

Robin Hill Public School



Student Handbook 2026-2027

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

Robin Hill Public School

4801 E. Franklin Rd.

Norman, OK 73026

Superintendent's Office-Located in the Administration Building

Melissa Baughman (405)321-4186

Principal's Office-Located in the main building on the left side.

Tonya Bonilla (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 7:40 a.m. and closed at 3:30 p.m.

***Students may arrive at school at 7:40 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 7:40-8:00

8:00 Classes Begin

10:45-12:50 Lunch

2:45 Dismissal

2:45-3:05 Car Pick-up

OKLAHOMA COMPULSORY EDUCATION LAW

Oklahoma law requires parents, guardians, and custodians of children **over 5 and under 18 years of age** to ensure regular school attendance unless the child is receiving another lawful form of education or is otherwise exempt by law.

Robin Hill Public School is required to **monitor attendance and address nonattendance** in accordance with Oklahoma law. When a student fails to attend school as required, the District will take appropriate action and, when required, submit a **Notice of Non-Attendance** to the appropriate authorities, including the District Attorney.

This policy complies with **70 O.S. § 10-105** and other applicable Oklahoma attendance laws.

DRUG-FREE SCHOOL POLICY

Robin Hill Public School is committed to providing a safe, healthy, and drug-free learning environment. The school provides age-appropriate drug and alcohol education and prevention programs for students in grades K–8.

The unlawful possession, use, distribution, or being under the influence of drugs or alcohol is prohibited on school property, at school-sponsored activities, and in any situation covered by school policy or law.

Violations may result in disciplinary action consistent with district policy and applicable state and federal law, including probation, suspension, expulsion, and/or referral to law enforcement. Counseling, rehabilitation, or re-entry programs may also be recommended when appropriate.

Information about available counseling, rehabilitation, and re-entry services may be obtained through the principal's office.

Students and parents/guardians will be notified of these standards and applicable disciplinary consequences.

Student Standards of Conduct

Students are informed that the unlawful use, possession, distribution, or being under the influence of alcohol or illicit drugs is prohibited and may have serious consequences for the health, safety, and well-being of individuals and the school community.

The standards of conduct applicable to all Robin Hill Public School students prohibit the **unlawful possession, use, distribution, sale, or being under the influence of illicit drugs or alcohol**:

- on school property;
- on school transportation;
- during school hours; or
- at any school-sponsored activity or event, whether on or off school property.

Disciplinary Consequences

Students who violate the District's drug-free school standards will be subject to appropriate disciplinary action consistent with applicable Board policy and federal and state law.

Disciplinary consequences may include, but are not limited to, **probation, suspension, removal from school activities, and/or expulsion**, as permitted by law and District policy. When appropriate or required by law, incidents may also be referred to law enforcement or other appropriate authorities for possible prosecution.

The District may also recommend or require participation in an appropriate counseling, assessment, education, or rehabilitation program when deemed appropriate.

Counseling and Rehabilitation Resources

Information regarding available drug and alcohol counseling, assessment, education, rehabilitation, and re-entry programs may be obtained through the **Principal's Office**.

Parent and Student Notification

The District will provide students and parents/guardians with information regarding the standards of conduct described in this policy and the disciplinary consequences that may result from violations.

Robin Hill Public School is committed to maintaining a safe, drug-free learning environment and to providing students with appropriate education, prevention, intervention, and support resources.

MEDICAL & HEALTH POLICIES

CONTAGIOUS DISEASE & ILLNESS

Robin Hill Public School is committed to maintaining a healthy and safe environment for all students and staff. Students who are ill or who have a contagious or communicable disease may be excluded from school in accordance with Oklahoma State Department of Health guidelines, and District policy.

Under 70 O.S. § 1210.194, a child who is afflicted with a contagious disease or head lice may be prohibited from attending school until the child is free from the contagious disease or head lice. A student who has been excluded from school because of head lice must provide, before returning to school, certification from a qualified health professional or an authorized representative of the Oklahoma State Department of Health stating that the student is no longer afflicted with head lice.

Robin Hill Public School requires students to remain at home until they have been free from fever, vomiting, and diarrhea for at least 24 hours without the use of fever-reducing or other symptom-suppressing medication.

Students may also be excluded from school when they exhibit symptoms or conditions that, in the judgment of school personnel, prevent the student from safely participating in the school day or pose a health concern for other students or staff.

Parents/guardians are expected to keep students home when they are ill and to notify the school when a student is absent due to a contagious or communicable illness.

FEVER

A student with a temperature of 100°F or higher will be sent home and must remain home until the student has been fever-free for at least 24 hours without the use of fever-reducing medication.

Parents/guardians should not administer fever-reducing medication solely to allow a student to attend school. If a student has a fever during the night or in the morning before school, the student should remain at home until the 24-hour fever-free period has been met.

Students with a significant or unexplained rash, including a rash associated with a possible contagious condition, may be excluded from school until the condition has been evaluated or the student is determined to be able to safely return to school.

AIDS / HIV EDUCATION

Robin Hill Public School provides age-appropriate instruction regarding HIV/AIDS prevention and related health information as required by Oklahoma law.

The curriculum and instructional materials are available for parent/guardian review. Parents or guardians who wish to request an exemption from HIV/AIDS awareness instruction should submit the request in writing to the building principal in accordance with applicable Oklahoma law and District procedures.

Legal Reference: 70 O.S. § 11-103.3

MEDICATION ADMINISTRATION POLICY

Robin Hill Public School recognizes that some students may require medication during the school day. Medication will be administered in accordance with Oklahoma law, District policy, and established school procedures. For purposes of this policy, medication includes prescription medication and non-prescription medication.

Authorization to Administer Medication

Medication may be administered at school only by the school nurse or other authorized school personnel designated in accordance with Oklahoma law and District policy.

