

# Robin Hill Public School



## Student Handbook 2022-2023

# ROBIN HILL | 2022-2023 CALENDAR

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**8** Professional Day  
**9** Professional Day  
**9** Professional Day (4:30-6:30)  
**11** First Day of School  
  
 (15 Days + 2PD)

JANUARY '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**2** Professional Day  
**3** 3<sup>rd</sup> Qtr. Begins  
**16** M.L. King Day-No school  
  
 (20 Days)

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**5** Labor Day  
**19** Progress Reports  
**22** PTC Conf. 3-6pm  
**23** No School- PTC Conf. 8:30-11:30  
  
 (20 days + 1 PTC Conf.)

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**6** Progress Reports  
**9** PTC Conf. 3-6pm  
**10** No School-PTC Conf. 8:30-11:30  
**20** No School Pres. Day  
  
 (18 Days + 1 PTC Conf.)

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**7** PD Day  
**12** End of First Qtr.  
**13-14** Fall Break  
**17** 2<sup>nd</sup> Qtr. Begins  
**22** Fall Festival  
  
 (7 Days 1<sup>st</sup> Qtr + 11 Days 2<sup>nd</sup> Qtr)  
 (18 Days Total + 1 PD)

MARCH '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**10** End of 3<sup>rd</sup> Qtr.  
**13-17** Spring Break  
**20** 4<sup>th</sup> Qtr. Begins  
**31** No School  
  
 (8 Days 3<sup>rd</sup> Qtr + 9 Days 4<sup>th</sup> Qtr.)  
 (17 Days Total)

NOVEMBER '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**18** Progress Reports  
**21-25** Thanksgiving Break  
  
 (17 Days)

APRIL '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**7** Good Friday-No School  
**17** Progress Reports  
**28** Talent Show  
  
 (19 Days)

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**16** End of 2<sup>nd</sup> Qtr.  
 Winter Program  
**19-30** Winter Break  
  
 (12 Days)

MAY '23						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**5** No School  
**11** Last Day of School  
**12** Professional Day  
  
 (8 Days + 1PD)

**42** 1<sup>st</sup> Quarter  
**40** 2<sup>nd</sup> Quarter  
**82** Instructional Days  
 (82x6.5=533 hours)  
**1** PTC Conferences  
 (1x6=6 hours)  
**83** Total Instructional Days  
**3** Professional Days  
 (3x6=18 hours)  
**86** Total Days  
 (533+6+18=557 hours)

**46** 3<sup>rd</sup> Quarter  
**36** 4<sup>th</sup> Quarter  
**82** Instructional Days  
 (82x6.5=533 hours)  
**1** PTC Conferences  
 (1x6=6 hours)  
**83** Total Instructional Days  
**2** Professional Days  
 (2x6=12 hours)  
**86** Total Days  
 (533+6+12=551 hours)

**\*557+551=1,108 total hours**  
 1108-1080=28/6.5=4.3 extra

It is the policy of Robin Hill Public School to provide equal opportunity without regard to race, color, national origin, sex, age qualified handicap or veteran, in its educational programs and activities. This includes, but is not limited to, admissions, educational services and employment. Inquiries concerning application of this policy may be referred to the Superintendent of Robin Hill Schools who is the Coordinator of Title IX and Section 504 responsibilities, Robin Hill Public School, 4801 East Franklin Road, Oklahoma, 73026, phone (405)321-4186.

#### **SCHOOL COLORS**

Red and White

#### **MASCOT**

Warriors

#### **ACCREDITATION**

Robin Hill Public School is accredited by the Oklahoma State Department of Education.

#### **LOCATION OF ADMINISTRATION OFFICES**

Superintendent's Office-Located in the main building on right side. (405)321-4186

Principal's Office-Located in the main building on left side. (405)321-4186

#### **ENROLLMENT PROCEDURES**

New students and returning students must enroll in the registrar's office, which is located in the main office. The principal will review all enrollment forms before enrollment is complete and class schedule is issued. The registrar will welcome each new student and escort them to their class to introduce them to their teacher.

**The school buildings will be opened each day at 7:45 a.m. and closed at 3:30 p.m.**

**\*Students may arrive at school at 7:45 a.m. and not before.**

**\*Buses will not arrive before 7:40 a.m.**

**\*After school students will be released at 2:45 p.m. Registrar and teachers will need to be notified if students will be picked up earlier than 2:45 p.m.**

### **BELL SCHEDULE**

Breakfast 7:45-8:00

8:00                                      Classes Begin

10:45-12:00                              Lunch

2:45                                        Dismissal

2:45-3:05                                Car Pick-up

### **OKLAHOMA COMPULSORY EDUCATION LAW**

It shall be unlawful for a parent, guardian, custodian, or other person having custody of a child, who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause to compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term of the time the district is in session or the child is excused as provided in this section... (*Oklahoma statute, Title 70, Sec. 10-105*). Robin Hill Public School is required to report incidents of failure to comply with the Compulsory Education Law. A Notice of Non-Attending form must be filed promptly with the District Attorney.

