**Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h: 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED) PPRA is intended to protect the rights of parents and students in two ways:

* It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
* It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260 -3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office**

**U.S. Department of Education**

**400 Maryland Avenue, SW**

**Washington, D.C. 20202-5920**

**ROBIN HILL**

**ELEMENTARY SCHOOL**

**ed00293_**

**STUDENT HANDBOOK**

**IMPORTANT OFFICE INFORMATION**

**Superintendent Brandon Voss**

**Asst. Principal Melissa Baughman**

Office Staff: Carol Reason and Jackie Lee

School Phone Number: 321-4186

*Please use this number to notify the school if your child will be absent.*

Office Hours: 8:00 a.m. – 4:00 p.m. Monday – Friday

Helpful Hints for Parents MCj03334040000[1]

* Is lunch/breakfast money in an envelope with the child’s name?
* Does your child have needed school supplies?
* Is your child’s name on his or her supplies?
* Does your child know how he or she is to get home?
* Does the school know how your child is to get home?
* Do you know names of the teachers who work with your child?
* Does your child know the school rules?
* Do you know the days your child will be in and out of school?
* Do you know the school schedule and bus schedule?
* Do you read the information in the school’s monthly newsletter?
* Have you checked your child’s Monday Folder for information.
* If the LEA plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
* The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement are spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
* The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child’s learning;

(B) that parents are encouraged to be actively involved in their child’s education at school;

(C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in Section 1118 of the ESEA.

**District Parental Involvement Policy**

*Section 1118(a)(2)*

PART I. GENERAL EXPECTATIONS

The Robin Hill School District agrees to implement the following statutory requirements:

* The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
* Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.
* The school district will incorporate this districtwide parental involvement policy into its LEA plan developed under Section 1112 of the ESEA.
* In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

**BUILDING ACCESS**

Visitors are welcome at Robin Hill Elementary! For the safety of the students, we do ask that all visitors enter through the front doors and sign in at the office. During the school day, all persons not employed by the district are considered visitors to our school and must wear a badge throughout their visit to Robin Hill.

***VISITORS, PARENTS, AND SCHOOL VOLUNTEERS MUST STOP IN THE SCHOOL OFFICE, SIGN IN, AND PICK UP A VISITOR’S BADGE TO WEAR DURING SCHOOL HOURS.***

**PARENT/TEACHER/STUDENT CONFERENCES & COMPACTS**

Scheduled Parent Conferences are held with every teacher/parent/student during the first 9 weeks in order to review student data, formulate goals, and develop a working compact.

Parent Conferences are also scheduled twice a year or as needed.

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**SCHOOL ATTENDANCE**

In order to receive credit for any nine weeks, student must not be absent more than nine days in nine weeks. However, if a child is out more than nine days in any quarter, then the parent or guardian may present documentation to the Superintendent to show cause for an alternative plan for credit. The parent or guardian may also appeal the superintendent’s decision to a committee of three people appointed by the Superintendent and approved by the Robin Hill School Board of Education. The committee may or may not recommend that the absences be waived and credit given based on the known facts and whether the documentation is of a compelling nature.

***When your child is absent:***

* Please call the school attendance line at 321-4186 by 9:00 a.m. For your child’s benefit, our staff will call to check on all unverified absences.
* Your child’s homework will be available upon the second consecutive day of absence. *Please notify the school before you come to pick up homework so your child’s teacher can prepare.*

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**PARENTS RIGHT TO KNOW**

At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

(i)Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

(ii)Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

(iii)The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

(iv)Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part **shall provide** to each individual parent –

(i) information on the level of achievement of the parent’s child in each of the State academic assessments as required under this part; and

**(ii) timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified**.

**PROCEDURE**

1. Prior to filing a written complaint, the person making the complaint should discuss the complaint with the Superintendent and reasonable effort should be made to resolve the matter.
2. If the matter is not resolved, a written complaint may be filed with the Superintendent. The complaint will state the nature and date of the alleged violation, the names of the persons responsible (if known), and requested action. The complaint must be filed within 30 days of the alleged violation.
3. The Superintendent will contact the person(s) named as responsible for the violation within 10 days and inform them of the allegations, and ask them to:
   1. Confirm or deny the facts
   2. Indicate acceptance or rejection of the grievant’s requested action; or
   3. Outline alternatives
4. If the complaint is not resolved, the Superintendent will have 10 days to refer the complaint to the employee’s supervisor. If the complaint was made by a student, the referral will be made to the building principal. The Superintendent will schedule a hearing with the grievant, respondent, and other pertinent personnel.
5. Following the hearing, the supervisor or principal will issue a decision to all parties within 10 days.
6. If either party is not satisfied with the decision, they must notify the Superintendent within 10 days and request a hearing with the Board of Education. The Superintendent will schedule such a hearing to take place. The hearing will be conducted within 30 days from the date of the notification of the Board. The Board of Education will issue a decision within 10 days following the hearing. Such decision is final.

