

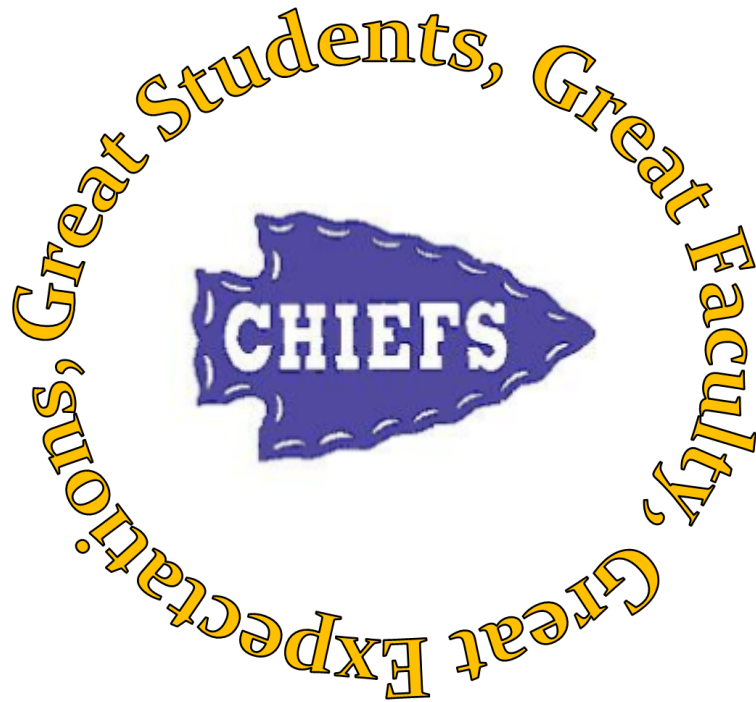
# Berryhill Elementary Student Handbook

**2022-2023**

2900 1/2 S. 65 W. Ave.

Tulsa, OK 74107

[www.berryhillschools.org](http://www.berryhillschools.org)



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## INTRODUCTION

The Berryhill School District, together with families, teachers, and community will provide a safe/healthy environment and a challenging curriculum to empower students to reach their fullest potential. The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and 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

Parents/Guardians of all Berryhill students must supply at least 2 proofs of residence in addition to a driver's license, all with current address, at the beginning of each school year in order for their child to be placed in a class.

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 must be presented before students will be assigned to a teacher.

## VISITORS

**All visitors must check into the front office upon entering the building.** No student visitors are allowed on campus.

## ATTENDANCE / ABSENCES

Each student enrolled in Berryhill Public Schools will be allowed no more than SEVENTEEN absences during the school year. A child is considered chronically absent, by the State Department of Education, if they have 17 or more absences (10% absences) for the school year. If a student has more than the allotted absences, they may not be promoted to the next grade. Students are expected to be in school except in cases of emergency for reasons as described below.

### **EXCUSED absences at the site level include:**

1. Personal illness – The school may require the certification of a doctor on the day the student returns to school.
  2. Death of a relative – The school may require documentation of funeral services.
  3. Out of town trips – If considered necessary by the parent and arrangements have been made for class assignments and a Request to be Absent form must be completed and approved by the principal in advance of the trip.
- \* **Any assignments missed during an excused absence can be made up following the make-up procedures outlined below. .**  
\* **All excused absences are at the discretion of the building principal.**  
\* **ALL absences will count toward the 17 allowed absences per year as outlined by the OSDE Chronic Absentee Guidelines.**

### **UNEXCUSED: are absences that have not been cleared by parent contact with a school official and may include:**

1. Truancy / leaving school without proper check out.
  2. All absences not excused by the building principal.
  3. Attending field trips or extra-curricular activities with another grade or siblings.
  4. Non-school sponsored extracurricular activities
- \* **Any assignments missed during an unexcused absence will result in zero credit.**  
\* **ALL absences will count toward the 17 allowed absences per year as outlined by the OSDE Chronic Absentee Guidelines.**

## MAKE-UP WORK

It is the students' responsibility to obtain all missed assignments and class work upon their return to class following any type of absence. The student will have the same number of days to make up work as they have been absent from the classroom. Make-up work after an unexcused absence is subject to the following:

1. No credit will be given for missed daily work. However, the missed work, information and notes will be made available to the student.
2. Semester projects or term papers having an announced due date must be turned in on the date due.
3. Test missed during an absence will be administered at the teacher's discretion. Make-up test may consist of an alternative assignment if content warrants.