### **STATEMENT OF POLICY DRUG-FREE SCHOOL**

- A. In recognition of the clear danger resulting from illicit drug and alcohol abuse and in good effort to promote the health, safety, and well being of students, employees, and the community as a whole; the Robin Hill Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades K-8.
- B. Students are hereby notified that the use, possession, or distribution of illicit drugs, and alcohol is wrong and harmful.
- C. Standards of conduct that are applicable to all Robin Hill Public School students prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or during any of its activities.
- D. Disciplinary sanctions will be imposed on students who violate standards of conduct required by paragraph 'C' above, will be consistent with local, state, and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.
- E. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available through the Principal's office.
- F. Standards of conduct as outlined in paragraph 'C' and disciplinary sanctions in paragraph 'D' will be part of the Notification to parents and students.

## **MEDICAL**

### **Contagious Disease:**

State Law requires that any child afflicted with a contagious disease or head lice may be prohibited from attending public, private or parochial school until such time as he/she is free from the contagious disease or head lice. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities certification from a health professional or authorized representative of the State Department of Health that said child is no longer afflicted with head lice or contagious disease, before he/she will be allowed to re-enter school. (70-1210.194)

### **Fever:**

Any child with a fever of 100 degrees or higher, poison ivy or a skin rash of such will be prohibited from attending school until the student has recovered from his/her health issue. DO NOT medicate your child before school if he/she has a fever. Children that have a fever throughout the night or morning MUST stay home until they are fever free for 24 hours **WITHOUT** the aid of fever reducing medication.

### **Aids Education:**

Robin Hill Public School in compliance with Oklahoma State Law annually provides Acquired Immune Deficiency Syndrome (AIDS) prevention education as required by law. The curriculum is available for review. Requests for exemptions from receiving AIDS awareness instruction must be made in writing to the building principal. (70-11-103.3)

### **Policy on Dispensing Medication:**

The term "medicine" as used in this policy means "non-prescription medicine" and filled "prescription medicine". Filled prescription medicine is prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for the administrations of the medication.

Only the following personnel shall be authorized to administer medicine at school: the school nurse or nurse's aide, or in the absence of a nurse or nurse's aide, the school Principal, or school employees who have been designated in writing by the school nurse or nurse's aide, or school Principal as authorized to administer medicine. A nurse employed by the county Health Department working pursuant to an agreement made between the County Health Department and the Robin Hill Public School, may also administer medicine in the absence of a school nurse. (10-170.1)

## **CHILD FIND**

Under the direction of the State Department of Education, the Robin Hill School District is seeking to locate and identify all handicapped persons from birth to age 21 who have not received a free and appropriate education and the related services.

## **ATTENDANCE**

### **Philosophy:**

Schools operate much like a work place. Through the teaching of citizenship and responsibility, we hope students learn that being where you are supposed to be when you are supposed to be there, and being prepared to do what you are there to do with pride, will assist you as you seek employment.

## **ABSENCE**

### **AN ABSENCE IS AN ABSENCE, EXCUSED OR UNEXCUSED!**

A student cannot have more than ten (10) absences for each semester. All absences count against the attendance requirement with the following exceptions:

- Illness, substantiated by a doctor's statement (doctor's notes are accepted up to **5 days** after the absent date. After 5 days, notes are invalid).
- School activities (See the ten-day rule for school absences)
- Any absence of an emergency nature deemed unavoidable by the school principal. In such cases, the student and/or parent/guardian must contact the principal for a waiver of the penalty.

**If a student is absent from school, parents/guardians are expected to call the Principal's office as soon as possible on the day of absence.**

## **ABSENCES DEFINED**

An excused absence permits the student to make up the work he/she missed. AN EXCUSED ABSENCE DOES NOT ERASE THE ABSENCE FROM THE ATTENDANCE RECORD. An excused absence is an absence for which a parent or guardian has signed a note to verify the student has not been at school for one of the following reasons:

1. Illness verified
2. Serious illness, or death in the immediate family
3. Emergency medical or dental (routine medical or dental appointments should be scheduled for off-school hours)
4. Absences approved in advance by the school principal. It will be the responsibility of the student to inform the Principal of such absences, which may include participation in county or state activities.
5. Authorized Religious Holidays (documentation required on file)

## **MAKE -UP WORK**

It is the student's responsibility to check with the teacher for make-up work. Students are given one day for each day absent to make up assignments. If a student fails to make-up work for an absence, a zero will be recorded for work missed. Make-up work is limited to assignments given during the absence of the student. Long term assignments are due on the date required or the next day in attendance after an absence. The following are examples of absences that are NOT excusable:

- A. Oversleeping
- B. Shopping
- C. Hunting, fishing, or other personal recreation
- D. Attendance at school events without administrative approval
- E. Employment
- F. Missing the school bus
- G. Vacations

### **ACTIVITY ABSENCES**

Any extra-curricular activity absence sponsored by and approved by the school is a "school activity." A student may miss a class no more than 10 times per school year due to school activities.

### **TARDINESS**

Students are expected to be on time for all classes, seated and ready to work by 8:00am. Tardiness is disruptive to the learning process and will be recorded by each individual teacher and reported to the Principal. THREE (3) tardies equal ONE (1) absence. Tardies will not be tolerated.

### **TRUANCY**

A student absent without the consent of his/her parent/guardian is truant. This is an unexcused absence, and the student will not be readmitted to the school unless his /her parent/guardian accompanies him/her. Truancy is a cause for disciplinary action, suspension, expulsion, or legal action. A student is truant if he/she:

- A. Leaves school without being signed out in the Principal's office by an authorized adult listed on the enrollment form
- B. Is absent from school without prior permission from parent/guardian
- C. Is absent from class without permission (skipping)
- D. Obtains a pass to go to a certain place and does not report there
- E. Does not attend their assigned class
- F. Comes to school but does not attend classes

The Principal's office will make every attempt to notify a parent/guardian when the student is suspected truant. If a parent cannot be reached, the sheriff's department may be notified.