When a school nurse is not available, the school principal or a school employee who has been appropriately designated and authorized may administer medication as permitted by law.

Prescription Medication

Prescription medication must be provided to the school in the original pharmacy-labeled container and must be properly labeled with the information required by law.

The medication must be accompanied by the appropriate written authorization and instructions required by the District.

Non-Prescription Medication

Non-prescription medication may be administered only when the required written authorization from the parent/guardian has been provided and in accordance with applicable law, District policy, and the medication's labeling or appropriate medical instructions.

Medication Procedures

Parents/guardians are responsible for:

- Providing all medication to the school in accordance with District procedures.
- Providing required written authorization.
- Providing accurate and complete medication instructions.
- Notifying the school of any changes to the student's medication or medical needs.
- Collecting unused medication when requested by the school.

Students may not possess, share, or self-administer medication at school unless specifically authorized under applicable law and District policy.

Medication will be stored and documented in accordance with District procedures and applicable law.

Legal References: 70 O.S. § 1-116.2; 59 O.S. § 353.1, et seq.

The District reserves the right to update medication procedures as required by changes in Oklahoma law, State Department of Education guidance, or Board of Education policy.

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

Regular attendance teaches students responsibility, dependability, and preparedness. Robin Hill Public School is legally required to monitor attendance and report suspected educational neglect as required by law.

ABSENCES

All absences count toward attendance requirements unless specifically exempted by school policy or law.

Students may not have more than **10 absences per semester**, except when otherwise allowed by district policy.

Exceptions may include:

- Illness verified by a doctor's statement. Doctor's notes must be submitted within **5 school days** of the absence.
- Approved school activities.
- Emergencies approved by the principal.
- Authorized religious holidays with required documentation.

Parents/guardians should notify the office **as soon as possible on the day of an absence**.

An **excused absence allows a student to make up missed work but does not remove the absence from the attendance record**.

MAKE-UP WORK

- Students are responsible for obtaining missed assignments from their teachers.
- Students generally have **one day for each day absent** to complete make-up work.

- Long-term assignments are due as originally scheduled or upon the student's return, as appropriate.
- Failure to complete make-up work may result in a zero.

Examples of generally **unexcused absences** include oversleeping, shopping, personal recreation, employment, missing the school bus, vacations, and attending school events without administrative approval.

SCHOOL ACTIVITY ABSENCES

School-sponsored activities must be approved by the principal and follow applicable **Oklahoma activity and attendance requirements**, including the **Ten-Day Rule**.

Students may not miss more than **10 class days per school year** for school activities, subject to applicable state and activity-association rules.

Students are responsible for making up missed work. Students may not drive themselves to a school-sponsored activity without prior approval from the principal and the activity sponsor/coach.

TARDIES

Students are expected to be **in class and ready to learn by 8:00 A.M.**

- Students arriving after 8:00 A.M. must be checked in through the office by a parent/guardian.
- Middle school students are tardy if they are not in their assigned classroom and ready when the bell rings.
- **Three tardies equal one absence** for attendance purposes.
- Students arriving after **10:00 A.M.** are counted absent for one-half day.
- Students checked out before **2:00 P.M.** are counted absent for one-half day.

TRUANCY

Truancy includes:

- Being absent without parent/guardian permission.
- Leaving campus without being properly checked out.
- Skipping class or attending an unassigned class.
- Leaving class without permission.
- Reporting to a location other than the one assigned.

Truancy may result in **disciplinary action and/or legal action**. The school will attempt to contact parents/guardians and may notify law enforcement when appropriate.

EARLY CHECKOUT & LATE ARRIVAL

- Students leaving school early must be **checked out through the office by an authorized adult**.
- If someone other than a parent/guardian is picking up a student, the parent/guardian must notify the office in advance.
- Students may not leave campus without proper office authorization.

- Students arriving late must be **signed in through the office** by a parent/guardian.
- Families are encouraged to schedule appointments outside the school day whenever possible.

SCHOOL-SPONSORED ACTIVITIES

All school-sponsored absences must be **approved by the principal in advance** and follow applicable Oklahoma Secondary School Activities Association (OSSAA) and Oklahoma State Department of Education requirements.

A record of activity absences will be maintained by the principal's office. **No Pass/No Play** requirements apply when applicable, including school-sponsored reward trips.

Students are responsible for completing all missed work.

GRADING & REPORT CARDS

Teachers will use percentage grades for assignments, tests, and gradebooks. Percentage grades are converted to letter grades using the following scale:

Grade	Percentage
A – Superior	90–100%
B – Above Average	80–89%
C – Average	70–79%
D – Below Average	60–69%
F – Failing	59% and below

Incomplete Grades:

A student who has missed significant school and has not completed required work may receive an Incomplete (I) instead of an F. Students have one week after the grading period ends to complete missing work. If work is not completed within that time, the grade will become an F.

Report Cards & Conferences

- Report cards are issued at the end of each nine-week grading period.
- Parent/teacher conferences are held once each semester.
- Parents/guardians who would like progress reports emailed should provide their email address to the student's teacher.

SCHOLASTIC ELIGIBILITY

Students participating in athletics and extracurricular activities must meet **Oklahoma Secondary Schools Activities Association (OSSAA)** academic eligibility requirements.

Semester Eligibility

- Students must meet the minimum scholastic standards established by OSSAA to participate in activities.

Weekly Eligibility

- Eligibility will be checked beginning with the **third week of each semester**.
- Students must be **passing all enrolled classes**.
- If a student is failing one or more classes, they will be placed on **one-week probation**.
- If the student is still failing after the probation week, they will be **ineligible for the following week**.
- Eligibility/ineligibility periods run **Monday–Sunday**.
- A student regains eligibility when they are passing **all classes** at the beginning of a new eligibility week.