**PROVISIONS**

1. Time limits may be extended by mutual consent of parties involved.
2. District will provide copies of all discrimination regulations upon request.
3. Grievant records will remain confidential unless permission is given for release. Such records will not be entered into the grievant personnel file, but will be kept for three years.

**ROBIN HILL AFTER SCHOOL PROGRAM**

Robin Hill School is committed to providing a safe, nurturing, and educational environment for all children. In addition, we appreciate the opportunity to provide an after school service to families of Robin Hill School. The after school program at Robin Hill is an additional fee based service so children have a supervised, safe place to be after school hours. While the after school program is not an extension of a structured school day, it is a program that provides learning activities for the children and children are expected to follow the rules and regulations set forth by the Robin Hill School Student Handbook. Supervision is provided by Robin Hill School employees

**Hours are:**

Before School: 6:45 a.m. – 7:45 a.m.

After School: 3:00 p.m. – 6:00 p.m.

***If interested, call 321-4186***

**HOW WILL YOUR CHILD GO HOME?**

**Please note:** Children will be sent home as stated on enrollment forms unless there is DIRECT PARENT COMMUNICATION with the teacher or the office. *Parents must call the office by 2:30 p.m. for changes to be made in how children are going home*.

All children leaving the building during the school day must be checked out through the office. Please have identification ready to be checked when picking children up at school.

**SCHOOL HOURS**

**Please do not drop off your child before supervision begins**. Supervision begins at 7:45 a.m. It is unsafe to leave your child at school unsupervised.

**Please do pickup your child before 3:15 p.m.** Please call if you are going to be later than 3:15 p.m.

Students who arrive late to school must stop in the office to get a **Tardy Slip** before going to class.

**SENDING MONEY TO SCHOOL**

When sending money to school for any reason, please put it in a sealed envelope with your child’s name, the teacher’s name, and what the money is for (breakfast, lunch, books, pictures, field trips, etc..) written on the outside of the envelope.



**GRIEVANCE PROCEDURE FOR ALLEDGED DISCRIMINATION COMPLAINTS**

**(for students, employees, and applicants)**

**ASSURANCES**

Robin Hill Public School does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability in admission to its programs, services or activities in access to them, in treatment of individuals, or in any aspect of their operations. Robin Hill Public School also does not discriminate in their hiring or employment practices.

In an effort to ensure compliance with and coordination of all federal equity regulations, the

Board of Education has named a district Compliance Coordinator. This individual is:

Brandon Voss, Superintendent

4801 East Franklin Road

Norman, Oklahoma 73026

Office Phone: (405) 321-4186

**DEFINITIONS**

Grievant – an employee, applicant, or student, who submits a complaint alleging discrimination based on race, color, national origin, gender, disability, religion, age, or veteran status.

Respondent – The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Days - Normal working days, excluding Saturdays, Sundays, and holidays.

**FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT**

**Statement of Rights**

The parent/guardian of eligible student has the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student’s educational record. An education record is defined as any record (in handwriting, print, tapes, film, or other medium) maintained by Robin Hill Public School, an employee of the district, or an agent of the district, which is related to a student except:
   1. a personal record kept by a school staff member which meets the following tests:
      * if it was made as a personal memory aid:
      * if it is in the personal possession of the individual who made it:
      * if information contained in it has never been revealed to any other person.

B. an employment record which is used only in relation to a student’s employment by Robin Hill Public School. (Employment for this purpose does not include activities for which a student receives a grade or credit in a course.)

C. alumni records which relate to the student after he/she no longer attends classes provided by Robin Hill Public School and the records do not relate to the person as a student.

1. The right to exercise limited control over people’s access to the student’s record;
2. The right to seek to correct the student’s education record, in a hearing, if necessary;
3. The right to report violation of the FERPA to the United States Department of education;
4. The right to be informed about FERPA rights.

All rights and protections given parents/guardians under the FERPA and this policy transfer to the student when he/she reaches 18 or enrolls in a post-secondary school. The student then becomes an “eligible student.”

