

BERRYHILL

SECONDARY SCHOOLS

STUDENT HANDBOOK

2022-2023



Superintendent - Mark Batt

HIGH SCHOOL

High School Principal - James Fox
High School Asst. Principal - Justin Norman
High School Counselor - Linda Lemmons
High School/Elem Counselor- Reanna Abarca
High School Counseling Assistant - Tonya Williams

MIDDLE SCHOOL

Middle School Principal - Doug Price
Middle School Secretary - Nora Bible
Middle School Counselor - Donna West

Keith Chronister - Athletic Director

Middle School Main Telephone Number 918-445-6039
High School Main Telephone Number 918-445-6035

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.

BERRYHILL VISION STATEMENT

We will partner with parents to support students in setting and achieving both academic and personal goals. Through collaboration we shall promote emotional, social, and personal responsibility that will ultimately empower our students as they pursue knowledge and community involvement throughout their lives.

BERRYHILL MISSION STATEMENT

Our mission is to promote critical thinking and creativity through innovative teaching methods while addressing the unique needs of our students as they mature into READY, RESPECTFUL, and RESPONSIBLE citizens with a vision for the future.

PROOF OF RESIDENCY

Parents/guardians 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.

The following can be found on the schools website: *Living With and All Utilities Paid Affidavits, Homeless Students, and Students in Foster Care.*

TRANSFERS

Berryhill makes decisions about student transfers in accordance with district policy and state law. You can download our comprehensive district transfer policy from the school website.

IMMUNIZATIONS

Proof of up-to-date immunizations (including the Tdap) must be presented before entering the 7th grade in order for a student 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 bus.

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.

INCLIMATE WEATHER

In the event of inclement weather, students & parents will be notified if it will be a distance learning day or if school is closed. Parents will be notified through a District RoboCall &/or email. Notifications will also be posted on Social Media &/or local news.

PARENTS RIGHT-TO-KNOW (TEACHER QUALIFICATIONS)

President George Bush signed the No Child Left Behind Act into law on January 8, 2002. This 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 a 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 Education 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			
PERIOD 1	8:00 - 8:50		
PASSING/GRAB-N-GO	8:50 - 8:55		
PERIOD 2 (HOMEROOM)	8:55 - 9:10		
PERIOD 2	9:10 - 10:00		
PASSING	10:00 - 10:05		
PERIOD 3	10:05 - 10:55		
PASSING	10:55 - 11:00		
MS LUNCH	10:55 - 11:20	HS PERIOD 4	11:00 - 11:50
MS PASSING	11:20 - 11:25	HS LUNCH	11:50 - 12:15
MS PERIOD 4	11:25 - 12:15		
PASSING	12:15 - 12:20		
PERIOD 5	12:20 - 1:10		
PASSING	1:10 - 1:15		
PERIOD 6	1:15 - 2:05		
PASSING	2:05 - 2:10		
PERIOD 7	2:10 - 3:00		

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 following behaviors/acts at school are not acceptable, while in school vehicles, or going to or from or attending school events and will result in disciplinary action, which may include in-school placement options or out-of-school suspension. The following is a general catalog of offenses and consequences and is not to be considered all inclusive. Administrators have the discretion to alter any discipline as needed:

1. **Disobedience/Disrespect:**
 - A. Failure to follow teacher direction
 - B. Lack of cooperation
 - C. Disruption of class, study, or instruction
 - D. Sleeping in class
 - E. Refusing to obey school personnel
 - F. Outside drinks other than a water bottle

First: 3 days Detention
Second: 5 days Detention
Third: 1-3 days In-House
Fourth: 3-5 days In-House
Fifth: 1-3 days OSS
2. **Tardies:**

Unexcused Tardy Policy - A student who arrives late to class or homeroom without an "excused pass" will be subject to the following consequences:
First Offense - Third Offense: Parent Notification by teacher
Fourth: 3 days Detention
Fifth: 5 days Detention or Saturday School
Sixth: 1 day In-House or 2 days Saturday School. After the third the student will be referred to the Counselor. The Counselor will discuss with student, check attendance and will give the teacher and administrator written feedback.
Seventh: 2 days In-House or 4 days Saturday School(further counseling)
Eighth: 5 days In-House or up to 2 days OSS (further counseling)

Consequences will be repeated each nine weeks.
3. **Refusing Detention**

Saturday School/In-House up to Suspension
4. **Truancy:**

Skipping is defined as absence from class 15 minutes or more without written permission.
First: 1 day In-House
Second: 3 days In-House or Saturday School
Third: 5 days In-House (see counselor)
5. **Possessing or using alcoholic beverages, drugs or other mood-altering chemicals**

First: 10 days OSS
Second: OSS for remainder of current semester plus the next subsequent semester
Third: Possible recommendation for expulsion
6. **Stealing/Theft**

Explanation: Taking or attempting to take the property of another is not allowed.
First: 1-3 days In-House
Second: 3-5 days In-House
Third: 3 days OSS and social probation for a period of 30 days. (see counselor)
7. **Assault/Fighting**