Grades

- Grades must be updated and submitted by **3:15 P.M. each Friday**.

Any exceptions or special provisions will follow current **OSSAA guidelines**.

STUDENT DISCIPLINE

The purpose of discipline is to help students develop **good character, responsibility, and self-discipline**.

Discipline referrals will be reviewed by the principal based on the **severity and circumstances of the behavior**. Every effort will be made to notify parents/guardians.

Disciplinary actions may include:

- Student or parent/guardian conferences
- Counseling or referral to appropriate support services
- Behavioral contracts
- Loss or restriction of privileges
- Restitution for damaged property
- Referral to law enforcement when appropriate
- Out-of-school suspension
- Other consequences deemed appropriate by administration

When determining consequences, administration may consider the **seriousness and impact of the behavior, student attitude, whether the behavior is repeated, potential harm to others, and other relevant circumstances**.

Appeals: Students and parents/guardians who wish to appeal disciplinary action should follow the chain of command:

1. Classroom Teacher, when appropriate
2. Building Principal

3. Superintendent

The **building principal has discretion regarding disciplinary actions and consequences**, consistent with district policy and applicable law.

A **Behavior Documentation Log Form** is included in the final section of this handbook.

DISCIPLINE PROCEDURES BY GRADE LEVEL

PreK–2nd Grade

Teachers will explicitly teach and reinforce expected behaviors and character. Appropriate responses to unacceptable behavior may include:

- Redirection and reteaching
- Encouraging positive choices
- Time-out or loss of privileges
- Parent/guardian contact
- Office referral

Continued or unsafe behavior may require a parent/guardian to pick up the student. Significant behaviors should be documented on the **Classroom Student Behavior Form**.

3rd–8th Grade

1st Offense:

- Document on the Classroom Student Behavior Form.
- Provide a warning and reteach appropriate behavior unless the offense is more serious.

2nd Offense:

- Document the behavior.
- Contact the parent/guardian.

3rd Offense:

- Document the behavior and contact the parent/guardian.
- Refer to the principal for a parent meeting and further disciplinary action.

Consequences may include **loss of privileges, behavioral contracts, alternative programming, in-school or out-of-school suspension, or other consequences permitted by district policy and law**.

Serious Offenses:

Serious or unsafe behavior may result in an immediate office referral and more significant consequences regardless of the number of previous offenses. Fighting or physical aggression may result in suspension and/or referral to law enforcement when appropriate.

During Out-of-School Suspension:

Students may not attend or participate in **school activities** or be on **school property** during the suspension period.

OUT-OF-SCHOOL SUSPENSION POLICY

- Students suspended for **more than five school days**, except for certain weapon- or drug-related suspensions as provided by law, will be provided an **educational plan** covering required core coursework in which the student is enrolled.
- Parents/guardians are responsible for providing a **supervised, structured environment** and monitoring the student's educational progress during the suspension.
- Students serving an out-of-school suspension may **not participate in or attend extracurricular or school-sponsored activities** during the suspension period.

DISMISSAL FROM SCHOOL FOR DISCIPLINARY REASONS

Only school administrators may suspend or dismiss a student for disciplinary reasons, consistent with district policy and applicable law.

Before a suspension is issued:

- The student and parent/guardian will be informed of the alleged violation and reason for the proposed suspension.
- The student will have an opportunity to explain or respond to the allegation.
- The student and parent/guardian will receive notice of the suspension and reasons within the timeframe required by law.
- The student and parent/guardian will be informed of their right to appeal the disciplinary decision.

REPORTING STUDENTS SUSPECTED OF POSSESSION OR USE OF ALCOHOL OR CONTROLLED SUBSTANCES

Any teacher or support employee who has **reasonable cause to suspect** that a student is under the influence of or possesses:

- Non-intoxicating beverages
- Alcoholic beverages
- Controlled dangerous substances

must **immediately notify the principal or designee**.

The principal will investigate the concern and, when appropriate, notify the **superintendent and the student's parent/guardian**. Any search or disciplinary action will follow **district policy and applicable state and federal law**.

Employees who report suspected possession or use in good faith to the appropriate school official are afforded protections provided by **Oklahoma law (70 O.S. §§ 24-132 and 133)**.

This policy applies to **all teachers and support employees**.

TOBACCO/VAPE POLICY

Students are prohibited from using, possessing, carrying, distributing, or furnishing tobacco products, vaping devices, or related products on school property, during the school day, or at any school-sponsored activity or event.

Any tobacco residue or evidence of smokeless tobacco in a student's mouth will be considered evidence of tobacco use.

Violations may result in disciplinary action and may be reported to law enforcement or other appropriate authorities when required or permitted by law.

Applicable Oklahoma Statutes:

- **21 O.S. § 1242** – Student refusal to report
- **21 O.S. § 1241** – Furnishing tobacco products to minors
- **37 O.S. § 600.9** – Distribution

BUS DISCIPLINE & EXPECTATIONS

Students are under **school authority from the time they board the bus until they are dropped off**. While riding, students must follow the directions of the bus driver.

Bus Expectations

- Arrive at the bus stop **about 5 minutes early** and wait a safe distance from the road.
- Remain **seated while the bus is moving** and follow the driver's directions.
- When crossing the road, cross **at least 10 feet in front of the bus—never behind it**. Make eye contact with the driver and wait for the signal before crossing.
- Follow all directions during a bus emergency, accident, or breakdown.
- Students may only ride their **assigned bus** and be dropped off at their assigned stop unless a transportation change is approved by the principal in advance.
- A parent/guardian note is required for a transportation change and must be approved by the principal.
- Parents/guardians may be responsible for **damage or injury caused by intentional student misconduct or vandalism**, as permitted by law and district policy.