## SCHOOL HOURS AND SCHEDULE (Elementary Students)

In case of district wide school cancelation, tune in to local television stations, radio stations, Class Dojo, School Website, and Berryhill Public Schools Facebook page.

Cafeteria opens for Breakfast.....	7:15
1 <sup>st</sup> Bell.....	7:55
Tardy Bell.....	8:00
Car Rider & After School Care Dismissal .....	2:55
Bus Rider and Walkers Dismissal .....	3:00
B-Bus Pick Up.....	3:15-3:30

**\*Under no circumstances are students to arrive at school before 7:15 A.M. Any students who arrive between 7:15 – 7:30 must be dropped off at the cafeteria.**

**\*All car riders must be picked up no later than 3:00 P.M. Students left in the pick-up loop after 3:00 will be sent to the office**

### TARDINESS

Promptness to class is very important. The bell rings at 7:55 and students are to be lined up and ready to go to class at that time. Excessive tardiness will cause the student to miss important instructional time, and may result in a lower grade. If a student arrives at school after the tardy bell (8:00), he/she must check in at the office and receive a permit to class. Students may lose a dojo point or have to use recess time to make up class work missed due to tardiness.

### ARRIVING / LEAVING SCHOOL

If it is necessary for a student to leave school early, the attendance clerk must have written and/or verbal permission by the parent or be picked up by the parent. In case of unavoidable medical appointments, students must be checked out in the elementary office by a parent or guardian. Students WILL NOT be allowed to leave with peers unless prior arrangements were made with the office by the students' guardians. When a student arrives at school between 8:00am and 2:55pm, he/she must sign in with the attendance clerk.

### OFFICE TELEPHONE USAGE

Students will not use the office phone for personal calls except in emergencies and with staff permission. In the event a student receives a call he will be called out of class only in the case of an emergency.

### 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. Bus riders must stay on campus until picked up by the bus. Car riders must stay on campus until picked up in the designated loop area. Students are not allowed to be in the parking lot during the lunch break or at any other time school is in session. Elementary students are not allowed to walk to the store under any circumstances.

### TRUANCY

Assigned areas for students during the school day are established by the schedule and other directives. Failure to report to the assigned area or being located out of this assigned area without permission constitutes truancy. No student may leave their assigned area without first obtaining permission from their teacher nor may they leave school premises without permission from the principal. If a student is truant, they will receive a zero (0) in each class missed and the parent will be notified. Punishment for truancy will be administered by the principal. Elementary students are **not** allowed to go to the store after school. This is truancy and will be punished as such.

### CAFETERIA – BREAKFAST/LUNCH

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are to remain in the cafeteria until the end of their lunch period. At no time are students allowed to take food or drink outside of the cafeteria. The last 5 minutes of each lunch period is “no talk” time. This provides ample opportunity for students to finish their meal, clean up their area and be ready to exit the cafeteria with their duty teacher. Students who do not follow the cafeteria rules or the instructions of the lunch duty teacher may be subject to disciplinary action.

#### **CAFETERIA SCHEDULE:**

Breakfast is served from 7:15 – 7:50. Students eating before 7:30 must remain in the cafeteria until 7:30.

EC	11:00 – 11:30	4 <sup>th</sup>	11:45 – 12:20
K	10:45 – 11:20	5 <sup>th</sup>	12:00 – 12:35
1 <sup>st</sup>	11:00 – 11:35	6 <sup>th</sup>	12:25 – 1:00
2 <sup>nd</sup>	11:15 – 11:50		
3 <sup>rd</sup>	11:30 – 12:05		

### TRANSPORTATION TO/FROM SCHOOL

**BUS RIDERS:** Riding the school bus is a privilege and can be denied in case of improper conduct. Only regularly scheduled bus students are to ride the school buses. Students who do not normally ride a bus, must have a bus pass from the office in order to ride with friends. Bus passes will only be issued if the office has been notified by the students' guardian in advance. Students are to consider the

bus driver in the same manner as a teacher, should identify themselves when requested and follow the bus driver's rules. Students who do not follow the rules will be subject to disciplinary action and may not be allowed to ride the bus. Bus riders must stay on their assigned playground before and after school, they are not allowed to walk to the store.

**WALKERS:** Elementary students who walk home MUST have written permission from the parent on file in the office. Students who normally ride the bus will not be allowed to walk home unless they bring a note from the parent. Walkers may not leave school property until they are dismissed at 3:00, after A-bus riders have departed. Students are not allowed to walk to the store.