### **LEAVING THE CAMPUS**

Students are not permitted to leave campus without a permit from the Principal's office. If they must leave the school campus because of illness or any other emergency, parents must sign the checkout register in the office. Failure to comply with this policy will result in disciplinary review and/or action by the principal. Students arriving late will officially check in at the office with the school principal or attendance secretary before going to class.

### **SCHOOL SPONSORED ACTIVITIES ABSENCES**

Organizations should hold their absences from regular scheduled classes to a minimum. Each absence of this type must be approved by the Building Principal before the student or students may be taken from a class. All school sponsored absences fall under the guidelines of the Oklahoma Secondary Schools Activities Association and the "Ten (10) Day Rule" of the State Department of Education.

**NOTE:** Students are not permitted to ride in their personal vehicle to a school sponsored activity in which they are to participate without prior approval of the Building Principal and the Sponsor or Coach of the activity. It is the student's responsibility to make up all work missed because of any absence. This should be done in advance, when possible. The Board of Education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy back to the Board of Education. A record of activity absences will be kept in the Building Principal's office. When a group takes a trip during the school year as a reward then the NO PASS NO PLAY RULE is in effect.

### **GRADING AND REPORT CARDS**

The teacher will use percentages for recording grades on the student's work assignments and test. Percentages will also be used for recording grades in the Grade Books. Percentage grades will be translated into letter grades for reporting to parents according to the following scale:

Definition/Description	Letter Grade	Percentage
Superior Work:	A	90-100%
Above Average Work:	B	80-89%
Average Work:	C	70-79%
Below Average Work:	D	60-69%
Failing	F	59% - Below

If a student has been absent a great deal and has not fulfilled work requirements for the grading period, he/she may be given an "Incomplete" rather than an "F". The student should be told that he/she only has one week after the end of the grading period to complete assignments and change the "I" to a passing grade. Failure to make up the work within a week will result in an "F". Report cards are sent home at the end of each nine (9) weeks grading period to inform the parents of each student's progress. Parent/Teacher conferences are scheduled one time each semester.

**NOTE: Parents/guardians wishing to receive progress reports via e-mail need to contact the child's teacher and provide their e-mail address.**

### **SCHOLASTIC ELIGIBILITY**

#### **Semester Grades:**

- A. If a student does not meet the minimum scholastic standard according to the Oklahoma Secondary Schools Activities Association (OSSAA) he/she will not be able to participate.

#### **Student Eligibility During a Semester:**

- A. Scholastic eligibility for students will be checked at the end of the third week of a semester.
- B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she 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 the probationary one-week period, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and ends on Sunday.
- C. A student who has lost eligibility under the provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).

### **SPECIAL PROVISIONS**

Any special provisions to scholastic eligibility will be made according to Oklahoma Secondary Schools Activities Association (OSSAA) guidelines.

## **STUDENT DISCIPLINE**

The purpose of discipline is to deter, train, shape, and mold the student to engage in behaviors reflecting good character and self-discipline. Referrals will be handled by the principal on an individual basis according to the severity of the offense, and the appropriate level of discipline necessary to correct the target behavior. Every attempt will be made to notify parents/guardians. Students, parents, or guardians who desire to appeal any disciplinary action should use the chain of command as follows: classroom teacher (when appropriate), building principal, and school superintendent. **All disciplinary actions and/or changes are at the discretion of the building principal.** Discipline may include, but is not limited to, conferences with students, parents, guardians, referral to counseling or appropriate social agency, referral to law enforcement, behavioral contract, financial restitution, restriction of, or revocation of privileges, and out of school suspension. Disciplinary action may be based on an assessment of the circumstances surrounding each infraction and may take into consideration the following criteria: The student's attitude, the seriousness of the offense, the effect of the offense on other students, whether the offense is physically or seems mentally injurious to other people, whether the incident was isolated or repeated behavior, and any other circumstances which may be appropriately considered. **Behavior Documentation Log Form is attached on the last page.**

### **Pre K-2<sup>nd</sup> Grade:**

Each student will receive instruction in expected character and appropriate behaviors in the classroom through their teacher. Some forms of discipline that may be used for unacceptable behaviors are: Redirection, positive choices, time out, loss of privileges, calling parent/guardian, and referral to the office. Parents may be required to pick up their child from school if behaviors continue or are threatening to the safety of others. **Offense will be documented on CLASSROOM Student Behavior Form.**

### **3<sup>rd</sup>-8<sup>th</sup> Grade:**

**1<sup>st</sup> Offense** – **Offense will be documented on CLASSROOM Student Behavior Form.** Unless the offense is of a more serious nature, as judged by teacher or administrator, the student will receive counseling in appropriate behaviors; in hopes of preventing further offenses. This offense will result in a warning.

**2<sup>nd</sup> Offense** – **Offense will be documented on CLASSROOM Student Behavior Form and contact parents**

**3<sup>rd</sup> Offense** – **Offense will be documented on CLASSROOM Student Behavior Form and contact parent.** Referral to principal and parent meeting. Consequences may include: corporal punishment, in or out of school suspension, alternative programming and/or behavioral contact.