BUS MISCONDUCT

Bus misconduct is reported to the principal and may result in loss of transportation privileges. **Bus discipline referrals accumulate throughout the school year.**

- **1st Offense:** Counseling/warning unless the behavior is serious.
- **2nd Offense:** 1-day suspension from district transportation.
- **3rd Offense:** 3-day suspension from district transportation.
- **4th Offense:** 10-day suspension from district transportation.
- **5th Offense:** Suspension from district transportation for the remainder of the school year, with extended consequences when applicable.

Administration may impose more serious consequences for **severe or dangerous behavior**, regardless of the number of previous offenses.

STUDENT SEARCH POLICY

Student searches, property searches, and locker searches may be conducted when necessary to maintain safety, security, discipline, and order or to recover stolen property.

When certified staff have reasonable suspicion that a student possesses prohibited items, such as drugs, drug paraphernalia, weapons, or stolen property, the student may be asked to empty pockets, purses, backpacks, or sports bags. Searches and any referral to law enforcement will follow district policy and applicable law.

STUDENT TEXTBOOKS

Students are responsible for textbooks and materials assigned to them. Lost or damaged textbooks must be replaced or repaired at the student's/parent's expense, as permitted by district policy.

LOST OR DAMAGED SCHOOL PROPERTY

Students and parents/guardians may be responsible for the replacement or repair of school property that is lost or intentionally or negligently damaged.

The replacement cost for a lost or damaged Chromebook is \$300, or the actual estimated repair/replacement cost when applicable. Families will be notified of the estimated cost.

GRAFFITI & DESTRUCTION OF SCHOOL PROPERTY

Damage, vandalism, graffiti, or marking on school property—including desks, walls, equipment, and other school materials—is strictly prohibited.

Under Oklahoma law, 21 O.S. § 1760, malicious injury or destruction of property may result in criminal charges depending on the circumstances and value of the damage. Students may also be subject to school disciplinary action and financial restitution.

FIELD TRIPS

Field trips must be **approved by the building principal at least one month in advance**.

- A list of participating students must be submitted to the office **before the trip**.
- Student participation may be limited based on **academic standing and behavior**.
- All field trips must follow school and district procedures.

SCHOOL SAFETY

Robin Hill Public School is committed to maintaining a safe and secure learning environment for students, staff, and the community.

- The Safe School Committee will meet regularly to review safety concerns, practices, programs, and facilities.

- Report all student injuries or illnesses promptly to the principal and notify the parent/guardian as appropriate.
- Students participating in athletics must have a current physician-signed physical and parent/guardian medical release on file in the principal's office before participating in practices or competitions.

SCHOOL DISMISSAL PROCEDURES

Robin Hill Public School uses a computerized dismissal system to help ensure that students are dismissed safely, efficiently, and only to individuals authorized by a parent or guardian.

Student Dismissal

All students who are picked up by car will be dismissed through the school's designated car line. Parents and guardians should remain in their vehicles during dismissal and follow all staff directions and traffic procedures.

Students will be called for dismissal through the school's Safe Dismissal system. The system helps school staff identify students and match them with the appropriate vehicle and authorized dismissal information.

Important Parent/Guardian Responsibilities

- Parents/guardians must follow the designated car line and traffic pattern.
- Students may only be picked up by individuals authorized by the parent/guardian.
- Parents/guardians are responsible for keeping emergency contacts and authorized pickup information current.
- Any changes to a student's normal dismissal plan should be communicated to the school before dismissal whenever possible.
- Parents/guardians should notify the office of changes in transportation, including a change from bus transportation to parent pickup.
- For safety reasons, parents/guardians should not attempt to pick up students directly from classrooms, hallways, playgrounds, or other areas of campus during dismissal.
- Students will not be released to unauthorized individuals.
- Parents/guardians may be required to provide identification when picking up a student or when making changes to a student's dismissal arrangements.

Changes in Dismissal

If a student needs to be dismissed differently than their regular transportation plan, the parent/guardian must notify the school office according to school procedures. Changes should be made as early as possible to allow staff adequate time to update the dismissal system.

For the safety of all students, last-minute dismissal changes may be limited or denied if the school cannot safely verify or process the request before dismissal.

Early Checkout

Students leaving school before the regular dismissal time must be checked out through the school office by an authorized adult. The adult may be required to show identification. Students will not be released directly from classrooms.

Safety Expectations

The dismissal process is a highly supervised time of day. Families are expected to follow all staff directions, remain in designated areas, and drive carefully through the school parking lot and car line. Unsafe or unauthorized attempts to bypass the dismissal procedure may result in the student being required to follow an alternate dismissal procedure.

The school reserves the right to modify dismissal procedures when necessary to protect student safety and maintain an orderly dismissal process.

If the Pickup Person Does Not Have the Student's Safe Dismissal Number

If someone other than the parent or guardian is picking up a student, they should have the student's Safe Dismissal number available before arriving at school. Parents/guardians are responsible for providing this number to any authorized pickup person.

If the pickup person does not have the student's number, they should notify a staff member in the car line. School staff will verify that the individual is listed as an authorized pickup contact before the student is released. The pickup person may be required to present a valid photo ID. This verification process may delay dismissal to ensure student safety.

Students will not be released to individuals who are not listed as authorized pickup contacts or whose identity cannot be verified.

Bullying Prevention Policy

Robin Hill Public School is committed to providing a safe, positive, and respectful learning environment for all students. Bullying, harassment, hazing, intimidation, and retaliation will not be tolerated and are prohibited on school property, at school-sponsored activities, on school transportation, and through electronic communication when such conduct substantially disrupts the educational environment.

No student or employee shall participate in or be a member of any secret fraternity, secret organization, or group that engages in hazing, bullying, harassment, or other conduct that threatens the safety or well-being of any student or employee.