Attempted Assault/Fighting Verbally (pushing and shoving and/or horseplay/ slap boxing/instigating a fight)
First: 3-5 days Detention up to In-House
Second: 1-3 days In-House or Saturday School
Third: 3-5 days In-House or Saturday School (see counselor)

Assault/Fighting
First: 3 days OSS
Second: 5 days OSS
Third: 10 days OSS

8. Possession of weapons or other items with the potential to cause harm
Disciplinary action will be determined on a case-by-base basis. Students may be removed from the school for one full calendar year or longer.
9. Distributing obscene literature; written or digital content
First: 1-3 days In-House or Saturday School (see counselor)
Second: 3-5 days In-House or Saturday School
Third: 5 days OSS
10. Destroying/defacing school property
First: 1-3 days In-House
Second: 3-5 days In-House
Third: 3-5 days OSS
11. Discrimination including slurs or other demeaning remarks concerning another person's race, gender, ethnicity, or sexual orientation
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12. Sexual harassment
First: 3 days In-House or Saturday School (see counselor)
Second: 5 days In-House or Saturday School
Third: 3-5 days OSS
13. Gang related activity or action
Up to & including expulsion. Authorities may be notified.
14. Cheating/Plagiarism/Forgery
First: 1 day In-House and a zero on the assignment (Teacher will notify the parent/guardian and determines if can be retaken)
Second: 3 days In-House and a zero on the assignment (Teacher will notify the parent/guardian and determines if can be retaken)
Third: 5 days In-House or Saturday School (see counselor)
15. Arson
AUTHORITIES WILL BE NOTIFIED
16. Conduct that threatens or jeopardizes the safety of others
Administration will handle on a case-by-case basis. Authorities may be notified.
17. Extortion
Administration will handle on a case-by-case basis. Authorities may be notified.
18. False reports or false calls
First: 1-3 days In-House. or Saturday School
Second: 3-5 days In-House or Saturday School
Third: 5-10 days OSS
19. Hazing in connection with any school activity
Administration will handle on a case-by-case basis. Authorities may be notified.
20. Gambling
First: 1-3 days In-House. or Saturday School
Second: 3-5 days In-House or Saturday School
Third: 5-10 days OSS
Possible recommendation for expulsion
21. Immorality
Up to & including expulsion. Authorities may be notified. (see counselor)
22. Inappropriate behavior or gestures
3-5 days Detention, up to & including suspension
23. Indecent exposure
Up to & including expulsion. Authorities may be notified. (see counselor)
24. Profanity/Obscene language
PROFANITY/OBSCENE LANGUAGE TOWARD OTHER STUDENTS
Explanation: Students are not allowed to use profane and/or vulgar expressions (verbal, written, gesture) on school property.
First: 3-5 days Detention
Second: 1-3 days In-House or Saturday School
Third: 3-5 days In-House or Saturday School (see counselor)
25. Possession of obscene materials(hard copy or electronic)
First: 3 days In-House or Saturday School (see counselor)
Second: 5 days In-House or Saturday School
Third: 3-5 days OSS
Possible recommendation for expulsion
26. Dress Code Violations:
Please see DRESS CODE SECTION BELOW FOR DETAILS
27. Use or possession of tobacco in any form including e-cigarettes
First: 3 days OSS

- Second: 5 days OSS
 Third: 10 days OSS
28. Vandalism/Willful damage to school property
 First: 3-5 days Detention, up to & including Expulsion
 Second: 1-3 days In-House, up to including Expulsion
 Third: 3-5 days In-House, up to & including Expulsion (see counselor)
29. 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
 Administration will handle on a case-by-case basis. Authorities may be notified.
30. Public display of affection
 First: 3 days Detention
 Second: 5 days Detention
 Third: 1-3 days In-House or Saturday School
 Fourth: 3-5 days In-House or Saturday School
31. Electronic device
 First: 3 days Detention
 Second: 5 days Detention
 Third: 1-3 days In-House or Saturday School
 Fourth: 3-5 days In-House or Saturday School
32. Bullying
 Administration will follow the Berryhill Board of Education Policy Book
33. Students may not audio or video record at any time without Berryhill administration permission
 First: 1-3 days In-House or Saturday School
 Second: 3-5 days In-House or Saturday School
 Third: 1-3 days OSS (see counselor)
34. Inappropriate bus behavior
 First: 3-5 days Detention
 Second: Suspension of bus privileges for 1 week
 Third: Suspension of bus privileges for 1 month
 Fourth: Suspension of bus privileges for remainder of the school year
35. Violation of the board of education policies, rules or regulations or violation of school rules and regulations

If a student accumulates (8) **eight** discipline referrals in a semester he/she may be suspended from school
 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) will be issued a student identification card. The ID card should be in their possession while at school. The replacement cost of a lost, damaged, or destroyed identification card is \$5.00 at the student's expense.

CLOSED CAMPUS

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. 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. Middle School students are not allowed to go to the store between the hours of 7:30am-3:00pm unless accompanied by a parent/guardian.