**DURING A PERIOD OF OUT OF SCHOOL SUSPENSION, STUDENTS ARE NOT ALLOWED TO PARTICIPATE IN OR ATTEND ANY SCHOOL ACTIVITIES AND ARE NOT ALLOWED ON THE SCHOOL CAMPUS. Fighting or physical contact, whether initiated or engaged in by a student, may be grounds for suspension. Authorities may be notified.**

### **OUT OF SCHOOL SUSPENSION POLICY**

Students suspended more than five days (other than weapons or drug-related suspensions) will be provided an educational plan. This plan will cover the core units (minimum English, Math, Science, Social Studies, and Art units required by the State Board of Education) in which the student is currently enrolled. The student's parent or guardian will be responsible for providing a supervised structured environment and will monitor the student's educational progress during the suspension.

Students who are suspended will not be eligible to participate in extracurricular activities and will not be allowed to attend any school-sponsored activity.

### **DISMISSAL FROM SCHOOL FOR DISCIPLINARY REASONS**

Only Administrators may dismiss a student from school for disciplinary reasons and then only after certain guidelines are met. A decision to suspend must be based on an incident or matter about which has been discussed with the student and the parent:

1. Has been provided statements of the provisions or specific matters allegedly violated and both student and parent must be given notice of suspension and reasons within twenty-four (24) hours.
2. Has had sufficient opportunity to express or convey to the decision-making authority, his/her view or rebuttals of the alleged violation.
3. Will be notified that he/she and his/her parents have the right to appeal a suspension.

### **REPORTING STUDENT UNDER THE INFLUENCE OR POSSESSION OF NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES**

Definition - Non-Intoxicating Beverages – A non-intoxicating beverage is one that has not more than ½ of 1% alcohol by volume and no more than 3.2% alcohol by weight.

It shall be the policy of the Robin Hill Board of Education that any Teacher who has reasonable cause to suspect that a student may be under the influence or in possession of:

1. Non-intoxicating beverages
2. Alcoholic beverages; or a
3. Controlled dangerous substance;

As State law now defines the above, the principal or his/her designee should be notified of any such suspicions. The Principal shall immediately investigate and if the suspicion is substantiated, notify the Superintendent of Schools and a parent or legal guardian of said student of the matter. *REFERENCES: O.S. Title 70, Section 133*

Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation. Every Teacher employed by the Robin Hill Board of Education who has reasonable cause to suspect that a student is under the influence of or has in his/her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, and who reports such information to the appropriate school official, shall be immune from all civic liability. *REFERENCE: O.S. Title 70, Section 24-132*

NOTE: The same policy and procedure for teachers shall be applicable for support employees, as outlined above.

## **BUS DISCIPLINE**

Robin Hill Public School transports students by bus regularly. Bused students are under school authority from the time they get on the bus in the morning until they get off the bus in the afternoon. Students are under the jurisdiction of the bus driver while they are riding the bus. Some simple rules to observe in riding the bus include, but are not limited to:

1. Students may be required to walk a short distance to the bus stop. School district buses are not permitted to make pick-ups or drop-offs on private property.
2. Passengers should be prompt in reporting to the bus stop. Usually, a five-minute arrival before the scheduled stop is appropriate.
3. "Honk Services" or "Door Service" is not feasible. Of course, there may be days, especially during the winter that passengers seek shelter until bus arrival. In that event, passengers should be alert and prepared to board the bus at the regular stop when the bus arrives.
4. Passengers should remain seated at all times while the bus is in motion. (Upon boarding the bus the students should be promptly seated. The student should also be alert and prepared to depart the bus at the appropriate stop, causing no delay.)
5. While waiting for the bus, students are encouraged to stand a safe distance from the roadway or thoroughfare until the bus has arrived at the designated stop.
6. Students shall cross ten feet in front of the bus (NEVER BEHIND). Make eye contact with the driver and wait for his/her signal to cross safely before proceeding.
7. In case of a bus accident or breakdown, passengers should be orderly and follow all directions of the driver.
8. Students wanting to ride a bus other than their regular transportation or assigned bus must bring a note from their parent/guardian and have it approved by the principal before a change in transportation can occur.
9. Students cannot be dropped off at any stop, other than their assigned stop, without permission from the principal.
10. Parents/guardians are responsible for the cost of repairs for damaged property or injury caused by vandalism by the student.
11. Pupil misconduct on a school bus can endanger the lives of pupils, driver and the general public. The driver shall report such incidents to the principal by using a discipline referral report. Bus discipline referrals are cumulative throughout the entire school year. The following steps will apply for bus misconduct:
  - a. 1<sup>st</sup> Offense – Unless offense is of a more serious nature, as judged by the administrator, the student will be counseled in hopes of preventing further more serious offenses.
  - b. 2<sup>nd</sup> Offense – 1 day suspension from all district sponsored transportation services.
  - c. 3<sup>rd</sup> Offense - 3 days suspension from all district sponsored transportation services.
  - d. 4<sup>th</sup> Offense - 10 days suspension from all district sponsored transportation services.
  - e. 5<sup>th</sup> Offense – Suspension from all district sponsored transportation services for the remainder of the school year, unless the offense falls within ten transportation days of the end of the school year, at which time the suspension will include all transportation through the end of the next regularly scheduled semester.