For purposes of this policy:

- **Bullying** is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, or other conduct that causes or is reasonably perceived to cause physical harm, emotional distress, damage to property, or creates a hostile educational environment.
- **Cyberbullying** includes bullying through electronic communication such as text messages, email, social media, websites, online gaming, or other digital platforms.

- **Hazing** is any intentional or reckless act directed against a student for the purpose of initiation into, affiliation with, or continued membership in any organization or group that humiliates, abuses, or endangers the student's physical or mental health.

Students, parents, and employees are encouraged to report suspected bullying or harassment to a teacher, counselor, principal, or other school administrator. Reports will be investigated promptly and confidentially to the extent permitted by law. Retaliation against any person who reports bullying or participates in an investigation is strictly prohibited.

Students who violate this policy will be subject to appropriate disciplinary action in accordance with district policy and the Student Code of Conduct. Consequences may include, but are not limited to:

- Parent/guardian conference
- Counseling or behavioral interventions
- Loss of privileges
- In-school suspension
- Out-of-school suspension
- Long-term suspension, when appropriate

The district may also implement interventions designed to educate students, restore relationships when appropriate, and prevent future incidents.

Reference: Oklahoma School Safety and Bullying Prevention Act (70 O.S. § 24-100.2 et seq.) and 21 O.S. § 1190.

WEAPONS-FREE SCHOOLS POLICY

Robin Hill Public School is committed to providing a safe and secure learning environment for all students, staff, and visitors. It is the policy of Robin Hill Public School to comply fully with the Gun-Free Schools Act and all applicable federal and Oklahoma laws regarding weapons on school property.

No student shall possess, use, threaten to use, or have under his or her control any firearm or other weapon while on school property, in school vehicles, at school-sponsored activities, or while participating in any school-sponsored event, whether on or off campus.

For purposes of this policy, possession includes having a weapon on one's person, in a backpack, purse, locker, vehicle (where applicable), or otherwise under the student's control.

Any student who possesses a firearm at school, at a school-sponsored event, or on any school property, including school transportation or school-sponsored transportation, shall be removed from school for not less than one (1) full calendar year, as required by the Gun-Free Schools Act, unless the Superintendent modifies the removal requirement on a case-by-case basis as permitted by law.

For purposes of this policy, a firearm is defined by Title 18, United States Code, Section 921, as:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- 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 similar device.

In addition, Oklahoma law (21 O.S. § 1280.1) prohibits any person, except peace officers or others specifically authorized by the Board of Education, from possessing a weapon on public or private school property, in school buildings, on school buses or vehicles used for student transportation, or at school-sponsored activities.

Weapons prohibited under Oklahoma law include, but are not limited to, pistols, revolvers, daggers, pocket knives, switchblade knives, spring-assisted knives, sword canes, blackjacks, clubs, metal knuckles, or any other offensive weapon as defined by law.

Possession of toy weapons, replica firearms, BB guns, pellet guns, airsoft guns, or any object displayed or used in a manner that reasonably causes others to believe it is a weapon may also result in disciplinary action.

Students who violate this policy shall be subject to disciplinary action in accordance with federal law, Oklahoma law, Board policy, and the Student Code of Conduct. Consequences may include:

- Short-term or long-term suspension;
- Expulsion or one-calendar-year removal as required by law for firearms;
- Referral to law enforcement; and
- Any additional disciplinary action permitted by law.

School administrators will investigate each incident and determine appropriate disciplinary action based on the nature and severity of the offense, applicable law, and district policy.

Possession of a weapon while threatening to inflict bodily harm or using a weapon to injure another person may result in long-term suspension, expulsion where authorized by law, referral to law enforcement, and any additional consequences permitted by district policy.

Any threat to bring, possess, or use a weapon at school or at a school-sponsored activity will be taken seriously, investigated promptly, and may result in disciplinary action and referral to law enforcement, even if no weapon is ultimately found.

Robin Hill Public School will notify appropriate law enforcement authorities as required by law. Long-term suspensions and other disciplinary actions will be processed in accordance with Oklahoma law and district policy.

Legal References: Gun-Free Schools Act (20 U.S.C. § 7961); 18 U.S.C. § 921; 21 O.S. § 1280.1.

GANG-RELATED ACTIVITIES

Robin Hill Public School prohibits **gang-related activity, promotion, or support** on school property and at school-sponsored activities.

This includes, but is not limited to:

- Gang-related clothing or symbols
- Gang signs or gestures
- Gang-related writing, drawings, or markings
- Any activity that promotes or supports gang involvement

Violations may result in **disciplinary action determined by the building principal** in accordance with district policy and applicable law.

ASBESTOS IN SCHOOL FACILITIES

Robin Hill Public School maintains an **AHERA Asbestos Management Plan** in compliance with EPA and Oklahoma State Department of Health requirements.

The plan is available for review in the **Superintendent's office**. The district will regularly monitor known or assumed asbestos-containing materials to ensure they remain in safe condition and are not damaged or disturbed.

HALL & BUILDING CONDUCT

Students are expected to maintain a **safe, respectful, and orderly environment** throughout the school.

- Walk quietly and safely in hallways. **No running, yelling, or stopping to visit** during class changes.
- Stay to the **right side of the hallway** when moving between classes.
- **Public displays of affection (PDA) are not permitted** on school property. This includes holding hands, kissing, inappropriate touching, or placing arms around another person.
- Staff will document and report observed PDA. Consequences may include:
 - **1st Offense:** 1-day suspension
 - **2nd Offense:** 3-day suspension
 - **3rd Offense:** 5-day suspension
 - **4th Offense:** Long-term suspension or alternative education
- Students are expected to **keep classrooms, desks, hallways, and school grounds clean** and properly dispose of trash.
- School buildings open each day at **7:40 A.M.**

EMERGENCY DRILLS

Robin Hill conducts emergency drills throughout the school year to ensure students and staff are prepared to respond safely and efficiently. Drill procedures and records will be maintained by the appropriate school personnel.