**LUNCH AND BREAKFAST**

Robin Hill serves breakfast and lunch each school day.

Students may pay for lunches by the day, week or month. Meal accounts must be paid in full on a monthly basis unless other arrangements have been made. Applications for free and reduced lunches are available in the school office. The school cafeteria maintains all children’s cafeteria accounts. Questions about your child’s account should be directed to the office at 321-4186.

School Meal Prices:

Current meal prices will be posted in the Cafeteria and on the menu available on the school website:

[www.robinhill.k12.ok.us](http://www.robinhill.k12.ok.us) and Robin Hill Warriors Facebook page

If your child brings a lunch, please be sure his/her name is on the lunch box or sack. Please do not send glass containers to school.

Students may visit quietly in the lunchroom while they eat. They are required to pick up after themselves and put up their trays when leaving the cafeteria. Good manners are practiced.

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**SCHOOL/HOME COMMUNICATIONS**

Communications between the home and school is a critical part of your child’s education. Your child will bring a ***Monday Folder*** home each week. This folder contains all the important information you will need to keep up to date on school issues. It also contains much of your child’s schoolwork. It is important that you look through your child’s folder each week and return it to school.

The monthly information is available online at [www.robinhill.k12.ok.us](http://www.robinhill.k12.ok.us) and contains a calendar of all events happening for the month. Teachers will have class calendars and events on their teacher page. Cell phone app available for all phones. Robin Hill also has a Facebook Page-Robin Hill Warriors. Please like this page to keep up with current events.

The monthly menu is also available online and contains the month’s lunch menu. Children are encouraged to check the menu daily to be sure the food being served is something they will eat.

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**DANGEROUS WEAPONS**

Oklahoma State Law prohibits the possession of any dangerous weapon on school property. For purposes of this policy, dangerous weapons include, but are not limited to, firearms, and knives of any kind, metal knuckles, fist packs and similar objects, blackjacks, billy clubs and similar objects, hand chains, mace or pepper spray or any homemade objects intended to cause bodily injury, intimidation or threats. Students in possession of dangerous weapons on school grounds may be suspended for as long as a year.

**DIRECTORY INFORMATION**

Robin Hill School considers the following as directory information:

1. The Student’s Name

2. The name of the Student’s parents

3. The Student’s date of birth

4. The Student’s Grade

5. The Student’s extra-curricular participation

6. The Student’s achievement awards or honors

7. The Student’s weight and height if a member or an athletic team

8. The Student’s photograph

9. The school or school district the Student attended before he/she enrolled in the Robin Hill School District

**SCHOOL SPONSORED CLUBS AND ORGANIZATIONS**

Robin Hill provides some school sponsored clubs and organizations. Currently our clubs and organizations include basketball and drama. The following is information regarding these two groups:

Robin Hill School Basketball, Archery and Track

Purpose: Provide athletic opportunity for any student that chooses to participate. Through athletic opportunity a student achieves higher standards of mental, moral, social and physical fitness. Through athletic competition players relate the rules of the game to the rules of life.

Robin Hill School Drama Club

Purpose: Provide opportunities for a student to participate in a collaborative creative art form while developing a value of the arts through performance and study of drama.

**ACCIDENT -- ILLNESS**

If it is necessary for a child to take prescribed medicine during school hours, it must be in the original prescription container accompanied by a signed form from the parent and physician. Medication forms are given to all parents at the beginning of the school year, and are always available in the school office.

Medication brought by children in backpacks or lunch boxes without directions from the parent will be taken to the office. The parent will be contacted before the child is allowed to take the medication.

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Students will not be kept inside during recess unless we receive a note or call from their parent. Students who have a note to stay inside will be assigned a room in which to stay. Students may continue to work on school activities or read. Often children who are too ill to be outside need this as a quiet rest time.

If your child is injured or becomes seriously ill at school, we will make him or her comfortable and call you immediately. If you cannot be reached, we will contact the emergency number that you listed on enrollment form. It is critical that this information be kept up to date. ***For your child’s benefit, phone numbers that change must be communicated to the school office.***

**APPROPRIATE DRESS FOR SCHOOL**

ADVERTISING

No clothing should display advertising, language, or slogans inappropriate to elementary school

SHIRTS

No spaghetti straps

Tank style must be a minimum of 1.5 inches across the shoulder and cover all underwear garments.

Shirts must completely cover the student’s mid area with enough extra to cover when the student bends over or stretches.

Shirts must have regular size arm holes, or students must have another shirt underneath.