### **STUDENT SEARCH POLICY**

A search of student, student property, or lockers shall be conducted only for the purpose of safeguarding the educational process, maintaining discipline and order, promoting the safety and security of persons and their property, or recovering stolen property. A search of a student may be conducted, when there is a reasonable suspicion by certified staff, that the student may be in possession of items such as: a controlled dangerous substance, illegal paraphernalia, a weapon, a stolen object, etc. Upon reasonable suspicion, students may be asked to empty their pockets, purses, backpacks, or sports bags. The student may be turned over to the authorities as required by law.

### **STUDENT TEXTBOOKS**

Students are responsible for textbooks assigned to them. Books that are lost or abused must be replaced at the expense of the student to whom the book was assigned.

### **LOST OR DAMAGED SCHOOL PROPERTY**

The loss or damage of school property will require the student or his/her parent/guardian to pay for the replacement or repair of that property. The cost to replace a lost or damaged chromebook is \$300. In the event that a chromebook is lost or damaged, an estimated cost will be given to parents/guardians.

### **FIELD TRIPS**

Field Trips are allowed, however, the Building Principal must approve them. All field trips need to be approved at least one month in advance of the trip, and a list of students who are to participate to be turned in to the office before the trip is taken. The building principal and/or teacher will determine eligibility based on academics and behavior of the student.

### **SCHOOL SAFETY**

Robin Hill Public School is designed to provide a safe school environment. The Safe School Committee will meet regularly to review any program, practice, or facility that is detrimental to the safe learning environment of Robin Hill Public School students, faculty, staff, and community. Any injury or illness should be reported promptly to the Building Principal and the parent/guardian of the ill or injured child. All students who participate in athletics must have, on file in the Principal's office, a physical examination form signed by a physician and a medical release form signed by their parent/guardian before starting practice in any sport.

### **BULLYING PREVENTION POLICY**

It is the policy of Robin Hill Public School that no student or employee of this district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to any school activity. No student of the Robin Hill Public School District will be subject to bullying, hazing, harassment, or any other form of persecution by student or employee whether connected to any fraternity or organization or not. For the purposes of the policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks. For the purpose of this policy, bullying is defined as a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else. For the purpose of this policy, violence is defined as any word, look, sign, or act that hurts another person's body, feelings, or possessions. This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include long-term suspension for students and employment termination for employees. (21 O.S. Sec. 1190)

1st offense-1 day suspension

2nd offense-3 day suspension

3rd offense-5 day suspension

4th offense-long term suspension or alternative education

### **WEAPONS-FREE SCHOOL POLICY**

It is the policy of the Robin Hill Public School district to comply fully with the Guns-Free Schools Act.

1. Any student in the Robin Hill Public School district who possesses a firearm at school, at any school sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, will be removed from school for not less than one full calendar year. Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starting gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosion; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any device similar to the above.
2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined as "...any pistol; revolver; dagger; pocket knife; art knife; switchblade knife; spring-type knife; sword cane; knives having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife; blackjack; loaded can; billy; hand chain; metal knuckles; or any other offensive weapon."

Any student who violates this law will be subjected to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms). The principal will handle discipline for weapons possession, other than firearms. Possession of a weapon (other than a firearm) and a threat to inflict bodily harm will result in suspension from school for the remainder of the current semester and the following semester. Use of a weapon to inflict

bodily harm to another will result in suspension from school one full calendar year. Proper authorities will be notified.

### **GANG RELATED ACTIVITIES**

There will be no tolerance for gang activity, support of gang activity or activities related to gangs. This includes specifically the wearing of gang clothes, making gang signs, (either by gesture or writing) or any activity that could be considered as being gang related. Consequences of such actions will be determined by the building principal.

### **ASBESTOS WITHIN SCHOOL FACILITIES**

The AHERA Asbestos Management Plan for the Robin Hill Public School is available for viewing in the office of the Superintendent. In the interest of your future safety and in compliance with EPA and State Department of Health regulations, we will be monitoring all assumed asbestos containing materials regularly to verify that they have not become friable or damaged.

### **HALL AND BUILDING CONDUCT**

Students are not to stop in the hall to visit while changing classes, or run and make loud noises in the halls at any time. In order to alleviate potential overcrowding during passing times between classes, students are expected to stay to the right of the hall center, thus following the same rules as those used in traffic in our society. **Absolutely no display of public affection while on school grounds. That includes holding hands, arms around another person's body, kissing, or touching inappropriately. All PDA must be documented and reported by the staff member that witnessed the PDA.**

#### **Display of public affection discipline:**

- 1st offense-1 day suspension
- 2nd offense-3 day suspension
- 3rd offense-5 day suspension
- 4th offense-long term suspension or alternative education

Please do not leave trash in desks, on the floor, or on the school grounds. Be a good citizen and help keep our school grounds clean at all times. **The buildings will be opened each day at 7:45 a.m.**

### **EMERGENCY DRILLS**

Safety is a major concern of our school; therefore, from time to time we will be conducting the following types of emergency drills. Safety drills will be conducted periodically. The students will be timed on how fast they are able to exit the building in an orderly manner. These records will be maintained in the principal's office.

Bus evacuation drills – training will be given to the students on the various methods of exiting a bus in case of emergencies. Records will be maintained in the office of the transportation director for all bus drivers.