**CAR RIDERS: After School**

K students will be picked up in the K Loop

1-3 students will be picked up in the SE Loop. Car riders will wait in the cafeteria.

4-6 students will be picked up in the NE Loop

***No NE students will come to the SE to be picked up***

***No SE or NE students will come to the K loop to be picked up***

## DISTANCE LEARNING

In the event our district needs to switch to Distance Learning students will need to comply with the following guidelines. Distance learning is not a break from school and the online platform and video meetings that are used is to be treated like a classroom where school rules and expectations still apply.

1. Students need to show up on-time to class meetings where your camera should be on and the microphone is muted.
2. Students are expected to complete assignments and turn them in on time.
3. Make sure you have an appropriate background (screen) that is not distracting nor offensive.
4. Students must be dressed appropriately and meet the school dress code requirements.
5. No other screens should be opened including cell phones, tablets, or televisions.

## INCLEMENT WEATHER

In the event of inclement weather students and parents will be notified if it will be a distance learning day or if school is closed. Parents will be notified through a District Robo Call and or Email. Notifications could also be posted on Social Media and or local news.

## DISCIPLINE

One of the most important lessons learned at school 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. All students are expected to follow the District Discipline Policy while at school, on the bus, at the bus stop, and any other school sponsored activities that students are participating in. The school district may impose discipline, up to and including suspension for any of the following infractions:

1. Unexcused tardies to school or class
2. Truancy, leaving school without permission, or cutting class
3. Cheating, plagiarism, forgery, fraud, or embezzlement
4. Obscene language
5. Electronic devices
6. Disrespectful to any school personnel
7. Unacceptable attire
8. Disobeying an directive of any school official
9. Stealing
10. Possessing or using alcoholic beverages or other mood-altering chemicals
11. Possession of weapons or other items with the potential to cause harm
12. Use or possession of tobacco in any form including e-cigarettes
13. Vandalism or destroying/defacing school property
14. Distributing obscene literature of written or digital content
15. Discrimination including slurs or other demeaning remarks concerning another person's race, gender, ethnicity, or sexual orientation
16. Possession of obscene materials
17. Gang related activity or action
18. Fighting, assault physical and or verbal
19. Inappropriate behavior or gestures
20. Conduct that threatens or jeopardizes the safety of others
21. Bullying
22. Sexual harassment
23. Disruption of the educational process or operation of school
24. Public Display of affection
25. Arson
26. Extortion
27. False reports or false calls
28. Hazing in connection with any school activity
29. Gambling
30. Immorality
31. Indecent exposure
32. 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.
33. Students may not audio or video record at any time without Berryhill administration permission
34. Inappropriate bus behavior
35. Refusing detention

**POSSIBLE DISCIPLINE CONSEQUENCES:**

1. Conference with student and/or parent
2. Detention
3. In-school suspension
4. Referral to counselor
6. Behavioral contract or plan
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring students to appropriate social agency
13. Saturday School
14. Suspension
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips and / or corporal punishment to be administered according to the outlined policy:
  - A. Corporal punishment is a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules
  - B. Corporal punishment will be administered by a certified staff member in an office or designated area and in the presence of another certified person.
  - C. Corporal punishment must be applied to the buttocks only.
  - D. The witness should be informed of the infraction in the presence of the student
  - E. A written report shall be made for each student receiving corporal punishment describing the offense and the disciplinary action taken.
  - F. The report is to be signed by the staff member involved and the witness

**\*Assigning discipline and consequences is at the discretion of the principal and may be progressive in nature.**

**BEHAVIOR/CLASS DOJO**

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**CLASSROOM:** Each teacher will post the classroom rules and consequences and discuss these with students.

**PLAYGROUND:** Playground rules will be distributed to each student and must be signed by the student & parent and returned.

**HALLWAY:** 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 special duties that require them to be there. Students must be courteous and quiet and to keep to the right when moving in the halls. Running and shouting is never permitted.

**ASSEMBLIES:** At all times the student's behavior should be refined and courteous. Whether guests are present or not, each student is responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for-clapping, boisterousness, rude comments and talking during a program. Prior to a general assembly, students are to report to their classrooms. Textbooks and other materials are to be left in the classrooms.