SHORTS AND SKIRTS

Shorts and skirts must come to the student’s fingertips when the arms are down to the student’s sides OR a minimum of mid-thigh between the top of the leg and the top of the knee.

HATS AND BANDANAS

Hats and bandanas should not be worn to school

SHOES

Students may wear other shoes, but they need a pair of tennis shoes for PE. They may bring an inexpensive pair of tennis shoe to keep in their bag and use for PE. ***Students must wear shoes at all times.***

CHANGING CLOTHES

Students may not change clothes at school, unless they are changing into a ball uniform after the school day. Otherwise, they should come dressed for the day.

LOST AND FOUND

Students and parents are welcome to check the lost and found in the Cafeteria for lost jackets, bags, etc….

**BULLY PREVENTION**

Robin Hill School is committed to creating a safe, healthy, learning environment for all students that enhances personal safety free from bullying and harassment, and encourages respect, dignity and equality among students.

Robin Hill School believes bullying includes the following:

* Bullying is aggressive behavior or intentional harm-doing.
* Bullying can be physical, verbal, emotional, electronic, or sexual
* Bullying is carried out repeatedly over time
* Bullying occurs within an interpersonal relationship characterized by an imbalance of power

Reporting bullying to school staff is encouraged. Anyone may report bullying. They may report it to any school staff member. The staff is expected to act on all reports and to pass the report on to the school administrator. Additional information regarding the bully policy is available in the administration office.

**WITHDRAWAL OF STUDENTS**

If you are moving and withdrawing your child from Robin Hill, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork. Your cooperation with this is greatly appreciated. Please plan to pay all breakfast and lunch charges and remember to bring back all library and text books.

**PLEDGE OF ALLEGIANCE**

Robin Hill Elementary honors America daily be reciting the Pledge of Allegiance. Those who do not wish to participate are not required to do so.

**SCHOOL PARTIES**

Class parties include Fall, Christmas, and Valentines. To keep class interruptions to a minimum, the classroom teacher and superintendent must approve class parties other than those listed. Academics will be the first priority in approving changes in class schedules. Parties start at 2:15 and end at 2:55 p.m.

**FIELD TRIPS**

Field trips are an important part of our curriculum. We select field trips that will provide learning experiences for our students based upon what is being studied in the classroom. Parents are encouraged to join us on field trips.

Students must ride the bus to a field trip. We encourage students to return on the bus also. *However, if it is absolutely necessary for parents to take students home in a car following a field trip, the parent must sign-out the student at school prior to the field trip.*

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**HOMEWORK**

Homework is designed to help your student be the best that he or she can be. Because reading is extremely important, students should read at least 10 pages every night. In addition, it is important to practice math facts and/or spelling a minimum of two nights a week. It may be necessary that some time be spent studying for science or social studies tests. Homework does not include daily work that a student does not complete during class.

Please become familiar with your teacher’s homework procedures by attending Robin Hill School’s Meet Your Teacher Night in August. Meet Your Teacher Night gives you the chance to become familiar with the school, to meet your child’s teacher, and to learn the rules and procedures for your child’s classroom.

**BRINGING “TREASURES” TO SCHOOL**

Students are encouraged to leave toys and other valuable items at home. We encourage parents to monitor their students’ backpacks to help us prevent your student from misusing or misplacing items that are better left at home. The classroom teacher must be contacted when a child wants to bring a live animal to the classroom.

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**CELL PHONES AND OTHER WIRELESS TELECOMMUNICATION DEVICES**

Students may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student parents or guardians, and the superintendent. During school hours the device should **remain off** and **put away**. Students may not use devices to send or receive calls or texts during school hours without permission from the teacher. Students will not be allowed to take photos of other students. Devices that have the capability to take photographs will not be allowed. Any violation shall result in disciplinary action.

**CLOSING SCHOOL / INCLEMENT WEATHER**

An announcement will be made through television and radio stations should school have to be canceled due to inclement weather. In addition, we will post on school website and Facebook page. The school makes every effort to make decisions concerning school closings based on the safety of students. Decisions concerning school closings are made as early as possible before buses begin their morning routes. School will not be let out early during the day because many of our families depend on bus route schedules to insure that someone is home for child supervision. *Please listen to radio and television stations early in the morning on bad weather days. The school website, OneCall and Facebook page will also be used for closings and announcements.*

Website: [www.robinhill.k12.ok.us](http://www.robinhill.k12.ok.us)

Facebook: Robin Hill Warriors