Fire drills – from time to time the students will be instructed on the exit routes from their classes. Fire drills or actual fires will be announced over the intercom and/or will be accompanied by the fire alarms.

Tornado drills – from time to time the students will be instructed on the routes from their classes. Tornado drills or actual tornados will be announced over the intercom and/or will be a staggered alarm tone.

### **LOCK DOWN DRILLS**

Students will participate in required lock down drills each year. Notice will be given over the intercom.

### **CLOSED CAMPUS**

Robin Hill Public School operates a closed campus policy during the school day. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissed or until their parents or guardians pick them up. Any student leaving the school early for any reason must check out through the building principal's office. Any visitor or parent entering school property must first check in at the principal's office stating their business and be acknowledged by the principal. No person will be allowed to get a student directly out of class or visit a class without prior approval from the office. Items brought to school for a student will be delivered to the principal's office. No one is to loiter on school property.

### **ARTICLES PROHIBITED AT SCHOOL**

Problems arise each year because students have articles that are hazardous to the safety of others, or interfere in some way with school procedures. Such items include, but are not limited to: heely shoes, toy guns, water pistols, knives, video games, flat irons, firecrackers, glass containers, soda pop, energy drinks, cups with lids, laser pointers, and Trading Cards, etc. These items will be taken from the student, and at the discretion of the teacher and/or principal may be returned at the end of the day, the end of the school year or may be destroyed.

### **ASSEMBLY BEHAVIOR**

1. Use restroom and get a drink before attending an assembly to reduce distractions.
2. Enter the auditorium or gym quietly, and remain quiet during the entire program.
3. Look at the speaker or entertainer who is on stage. Do not disturb the ones around you.
4. Applaud in a courteous manner when you enjoy something.

If a student becomes a distraction, he/she will be removed from assembly.

### **STUDENT DRESS**

School clothing should be appropriate as to time, place, and weather. Appropriate dress for P.E., extra-curricular class trips, and activities will be determined by the instructor, coach, or school appointed sponsor.

- A. The wearing of gloves, **sunglasses, or any inappropriate head covering inside any school building is prohibited.** The wearing of coats in the classroom will be at the discretion of the teacher and should be made known to the students before inclement weather arrives. Students will leave these items in the homeroom in the designated place.
- B. There will be no exposure of the skin at the waist. Any exposure of undergarments will result in disciplinary action. The following items are not allowed to be worn: Backless dresses or shirts, low cut clothing that is revealing, clothing with derogatory or suggestive pictures or words or that advertise alcohol, tobacco, or drugs, sagging clothing, shirts with sleeves that are torn out or exaggerated sleeve openings (even if an undershirt is worn), boxers, house shoes, pajamas, midriff shirts, or large boat neck shirts exposing sports bra or under garments. Any student caught sagging will be required to wear a belt in order to prevent indecent exposure to other students.
- C. The wearing of shorts is permitted throughout the school year. Shorts, dresses, skirts, etc., **must reach the middle of the thigh.**

D. **No rips** or tears that indecently expose

**Dress code violations will be part of the discipline steps.**

### **PETITIONS**

No petitions for any cause may be circulated in the school without permission of the administration.

### **TOBACCO/VAPE POLICY**

No student will be allowed to use or carry any tobacco product or vapes into any school during the school day or school activities. Any residue or evidence or smokeless tobacco in the student's mouth will be deemed as tobacco use. (Student refusal to report 21-1242) (Furnishing to minors 21-1241) (Distribution 37-600.9) Authorities may be notified.

### **CLASS PARTIES (SEE RETURN TO LEARN PLAN FOR 2021-2022 SCHOOL YEAR)**

All parties must have principal approval at least one week in advance of the event. Food and transportation must be approved by the building principal at least one week prior to the event. It will be at the discretion of the teacher and administration if food and drink will be allowed in the classrooms during the school day.

### **STUDENT ACTIVITIES**

General guidelines for school organizations and activities:

- All organizations/activities must be scheduled through the Principal's office well in advance of the activity.
- A list of students going on an activity must be turned into the Principal's office one (1) day before the students are to miss school.
- Students representing Robin Hill Schools must be accompanied by a school sponsor. (A sponsor is defined as a Teacher or Administrator employed by the Robin Hill Public School district.)
- Any fund raising activity must have the approval of the Building Principal, and then it will be presented to the Board of Education at the next regular board meeting.
- Student's dress for participation in activities will conform to the dress code of our school.
- The sponsor(s) of all trips must have their itinerary approved by the Building Principal prior to the trip.
- Overnight trips are not permitted, unless absolutely necessary. Special permission must be obtained from the principal before planning such a trip.

### **ACTIVITY TRANSPORTATION**

All requests for transportation must be made through the Principal's office one week in advance of the trip. In order for students to ride the activity bus, they must be listed on request form prior to activity.

### **USE OF THE BUILDINGS FOR ACTIVITIES**

It is necessary that the building be used at different times when they are generally closed. The building, at no time or under no circumstance, is to be turned over to students. There must be a school sponsor with students, and the care of the building is the sponsor's responsibility.

GUIDELINES:

1. Students must be accompanied by a faculty sponsor.
2. Only members of that activity should be allowed inside the building.
3. All students must be confined to the room or space where the activity is taking place.
4. Students must not be allowed to roam the halls or go into other rooms or spaces.
5. Students are not to be given keys to the building.
6. Students should enter and leave by the same door.