Bus Evacuation Drills

- Students will be trained on safe evacuation procedures and various emergency exit methods.
- Bus evacuation records will be maintained by the Transportation Director.

Fire Drills

- Students will be taught the appropriate evacuation routes for their classrooms.
- Drills or actual fire emergencies may be announced by **intercom and/or fire alarm**.
- Students and staff must follow posted evacuation procedures and staff directions.

Tornado Drills

- Students will be taught the designated routes to safe areas.
- Drills or actual tornado emergencies may be announced by **intercom and/or designated alarm signals**.
- Students and staff must follow safe-room procedures and staff directions.

LOCKDOWN DRILLS

Students and staff will participate in required lockdown drills throughout the school year to practice emergency safety procedures.

Lockdown drills will be announced over the intercom, and all students and staff are expected to follow established procedures and staff directions.

CLOSED CAMPUS

Robin Hill Public School maintains a **closed campus during the school day**.

- Students must remain on school grounds from arrival until dismissal or authorized checkout.
- Students leaving school early must be **signed out through the office** by an authorized adult.
- All visitors and parents must **check in at the office** and state the purpose of their visit.
- Visitors may not go directly to classrooms or remove students from class without **office approval**.
- Items brought for students must be left in the **office** for delivery.
- Loitering on school property is not permitted.

ARTICLES PROHIBITED AT SCHOOL

Students may not bring items that create a **safety concern, disrupt learning, or interfere with school operations**. Prohibited items include, but are not limited to:

- Toy or replica weapons, knives, and laser pointers
- Heelys or similar wheeled shoes
- Water pistols and other toys that may create safety concerns
- Firecrackers or other hazardous items
- Video games and other unauthorized electronic devices
- Flat irons or other heat-producing devices
- Glass containers, soda, energy drinks, and cups with lids
- Trading cards and similar distracting items

Prohibited items may be **confiscated** and, at the discretion of the teacher or principal, returned at the end of the day, held until the end of the school year, or disposed of.

ASSEMBLY BEHAVIOR

Students are expected to demonstrate **respectful and appropriate behavior** during all assemblies.

- Use the restroom and get a drink before the assembly.
- Enter and exit quietly and remain quiet during the program.
- Face the speaker or presenter and avoid distracting others.
- Applaud appropriately and respectfully.
- Students who become disruptive may be **removed from the assembly**.

STUDENT DRESS

Students are expected to dress appropriately for the school setting, weather, and activities. Dress requirements for P.E., field trips, and extracurricular activities may be set by the instructor, coach, or sponsor.

- No gloves, sunglasses, or inappropriate head coverings may be worn inside school buildings.
- Coats may be worn in classrooms at the teacher's discretion.
- Clothing must fully cover the waist and undergarments. No exposed midriffs.
- Clothing may not be excessively revealing, backless, low-cut, or have large openings that expose undergarments.
- Clothing with derogatory, suggestive, or drug/alcohol/tobacco-related words or images is prohibited.
- Sagging clothing is not permitted. Students may be required to wear a belt.
- No shirts with sleeves removed or excessively large openings.
- Pajamas, house shoes, and boxer shorts are not permitted.

- Shorts, skirts, and dresses must reach at least the middle of the thigh.
- Rips or tears may not expose areas that should remain covered.

Dress code violations will be addressed through the school's discipline procedures.

PETITIONS

Petitions may not be circulated, distributed, or solicited on school property without prior approval from the school administration.

CLASS PARTIES

All class parties must receive prior approval from the building principal at least one week before the scheduled event.

Any food, beverages, or transportation associated with a class party must also be approved by the building principal at least one week in advance.

The decision to allow food and beverages in classrooms during the school day will be at the discretion of the teacher and school administration.

STUDENT ACTIVITIES

General Guidelines for School Organizations and Activities

- All school organizations and activities must be scheduled through the Principal's Office well in advance of the activity.
- A list of students who will miss school to participate in an activity must be submitted to the Principal's Office at least one (1) school day prior to the absence.
- Students representing Robin Hill Public School must be accompanied by a school sponsor. A sponsor is defined as a teacher or administrator employed by Robin Hill Public School.
- All fundraising activities must receive prior approval from the Building Principal and will then be presented to the Board of Education for consideration at its next regular meeting.
- Students participating in school activities must comply with the school's dress code.
- Sponsors of all school trips must submit an itinerary to the Building Principal for approval prior to the trip.
- Overnight trips are generally not permitted unless deemed absolutely necessary. Special permission from the Building Principal must be obtained before planning or making arrangements for an overnight trip.

ACTIVITY TRANSPORTATION

All requests for transportation for school activities must be submitted through the Principal's Office at least one (1) week prior to the scheduled trip or activity.

Students must be listed on the transportation request form prior to the activity in order to ride an activity bus.

USE OF SCHOOL BUILDINGS FOR ACTIVITIES

School buildings may occasionally need to be used outside of regular school hours. At no time or under any circumstances will a school building be turned over to students. Students must be accompanied and supervised by a school sponsor at all times. The sponsor is responsible for the supervision of students and the care and security of the building during the activity.

Guidelines

- Students must be accompanied and supervised by a faculty sponsor at all times.
- Only students who are members or participants of the approved activity may be inside the building.
- Students must remain in the designated room or area where the activity is being conducted.
- Students may not roam the halls or enter other classrooms, rooms, or areas of the building.
- Students may not be given keys or access credentials to the school building.
- Students should enter and exit through the same designated door.
- Exterior doors must not be propped open or left unsecured.

FOOD SERVICE TO STUDENTS

It shall be the policy of the Robin Hill Board of Education to provide school breakfast and lunch services to students enrolled in Robin Hill Public School without regard to race, color, or national origin.

