond ten days. To be eligible for an absence extension, he/she must be currently passing all of his/her classes and complete the district Secondary Application for Activity Absence Extension form. The completed form must be submitted to the athletic director. The Internal Activity Review Committee will then review the extension request form.

Any student who exceeds the approved activity absences for any one class period must apply for an additional extension(s). Students will not be allowed to exceed 15 activity absences for one school year, pursuant to the rules adopted by the State Board of Education on February 28, 2008, to be effective for the 2008-2009 school year (Accreditation Rule 210:35-17-2).

Student must be present at least one-half of the school day to participate in an activity for that day.

CELL PHONES/ELECTRONIC DEVICES

Cell phones/electronic devices must not be seen or heard between 7:30 and 2:45. Students may not have a cell phone/electronic device out on school grounds for any reason during this time unless they have permission from the principal or designee. This time frame includes the break between classes and during lunch period. If a student's cell phone/electronic device is seen or heard, it will be taken to the office and the parent must pick it up. Students will receive a discipline referral on the first offense and graduated discipline for further incidents. Students may not receive their cell phone/electronic device from their parent until the end of the school day. (Electronic devices are cell phones, cameras, watch phones, I-Pods, mp3 players, etc.)

During any classroom or state testing, students will be required to place cell phones in a secure location.

Students are not allowed to audio or video record at any time without Berryhill administration permission.

ASSEMBLIES/EXTRA CURRICULAR ACTIVITIES

Students are expected to display appropriate behavior during assemblies and extra-curricular activities. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, rude comments, and talking during a program. Students are not allowed to check out of school during assemblies, tournaments, or school activities.

HALLS

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or duties that require them to be there. Running, shouting, and horseplay in the halls are never permitted.

Students must wear their student ID on the front of their person (lanyard worn around neck, clip on shirt or belt, etc.) while at school. Failure to do so will result in a discipline referral.

LOCKERS

Lockers are issued to students at the beginning of the year by the school secretaries. Lockers should be kept locked at all times. Students are cautioned against telling their combination to each other or they cannot expect their property to be safe. Each student is responsible for keeping his/her assigned locker clean both inside and out. Damages caused by misuse of tape, etc., will be charged to the student responsible. Any locker malfunction should be reported to the proper advisor or office. Students are cautioned not to keep money or other valuables in their lockers and should turn in such items to the office for safekeeping.

To maintain discipline and ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc., assigned to students. Although students have privacy rights in their lockers' contents as against other students, they do not have privacy rights in their lockers' contents as against school administrators. No school property will be used to store objects or materials that violate school regulation or state or local ordinances. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items that should not be kept on school property. Lockers will be opened periodically for cleaning purposes and for locating overdue library books and class materials. In addition, school administrators may open and examine student lockers, desks, and all school property assigned to students for general and specific inspections at any time.

TEXTBOOKS

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students are required to pay for lost or damaged books.

TELEPHONES

Students will not use the office telephone for personal calls except in emergency and with staff permission. In the event a student receives a call he or she will be called out of class only in the case of an emergency. Normally, telephone calls for students will be handled between classes, during lunchtime, or after school.

CAFETERIA AND LUNCH PERIOD

Student behavior in the cafeteria should be based on courtesy and cleanliness. The middle school campus will be closed during lunch. Students are allowed to charge up to three times. Students must be in possession of their IDs in order to eat in the cafeteria.

HARASSMENT/BULLYING (S.B. 992)

Students and school employees are strictly prohibited from engaging in any form of bullying, harassment, sexual harassment of any student, employee, or applicant for employment. Any student engaging in any bullying, harassment, or sexual harassment is subject to any and all disciplinary action, which may be imposed under the school district's discipline code (District Policy #511). Any student who is or has been subjected to bullying, harassment, or sexual harassment or knows of any student who is or has been subjected to bullying, harassment, or sexual harassment shall report all such incidents to the superintendent, principal, counselor, or any board member of the school district. "Harassment, intimidation, and bullying" includes but is not limited to a gesture or written, verbal, or physical act.

S.B. 1941 – Section 5 amends Title 70 O.S.24-100.3 to include "electronic communication" within the definition of "Harassment, intimidation, and Bullying" as those terms are used within the Oklahoma School Security Act. "Electronic communication" is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular phone, other wireless telecommunication device, or a computer. In addition, "threatening behavior" is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel, or school property.

A copy of the entire district policy is available upon request.

ALCOHOLIC BEVERAGE AND DRUGS

Berryhill Public Schools prohibits students from using, possessing, furnishing, distributing, selling, and conspiring to sell or possess or being in the chain of sale or distribution of controlled dangerous substances, turkey drugs, or any substance represented to be illicit drugs or dangerous controlled substances.