7. Do not prop outside doors open.

### **FOOD SERVICE TO STUDENTS**

It shall be the policy of the Robin Hill Board of Education to provide school lunchroom food service to the students enrolled in the Robin Hill Public School, without regard to race, color or national origin. The Robin Hill Board of Education further believes the breakfast and lunch program is an integral part of the total education program for each child. Good nutrition directly affects the student's ability to learn and to maintain good health. To this end, the Robin Hill Board of Education will give full consideration to the following in the operation of its food service and health education program:

1. Alleviation of hunger in a child because of his/her economic status.
2. Development of desirable food habits.
3. An improved understanding of nutrition needs.
4. Creating a desirable program aimed toward effective student participation in well-balanced meals.

\*Prepayment of meals is encouraged to keep students from incurring excessive meal charges. Up to ten charges will be allowed. After ten meal charges, payment arrangements will need to be made.

Other than items brought to school in student lunches, the **Building Principal must approve any and all off campus food and drink**. Disciplinary action will be taken if caught with off campus food or drink without the permission of the principal. Due to a closed campus, students may not have outside food and/or beverages sent or delivered which would affect the child nutrition program and the new laws and policy governing child nutrition regulations. **Absolutely NO soda pop, energy drinks, or cups with lids permitted**. Students may bring water, juice, or Gatorade/PowerAde.

### **STUDENT ORGANIZATIONS**

Students wishing to be members of any organization must meet requirements as set by the sponsor.

### **FUNDRAISERS**

The school board must approve all fund raising activities before they may be held or materials ordered. See building principal or activity fund custodian for further information.

### **WITHDRAWAL FROM ROBIN HILL SCHOOLS**

In the event a child has to leave our school on a permanent basis, we ask that the office be notified so that the student may make arrangements through the office to check out of school leaving the proper items in place.

### **TELEPHONE USE**

No student will be called to the telephone except in the case of dire emergency. Important messages will be delivered to the students by office staff. If a parent needs to call the school, the proper numbers are listed below.

### **CELL PHONE USE**

Cell phones must be turned off and placed in **a teacher designated area** at the beginning of class in which they will remain until the end of the school day. If a student leaves the classroom for any reason, the cell phone **must remain** in the designated area.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunications devices. Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on a test or examinations shall be subject to discipline, and the device shall be confiscated and not returned until a parent conference is held. Students violating this rule will not be allowed to carry any personal communication device following the incident, unless a bona fide health emergency exists. Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

**Reference:** 70 O.S. §24-101.1, et seq.

**70 O.S. §24-102**

### **CLOSING OF SCHOOL**

In case of bad weather or other problems, which may require the school to be closed at a time it would normally be open, the school will make these announcements over the following TV stations, as early as possible, on the day of the closing or the night before. School closings will also be posted on the Robin Hill Website and Facebook page.

Television: KFOR – OKC – Channel 4, KOCO – OKC – Channel 5, KWTV – OKC – Channel 9

### **LOST AND FOUND**

Students are encouraged to respect the property of others. If they find money, clothing, lunch boxes, books, etc. they should take them to the principal's office. Anyone who has lost an item of personal property or money should get permission from his/her teacher to check the lost and found collection. It may be necessary to check the collection for several days. Parents are encouraged to look over the collection for items belonging to their child. Many times parents assume that an item belonging to their child has been stolen, when it is actually in the lost and found. Robin Hill Public School is not responsible for lost or stolen items.

### **RESPONSIBILITIES OF PARENTS**

The ultimate responsibility for students' behavior rests with the parents. The following are among their specific responsibilities:

1. Support the schools requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part. Send students to school with proper attention having been given to health, personal cleanliness, and neatness of dress.
2. Maintain an active interest in the student's work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place suitable for study.
3. Comply with the school's requests. This includes reading carefully all communications and signing and returning them if requested.

4. Cooperate with the schools in attending conferences set up for planning for its continuous maintenance and improvement.

#### **LIBRARY USE**

The school library is an important part of the students' education process, and students are encouraged to make use of the facility. Teachers may arrange for their entire class to use the library at times as needs arise, and if students desire to go to the library at other times, we ask that not more than two (2) from a class be allowed at any one time in the library.

#### **NOTICE REGARDING RELEASING STUDENT INFORMATION**

The Robin Hill Board of Education believes that it has a duty to protect the privacy rights of its students as protected by the "Family Educational Rights and Privacy Act," passed by Congress in 1974 (FERPA). Therefore, as provided for by the Act, Robin Hill Schools will not release educational records of your children known under the law as "Directory Information", for general public access for any purpose, including commercial use; however, we will continue to release the traditional information that Robin Hill Schools always has distributed in the past. It has been traditional for Robin Hill Schools to use names in the yearbooks, honor rolls, athletic programs and other school publications.

#### **STUDENT RECORDS**

Only that information which is pertinent to the individual's educational process and those items required by law are to be maintained in the student's file. A student's records are open for inspection by the student; his parents or guardian, school officials, and certified employees of Robin Hill Public School. Copies of records shall be furnished to authorized agencies upon written request of parents, guardians, or students of legal age.