**OFF-CAMPUS AND AFTER SCHOOL VIOLATIONS:** Conduct occurring 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.

**CLASS DOJO:** Teachers will note any behavior infractions on students' class dojo and send weekly notices home with students each Thursday, to be signed by a parent or guardian and returned to school on Friday. Class Dojo is primarily a tool for communication between the teachers and parents. Excessive points lost for behavior may result in disciplinary action; including loss of privileges, detention, a trip to the office, and possibly even suspension. Should a student be sent to the office, the parent will be notified in writing regarding the nature of the offense as well as the consequence. Every effort will be made to keep students in class; however, as an extreme measure in-house suspension will be assigned. Should a student continue to break the rules after two times in in-house suspension, he/she will be suspended in accordance with the board policy.

**SEARCHES**

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Parents, guardians and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desk, or other school property. School personnel shall have access to school lockers, desk, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

## DETENTION

One type of consequence that may be used in conjunction with discipline issues is detention. Detention will be assigned at the North Elementary if a student reaches -5 dojo points per week. It may also be assigned by a principal as a means to alleviate undesirable behaviors. The following rules and guidelines will govern detention:

1. A student who receives detention will report to the designated classroom on time.
2. Any student who does not attend or is late for detention may have the number of days missed, doubled.
3. After 2 missed days of detention, a student may be assigned a day in-house detention.
4. If a student is a bus rider, the student/parent is responsible for making alternate transportation arrangements. If student cannot attend detention, the same number of in-school intervention days may be assigned.

**\* Detention will be held every morning from 7:30 – 7:55. Students are required to work on homework, do dictionary work, or read silently while serving detention. If a student skips morning detention once, they will have to make it up plus 1 extra detention. If the student is unable to attend the make-up detention, they will be given a day of in-house.**

## 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-school 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. Students breaking any in-house rules may be subject to suspension.

## SUSPENSION

Suspension may be used as a consequence when the infraction by the student is considered serious or there is a continued infraction of school policy by the student. When a student is suspended out-of-school, he/she is not allowed on campus or at any school activity during the suspension period. All work is due upon returning to school and the parent is responsible for making arrangements to pick up assignments during the suspension period. Parents have the right to appeal any suspension.

## VANDALISM

Students who destroy or vandalize school property may be required to pay for losses or damages. If students willfully destroy school property, disciplinary action will be taken which may include suspension. Students should promptly report any accidental damage or vandalism to school personnel.

## CHEATING / PLAGIARISM

Cheating and plagiarism are prohibited. A grade of zero will be given for any cheating infraction and parents will be notified by a mark on the student's conduct sheet. Multiple infractions may lead to further disciplinary actions.

## ELECTRONIC DEVICES / CELL PHONES

Students will not be allowed to have electronic devices / cell phones such as, but not limited to, I-Pods, MP3 players, video cameras, etc. at school during the school day. Students may not have electronic devices or cell phones out on school grounds for any reason from 7:30 – 3:15 unless they have permission from the principal or designee. This time frame includes the break between classes and during lunch period. Students may be required to turn in their electronic devices / cell phones in the morning to be returned upon dismissal in the afternoon. If a student's cell phone or media player is seen or heard during the day or if they fail to turn it in when instructed to, the device will be taken to the office, and a parent will have to pick it up. The second offense or subsequent offense for electronic devices and/or cell phones will include a discipline notice. Students are not allowed to audio or video record at any time without Berryhill Administrative permission.

## INTERNET/TECHNOLOGY INFORMATION

All Elementary students and parents are required to sign an "Internet Access Conduct Agreement" at the beginning of the school year. This outlines the Internet Safety Policy students must follow when they are using a school issued devices and network.

## 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 or 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 student's 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 a health or other hazard to the student's safety or to the safety of others. 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 or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity and may require appropriate corrections. Appropriate corrections may include changing into clothing supplied by the school or calling a parent to bring alternate attire.

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

#### **GENERAL DRESS CODE 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 and shoes which are safe and appropriate for school and activities.
4. Shorts, dresses, skorts or skirts must be longer than the student's fingertips with arms fully extended against the leg.
5. There may be no tears, cuts or holes in any garments, above the fingertips.
6. Tops must have modest necklines, be properly buttoned, and cannot expose midriff when arms are raised even with shoulders.

#### **UNACCEPTABLE CLOTHING AND ACCESSORIES:**

1. Any clothing that exposes the midriff, back, or chest. No halter tops, tank tops, spaghetti straps, low necklines. Straps must be 3 adult fingers in width.
2. Any clothing that reveals undergarments, mesh garments or see-through apparel.
3. Shoes not allowed are: House shoes, water shoes, shoes with rollers, cleats and any shoes that are a distraction to the educational process.
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. Exceptions may be made for students with religious beliefs or medical reasons.
6. Clothing, accessories or tattoos which carry messages either written or 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 detract 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.
10. Decorative items / jewelry may not be a safety issue.
11. All dances and school functions will follow school dress code guidelines.