The Robin Hill Board of Education recognizes that the breakfast and lunch program is an integral part of the total educational program. Good nutrition directly affects a student's ability to learn, participate, and maintain good health. To support this goal, the school's food service and health education programs will promote the following:

- Alleviation of hunger among students regardless of economic status.
- Development of healthy and desirable eating habits.
- Increased understanding of proper nutrition and individual nutritional needs.
- A positive food service program that encourages effective student participation in well-balanced meals.

Meal Charges:

Prepayment of meals is encouraged to prevent students from accumulating excessive meal charges. Students may accrue up to ten (10) meal charges. Once a student reaches ten (10) meal charges, payment arrangements must be made with the school.

Outside Food and Beverages:

Other than food and beverages brought to school as part of a student's lunch, all food and beverages brought from off campus must have prior approval from the Building Principal.

Because Robin Hill Public School operates as a closed campus, students may not have outside food or beverages sent or delivered to them during the school day. This policy is intended to support the school's child nutrition program and comply with applicable child nutrition laws, regulations, and school policies.

Students who bring or receive unauthorized off-campus food or beverages may be subject to disciplinary action.

The following beverages are not permitted at school:

- Soda/pop
- Energy drinks
- Beverages served in cups or containers with lids

Students may bring water, juice, Gatorade, or Powerade.

STUDENT ORGANIZATIONS

Students who wish to participate in a school organization must meet all eligibility and participation requirements established by the organization's sponsor and the school.

FUNDRAISERS

All fundraising activities must receive approval from the Board of Education before the activity may be conducted or any fundraising materials may be ordered.

For additional information or questions regarding fundraising activities, contact the Building Principal or Activity Fund Custodian.

WITHDRAWAL FROM ROBIN HILL PUBLIC SCHOOL

When a student permanently withdraws from Robin Hill Public School, the parent or legal guardian should notify the school office as soon as possible.

The student and parent or legal guardian must complete the appropriate withdrawal procedures through the school office. All school-issued property, materials, books, technology, and other required items must be returned, and any outstanding obligations must be addressed before the withdrawal process is completed.

TELEPHONE USE

Students will not be called to the telephone during the school day except in cases of an emergency. Important messages for students will be delivered by office staff.

Parents and guardians who need to contact the school should call the appropriate school office using the number listed below.

Principal/Attendance Office: 405-321-4186

CELL PHONE AND PERSONAL ELECTRONIC DEVICE USE

Robin Hill Public School maintains a bell-to-bell policy prohibiting students from using personal electronic devices during the school day. This policy is intended to promote student safety, reduce distractions, protect instructional time, and support a focused learning environment.

For purposes of this policy, personal electronic devices include, but are not limited to, cell phones, smartwatches, smart headphones or AirPods, tablets, and other personal devices capable of connecting

to the internet, a cellular network, Wi-Fi network, or another electronic device. School-issued or school-approved devices specifically authorized for instructional purposes are exempt from this policy.

Student Expectations

- Cell phones, smartwatches, AirPods, and other personal electronic devices must be turned off and placed in the teacher-designated storage area at the beginning of the school day or as directed by the school.
- Devices must remain in the designated storage area until the end of the school day.
- If a student leaves the classroom for any reason, the device must remain in the designated storage area.
- Students may not use, access, display, or possess personal electronic devices during the school day unless specifically authorized by school administration.
- Students who need to contact a parent or guardian during the school day must do so through the school office.
- Parents and guardians who need to contact their student during the school day should contact the school office.

Search and Confiscation

Upon reasonable suspicion that a student is in possession of or using an unauthorized personal electronic device in violation of school policy, the Superintendent, Principal, teacher, or authorized school personnel may detain the student and search, or authorize the search of, the student or property in the student's possession in accordance with applicable law and school policy.

Students who use a personal electronic device for an illegal purpose, to violate another person's privacy, or to send, receive, or access personal messages, data, or information that contributes to or constitutes cheating on a test or examination may be subject to additional disciplinary action.

A device may be confiscated when a student violates this policy and may be held until released to a parent or guardian, as determined by the school administration.

Students who violate this policy may also be prohibited from possessing or carrying personal electronic devices at school following the incident, unless an exception is approved by school administration or is necessary for a bona fide health or emergency need.

Consequences for Violations

1st Offense: The device will be confiscated and may be picked up by the student from the school office at the end of the school day.

2nd Offense: The device will be confiscated and must be picked up by a parent or guardian from the school office at the end of the school day.

3rd Offense: The student will be suspended from school in accordance with the school's student discipline policy.

Additional or repeated violations may result in further disciplinary consequences, including detention or suspension. Law enforcement may be contacted when circumstances warrant.

The school administration may authorize exceptions when necessary for a documented health need, emergency situation, or other circumstance permitted by law or school policy.

Lost, Stolen, or Damaged Devices

Robin Hill Public School is not responsible for lost, stolen, or damaged cell phones, smartwatches, AirPods, or other personal electronic devices brought to school. Students are encouraged to leave unnecessary personal electronic devices at home.

Legal Reference:

70 O.S. § 1-126, as amended by Senate Bill 139.

CLOSING OF SCHOOL

In the event of inclement weather or other circumstances that require Robin Hill Public School to close or alter its regular school schedule, the school will make every effort to notify families as early as possible, either the evening before or the morning of the affected school day.

School closing and schedule change announcements will be communicated through the following television stations and official school communication channels:

Television Stations:

- KFOR – Oklahoma City – Channel 4
- KOCO – Oklahoma City – Channel 5
- KWTW – Oklahoma City – Channel 9

Additional Communication:

- Robin Hill Public School website
- Robin Hill Public School official Facebook page
- Robin Hill School Status Connect
- Other school communication systems, as appropriate

LOST AND FOUND

Students are expected to respect the property of others. Any money or personal property found on school grounds, including clothing, lunch boxes, books, or other items, should be turned in to the Principal's Office as soon as possible.