#### **SPECIAL EDUCATION CLASSES**

Special education classes are offered to the students of Robin Hill, and the school desires to know of children who are ages birth through 21 years' old who are not receiving services. Students or pre-schoolers may be recommended for a program by parents, teachers, counselors, or administrators. After evaluation and upon determining a student's eligibility, an Individual Educational Program (IEP) will be developed and written for each student by a team, of which one member must be the parent or guardian.

### **ANNUAL NOTIFICATION**

Robin Hill Public School hereby notifies each student and their parents of their right to inspect and review the student educational records under the Federal Educational Rights to Privacy Act (FERPA).

Parents have a right to:

1. Inspect and review the student's educational records.
2. Limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's eligible parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by FERPA.
3. Seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed, if the district decides not to alter it according to the parent of eligible student's record.
4. File a complaint with the Department of Health, Education, and Welfare if the Robin Hill School District violates FERPA.
5. Come to the Principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the School Principal's office and in the Superintendent's office.
6. Prior notice: Yearly screening tests, as well as other required tests, may be administered to provide appropriate placement information. The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

**PARENT SIGNATURE**

I have read the Robin Hill Student Handbook and Return to Learn Plan and have explained it to my child.

I agree to comply with the material and requests within the policy book.

\_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature

**PLEASE RETURN THIS FORM TO  
YOUR TEACHER**



## Robin Hill Public Schools Behavior Documentation Log

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Date:	Location:	Behavior that is disrupting the learning environment:	Action Taken:	Frequency/Additional Comments:
	<input type="checkbox"/> Classroom <input type="checkbox"/> Building <input type="checkbox"/> Playground <input type="checkbox"/> Gym <input type="checkbox"/> Cafeteria <input type="checkbox"/> Music <input type="checkbox"/> STEAM <input type="checkbox"/> _____	<input type="checkbox"/> Excessive Talking/Calling Out <input type="checkbox"/> Defiance/Failure to follow directions <input type="checkbox"/> Refusing to complete assignments <input type="checkbox"/> Unable to keep hands/feet to self <input type="checkbox"/> Use of offensive language/gestures/notes <input type="checkbox"/> Abuse of school or personal property <input type="checkbox"/> Electronic device/toy <input type="checkbox"/> Lacks self-control <input type="checkbox"/> _____	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Time Out <input type="checkbox"/> Walk 5 laps at recess <input type="checkbox"/> Loss of privilege <input type="checkbox"/> Parent Contact (check one) ___text ___call ___email <input type="checkbox"/> Removal from classroom <input type="checkbox"/> Office Referral <input type="checkbox"/> _____	<input type="checkbox"/> 1 <sup>st</sup> redirection <input type="checkbox"/> 2 <sup>nd</sup> redirection <input type="checkbox"/> 3 <sup>rd</sup> redirection
	<input type="checkbox"/> Classroom <input type="checkbox"/> Building <input type="checkbox"/> Playground <input type="checkbox"/> Gym <input type="checkbox"/> Cafeteria <input type="checkbox"/> Music <input type="checkbox"/> STEAM <input type="checkbox"/> _____	<input type="checkbox"/> Excessive Talking/Calling Out <input type="checkbox"/> Defiance/Failure to follow directions <input type="checkbox"/> Refusing to complete assignments <input type="checkbox"/> Unable to keep hands/feet to self <input type="checkbox"/> Use of offensive language/gestures/notes <input type="checkbox"/> Abuse of school or personal property <input type="checkbox"/> Electronic device/toy <input type="checkbox"/> Lacks self-control <input type="checkbox"/> _____	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Time Out <input type="checkbox"/> Walk 5 laps at recess <input type="checkbox"/> Loss of privilege <input type="checkbox"/> Parent Contact (check one) ___text ___call ___email <input type="checkbox"/> Removal from classroom <input type="checkbox"/> Office Referral <input type="checkbox"/> _____	<input type="checkbox"/> 1 <sup>st</sup> redirection <input type="checkbox"/> 2 <sup>nd</sup> redirection <input type="checkbox"/> 3 <sup>rd</sup> redirection
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	<input type="checkbox"/> Classroom <input type="checkbox"/> Building <input type="checkbox"/> Playground <input type="checkbox"/> Gym <input type="checkbox"/> Cafeteria <input type="checkbox"/> Music <input type="checkbox"/> STEAM <input type="checkbox"/> _____	<input type="checkbox"/> Excessive Talking/Calling Out <input type="checkbox"/> Defiance/Failure to follow directions <input type="checkbox"/> Refusing to complete assignments <input type="checkbox"/> Unable to keep hands/feet to self <input type="checkbox"/> Use of offensive language/gestures/notes <input type="checkbox"/> Abuse of school or personal property <input type="checkbox"/> Electronic device/toy <input type="checkbox"/> Lacks self-control <input type="checkbox"/> _____	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Time Out <input type="checkbox"/> Walk 5 laps at recess <input type="checkbox"/> Loss of privilege <input type="checkbox"/> Parent Contact (check one) ___text ___call ___email <input type="checkbox"/> Removal from classroom <input type="checkbox"/> Office Referral <input type="checkbox"/> _____	<input type="checkbox"/> 1 <sup>st</sup> redirection <input type="checkbox"/> 2 <sup>nd</sup> redirection <input type="checkbox"/> 3 <sup>rd</sup> redirection

FOR OFFICE USE ONLY:

Remarks: \_\_\_\_\_

Admin Signature: \_\_\_\_\_ Staff Signature: \_\_\_\_\_