**\* It is the intent of the student dress code to allow students to dress in appropriate, modest attire as to not cause 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.**

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### MEDICATION

If it becomes necessary for a student to take any form of medication at school, a parent/guardian must complete the Health/Authorization for the Administration of Medication. All medication will be kept in and dispensed through the nurse's office or other designated area.

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### SAFETY DRILLS

Security/emergency, fire and tornado drills are held at irregular intervals throughout the school year. Students should follow these basic rules:

1. Check the instructions in each classroom (they are posted) indicating where to go in case of fire or tornado.
2. Move quickly, quietly and calmly to designated areas.
3. Students should carefully listen to and follow the instructions of the supervising adult.

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### GUIDANCE SERVICES

The purpose of the guidance program is to help each individual student achieve his highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers and friends.
2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary.
3. Guidance lessons in the classroom.

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### LOST AND FOUND

Articles should be turned in at the main office where the owners may claim their property by identifying it. There are also designated lost and found areas in each of the elementary buildings where students can search for lost items.

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### TEXTBOOKS

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

## GRADING SYSTEM / HONOR ROLL

The accepted marking system is as follows:

A = 90 – 100%                      D = 60 – 69%

B = 80 – 89%                      F = 0 – 59%

C = 70 – 79%                      I = Incomplete

An incomplete is given only in cases where, because of an excused illness/emergency or by prearrangement, the student has not been able to complete all assignments. An incomplete on the report card becomes an “F” two weeks from the date it is issued. Makeup work is the responsibility of the student.

**HONOR ROLL:** Students receiving all A’s or B’s for a grading period will be named to the Principal’s Honor Roll. Students receiving all A’s for a grading period will be named to the Superintendent’s Honor Roll. An honor roll will be recognized at the end of each grading period.

## PROGRESS REPORTS / REPORT CARDS / PARENT CONFERENCES

**PROGRESS REPORTS** Will be sent home to the parents after the first 4-1/2 weeks of each grading period. Parents should sign the report and send it back to school with the student. Parents will be contacted if the progress report is not returned to the teacher.

The students receive **REPORT CARDS** each grading period. Parents are to sign the report card and return it to the school.

**PARENT CONFERENCES** will be held at the end of the first and third quarters. Conferences will be held via google phone calls. If a parent needs to meet in person, a conference can be scheduled.

## CLUBS AND ORGANIZATIONS

The Berryhill Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. Parents or guardians are responsible for notifying the administration if they are withholding permission for their child to participate in a club or activity. Parents are also responsible for promptly retrieving their child(ren) from club or organization activities or practices.

**STUDENT COUNCIL:** The mission of student council is to develop students’ knowledge of government and civic responsibility and provide opportunities for leadership.

**ELEMENTARY HONOR CHOIR:** The mission of honor choir is to increase students’ knowledge of music theory and develop performance skills.

## TOBACCO POLICY

Any student found in possession of cigarettes, cigars, cigarette papers, 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.

## DANGEROUS WEAPONS

Any student found in possession of DANGEROUS WEAPONS may be suspended for up to the remainder of semester and the succeeding semester.

## 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, such as 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 / 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: **1<sup>st</sup> offense: 10 days out-of-school suspension. 2<sup>nd</sup> 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.**

### 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 indicates potential for future harm to students, school personnel, or school property.

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

### 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 the, 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 proved as required by Section 504 of the Rehabilitation Act of 1973, Title II of the Americans 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 and ADA may be forwarded to the designated Section 504, Title II, Title IX and ADA coordinator: Mrs. Julie Belk, 3128 S. 63<sup>rd</sup> W. Ave., Tulsa, OK 74107, 918/445/6017. This notice is also available from the Section 504/Title II, Title IX, and ADA coordinator in large print, audio tape, and Braille if requested.

### NOTICE OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Parents have the right to inspect and review their, or their student's educational records (70 O.S.6-115). Parents have the right to exercise limited control over other people's access to their, or their student's educational records. The school will limit the disclosure of information contained in education records except: (1) by prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by FERPA. Parents have the right to obtain a copy of the school's FERPA policy upon request.

### NOTICE OF PUPIL PRIVACY RIGHTS 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.

**Berryhill Elementary School reserves the right to change, amend, or alter any of the above information.**