DRESS CODE

The Berryhill Board of Education believes that the majority of the students in the public schools recognize their own individuality and have 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 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, clean and cannot be a distraction to the learning process.
5. Shorts, dresses, skirts, or skirts must be longer than 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. Tears, worn areas, cuts, or holes in any garment must be beyond the tip of the longest finger with arms fully extended against the leg.
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.

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, skirts, 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. Requests 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.

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.

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 3:00 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 the 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 a student is a bus rider student, the parent is responsible for making alternate transportation arrangements. If a 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, the student will receive in-house intervention.

Detention hall will be held from 7:35 to 7:55 before school and/or 3:05 to 3:25 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. Students 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.

NUMBER OF ABSENCES

Each secondary student enrolled in Berryhill Public Schools will be allowed no more than 8 unexcused absences per semester, which aligns with the state of Oklahoma chronic absentee policy or no more than 10%. If a student has more than the allotted number of absences, that student will receive no credit for the class. An attendance review committee will convene to review student absences for credit.

When the number of absences for any class reaches four (4), seven (7), or nine (9), 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 8 absences 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 the trip. These absences will be excused but will count towards the 8 absences 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 8 unexcused absences per semester missed except those cleared by a doctor's note or funeral documentation. Students that have missed due to an unexcused absence will receive a zero (0) on work missed and will not be allowed to make up the work for credit.

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 20082009 school year (Accreditation Rule 210:35-17-2).

Students 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 may only be used before school, between classes, and during lunch. (Electronic devices are cell phones, cameras, watch phones, earbuds, 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.

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 emergencies 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.

FERPA NOTICE

The Family Educational Rights and Privacy Act gives parents certain rights with respect to their children's education records. This right transfers to the student when he or she reaches the age of 18 or attends a postsecondary school at any age. Once a student is 18 years of age, the student must consent in writing for the school to be able to disclose personally identifiable information to the parent.

SEARCHES

Berryhill Schools holds rights to search all school owned property. This includes, but not limited to: internet & chromebook usage, lockers, desks & computers. There is no legitimate expectation of privacy in the use of the school district's technology. Berryhill uses GoGuardian as a monitoring tool for all school devices & accounts.

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act.

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/berryhill

GRADING SYSTEM & REPORT CARDS

The Evaluation of a 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 parent's 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/guardians for examination. Report cards will not be issued until all fees and fines have been paid.

DISTANCE LEARNING

In the event our district needs to pivot to Distance Learning, we will most commonly use Google Meets & Google Classroom for our instructional delivery & will follow our standard 7 period schedule. The guidelines below will help promote your child's educational success during those days.

1. Because Distance Learning days are still school days, students need to be on-time and present in class meetings where your camera is on and the microphone is muted.
2. Students are expected to complete assignments and turn them in on time.
3. Students should have an appropriate, neutral screen background that is not distracting or offensive for the courtesy of others.

4. Students should be dressed appropriately and meet the school dress code requirements.
5. Students should try to create a distraction-free learning space. You can minimize distractions by turning off televisions, cell phones & additional devices.
6. To stay current, students should check email & Google Classroom throughout the day.

DRUG TESTING

The Berryhill Board of Education, in an effort to protect the health & safety of its students from illegal &/or performance enhancing drug use & abuse, participates in drug testing of students participating in extracurricular activities. For more information, please refer to Policy 517.

BERRYHILL VIRTUAL ACADEMY- (BVA)

Students have the ability to attend school virtually through BVA. Students who attend BVA must apply, meet the criteria & will be required to maintain adequate progress in their school work. BVA students are expected to engage weekly with their BVA teacher & fulfill all requirements of the BVA program.

ELIGIBILITY

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

RULES GOVERNING OKLAHOMA SECONDARY SCHOOL ACTIVITIES

A student must be passing all subjects he/she is enrolled in during the semester. If a student is not passing all subjects enrolled in at the end of a week they will be placed on probation for the next one week period. If a student is still failing one or more classes at the end of their probationary one week period they will be ineligible to participate during the next one week period. The ineligibility periods will begin on Monday morning and end on Sunday night. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. Schools may choose to run eligibility checks any day of the week. Berryhill's period of ineligibility will always begin on Monday following the eligibility check. Berryhill will check eligibility after 3:00PM on Friday each week.

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.....	9 units
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)

www.berryhillschools.org

Berryhill High School has many activities for interested students. Make an effort to be involved in some of the following:

Student Council

Family, Career & Community Leaders of America (FCCLA)

National Honor Society (NHS)

Business Professionals of America (BPA)

Mu Alpha Theta Math Club

Cheerleading

Art Club

Academic Team

Color Guard

N8V (Native American)

Winter Guard

Spanish Club

Safe Team

Fishing Club

Inquiring Minds Science Club

Serteens

Fellowship of Christian Athletes

Athletics (FCA): Football, Basketball, Wrestling, Baseball, Track, Girls' Softball, Girls' Volleyball, Golf,

Band and Jazz Band

Gay Straight Alliance (GSA)