Students who have lost personal property may, with permission from their teacher, check the school's Lost and Found collection. Students and families are encouraged to check the Lost and Found regularly, as items may be turned in several days after they are lost.

Parents and guardians are encouraged to check the Lost and Found for items belonging to their children. Families are encouraged to contact the school and check the Lost and Found before assuming an item has been stolen.

Robin Hill Public School is not responsible for lost, stolen, or damaged personal property brought to school.

RESPONSIBILITIES OF PARENTS AND GUARDIANS

Parents and guardians play an essential role in supporting student success, school expectations, and positive behavior. The following are among their responsibilities:

- Support the school in requiring students to follow all school rules, policies, and regulations, and accept responsibility for addressing willful misbehavior by their child.
- Ensure that students come to school prepared for learning, with appropriate attention given to health, personal hygiene, cleanliness, and appropriate dress.
- Maintain an active interest in their child's academic progress, attendance, and schoolwork.
- Provide a suitable environment at home for completing homework and school assignments, including a quiet place conducive to study when possible.
- Read school communications carefully and promptly complete, sign, and return forms or other documents when requested.
- Cooperate with the school by attending conferences and meetings when requested to discuss student needs, academic progress, behavior, or other matters related to the student's education.
- Work collaboratively with school personnel to support the continued success, safety, and improvement of Robin Hill Public School.

LIBRARY USE

The school library is an important part of the educational process, and students are encouraged to make regular use of the facility.

Teachers may arrange for an entire class to use the library as needed. At other times, students who wish to visit the library should obtain permission from their teacher. No more than two (2) students from a

class should be permitted to visit the library at one time unless otherwise approved by the teacher or administration.

NOTICE REGARDING THE RELEASE OF STUDENT INFORMATION

Robin Hill Public School recognizes its responsibility to protect the privacy of student education records in accordance with the **Family Educational Rights and Privacy Act (FERPA)** and other applicable laws.

FERPA generally requires parental or eligible student consent before personally identifiable information from education records is disclosed, except when disclosure is permitted or required by law.

Robin Hill Public School has designated certain information as **directory information** in accordance with FERPA. Directory information may be disclosed without prior consent unless the parent or eligible student has exercised the right to opt out of such disclosure in accordance with district procedures.

Directory information may include a student's name and participation in officially recognized activities and sports, as well as other information designated by the district. Robin Hill Public School may use student names and other permitted directory information in yearbooks, honor rolls, athletic programs, school publications, and other school-related activities.

Parents and eligible students may contact the Principal's Office for information regarding the district's directory information policy and procedures for opting out of the release of directory information.

STUDENT RECORDS

Robin Hill Public School maintains student education records in accordance with applicable federal and state laws.

Only information that is relevant to the student's educational program and information required to be maintained by law will be included in the student's education records.

Parents and eligible students have the right to inspect and review the student's education records in accordance with FERPA and applicable school district procedures. School officials and authorized school employees may access student records as permitted by law and as necessary to fulfill their professional responsibilities.

Copies of student records may be provided to parents, guardians, eligible students, or authorized agencies in accordance with applicable laws and district procedures. Requests for student records should be directed to the Principal's Office.

SPECIAL EDUCATION SERVICES

Robin Hill Public School provides special education services to eligible students in accordance with the **Individuals with Disabilities Education Act (IDEA)** and applicable state and federal requirements.

The district seeks to identify children and young adults from birth through age 21 who may have a disability and may be in need of special education and related services.

A student may be referred for an evaluation by a parent or guardian, teacher, counselor, administrator, or other individual as permitted by law. Following appropriate evaluation and a determination of eligibility, an **Individualized Education Program (IEP)** will be developed for eligible students by a team that includes the student's parent or guardian and appropriate school personnel.

Parents or guardians who have concerns regarding their child's development, educational needs, or possible need for special education services are encouraged to contact the school.

ANNUAL FERPA NOTIFICATION

Robin Hill Public School annually notifies parents and eligible students of their rights under the **Family Educational Rights and Privacy Act (FERPA)** regarding student education records.

Parents and eligible students have the right to:

- **Inspect and review** the student's education records.
- **Request the correction or amendment** of education records that they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- **Request a hearing** regarding a request to amend an education record when the district does not agree to make the requested change.
- **Consent to the disclosure of personally identifiable information** from education records, except when FERPA permits or requires disclosure without consent.
- **File a complaint with the U.S. Department of Education** concerning alleged failures by the school district to comply with FERPA requirements.
- **Obtain information about district policies and procedures** for inspecting, reviewing, requesting amendments to, and obtaining copies of student education records.

Copies of the district's policies and procedures concerning student education records are available through the Principal's Office and Superintendent's Office.

Parents and eligible students who wish to exercise their FERPA rights should contact the Principal's Office for the appropriate procedures and forms.

SCREENING AND ASSESSMENT NOTICE

Robin Hill Public School may administer annual screening assessments and other required assessments to assist with identifying student needs, evaluating academic progress, and making appropriate educational and instructional decisions.

The district will provide required notices and arrange for translations of applicable notices for parents or guardians who need them in a language other than English, in accordance with applicable federal and state requirements.

Robin Hill Public Schools **Behavior Documentation Log**

Student: _____ Teacher: _____ Grade: _____

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

FOR OFFICE USE ONLY:

Remarks: _____

Admin Signature: _____ Staff Signature: _____

PARENT SIGNATURE

I have read the Robin Hill Student Handbook 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 NAME (PRINT)

**PLEASE RETURN THIS FORM TO
YOUR TEACHER**