Students transporting onto campus, buying, or selling controlled dangerous substances:

Any student found to be transporting onto campus, buying, or selling a controlled substance while attending any school sponsored event or while in transit to or from any school sponsored event or while on school premises shall be subject to the following disciplinary action: **Expulsion from school for the current school semester plus the next subsequent semester.**

Students found to be in possession or under the influence of controlled dangerous substances and/or inhalant:

Any student found to be in possession or under the influence of a controlled dangerous substance and/or inhalant while attending any school sponsored event or while in transit to or from any school sponsored event or while on the school premises, as determined by the school administration, may be subject to the following disciplinary action: **Expulsion from school for the current semester plus the next subsequent semester.**

Students possessing or under the influence of alcoholic beverages and/or over the counter drugs and/or prescription drugs:

Any student found in possession or under the influence of an alcoholic beverage, including low-point beer or over the counter drugs and/or prescription drugs taken with intent to abuse their described use shall be subject to the following disciplinary action: **1st offense: 10 days out-of-school suspension. 2nd offense: Expulsion for the remainder of the current school semester plus the next subsequent semester.**

The school district will involve the police in every incident in which there has been a violation of the law.

TOBACCO POLICY

Any student found in possession of cigarettes, cigars, snuff, chewing tobacco, e-cigarettes, or any other form of tobacco products while on school premises, school property, or vehicle of transportation owned or operated by the school district shall immediately surrender such items mentioned above to any school personnel upon request and will be subject to disciplinary action determined by the administration of Berryhill Public Schools.

SCHEDULE CHANGES

Students will have three (3) days at the beginning of each semester to change their schedule. All changes must be made through the counseling office by getting a drop/add slip and having it signed by the teacher whose class you wish to drop, the teacher whose class you wish to add, and a parent signature. Return the slip to the counseling office. Athletes cannot start another sport until their first sport is finished. If a student aide goes back into the classroom, it will be for "no credit." AP students will have two (2) weeks to drop an AP class for a similar class. There will be an AP Lab fee of \$25.00 that is non-refundable.

TEACHER AS ADVISORS

Students will be assigned a TAP teacher for advisor. The student will receive academic, college, and graduation information during TAP.

MAKE-UP WORK/TESTS

It is the student's responsibility to obtain all missed class work upon his/her return to class following any type of absence. The student will have the same number of days to make up work/tests as he/she has been absent from the classroom. Semester projects, term papers, or any segment thereof, having an announced due date, must still be turned in on the date due. It is the responsibility of the student to arrange to make up missed tests.

If a student has an unexcused absence, no credit will be given for missed daily work. However, the missed work, information, and notes will be made available to the student. Assignments missed may be found at www.wengage.com/berryhillgradebook/login.aspx.

GRADING SYSTEM & REPORT CARDS

The Evaluation of student's achievement is one of the most important functions of the teacher. The accepted grading scale is as follows:

A=90% - 100%	D=60% - 69%	AP Grading Scale	C=69% - 77%
B=80% - 89%	F=0% - 59%	A=87% - 100%	D=60% - 68%
C=70% - 79%	I= Incomplete	B=78% - 86%	F=0% - 59%

An incomplete is given only in cases where students were unable to complete assignments due to illness or emergency. An incomplete on the report card becomes an "F" one week from the date it was issued. Make-up work is the responsibility of the student.

PROGRESS REPORTS

Progress reports will be sent home to the parents mid-way through each grading period. Parents should sign the report and send it back with any comments they feel may help. Parents will be contacted if progress reports are not returned to the teacher.

REPORT CARD TO PARENTS

The students receive one (1) report card each grading period. The report card should be given to parents/guardian for examination. Report cards will not be issued until all fees and fines have been paid.

ELIGIBILITY

If students are ineligible, they will not be allowed to go on field trips or any other school activity.

COURSE ADMISSION REQUIREMENTS FOR OKLAHOMA COLLEGES AND UNIVERSITIES

English.....	4 courses (grammar, composition and literature)
Math.....	3 courses (Algebra I, Algebra II, geometry, trigonometry, math analysis, calculus)
Laboratory Science.....	3 courses (biology, chemistry, physics, or any lab science)
History.....	3 courses (including 1 course in American history)
Foreign language or computer technology.....	2 courses
Additional.....	1 course (from one of the courses listed above)
Fine Arts.....	1 course (fine arts, music, art, drama, or speech)
Total.....	17 courses

BERRYHILL PUBLIC SCHOOL GRADUATION REQUIREMENTS

English	4 units	Government.....	1/2 unit
Science (earth science-P/F Grade Only)	3 units	Geography, Economics, World History	1 unit
Mathematics (Algebra I required).....	3 units	Fine Arts.....	2 units
United States History.....	1 unit	Electives.....	9units
Oklahoma History.....	1/2 unit	Total.....	24 units

*Students who need more than one unit for graduation shall not be permitted in the graduation exercises.

Students who fail required classes (English, math, social studies, Spanish, computer, general music and visual arts) must make up the classes at summer school, Tulsa Tech Success Center, or Berryhill on-line credit recovery immediately following the failure.

ACT TEST CODE 373-585

COLLEGE PERFORMANCE REQUIREMENTS (H.S. DIPLOMA)

ACT/SAT	RANK/GPA
24* or 1090	TOP 1/3 or 3.0

*Requirements may vary among universities. (See counselor)

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