

RAVIA PUBLIC SCHOOL

STUDENT HANDBOOK

INTRODUCTION

This handbook has been prepared for your information. In it, you will find basic policies and practices which have been developed to insure you an orderly, productive and pleasant year. We solicit the cooperation of all concerned students, parents, teacher, administrators and guardians to honor the rules, traditions, customs and ideals found in this handbook. Have a great!

Barbara McDonald, Supt.

SOME THINGS YOUR CHILD SHOULD KNOW

As you have prepared your child for school, you have thought of many things. Certainly the following should be among the skills and attitudes your child has developed.

1. They should know that they should not leave the school grounds without permission.
2. They should know their name, phone number, address and parent's name.
3. They should know that visitors are not allowed at school.
4. They must know the best route to and from school and know they are to use this route each day
5. They must know they are to be prompt in arriving at school and in performing other tasks.
6. They must know they are not to get into vehicles with strangers or accept gifts from any person.
7. They should know how to dress themselves and be able to identify their own property. (Please mark their clothing and write their name on their property).
8. They should know that in your absence, their teacher is to act as their parent regarding responsibility and authority.
9. They should know they must have plenty of sleep at night and a good breakfast.
10. They should know that their parents and teachers are working together to help them develop to their fullest potential.
11. They must know not to talk with strangers outside the playground while they are on recess or lunch break.

KINDERGARTEN

Kindergarten is an integral part of our program. Except as otherwise provided by law, these pupils must be five years of age on or before September 1. This is an all day session.

SCHOOL DAY

Students may enter the building at 7:30 each morning. Please do not send your child before that time. Supervision of students will also begin at this time. Please make arrangements to have your child picked up from school immediately after the last period of the day if they are not being transported by the school

7:30---Students may enter building

7:45—Breakfast line opens

8:00—First bell

~~3:05~~—Dismissal of classes

3:10

STUDENTS

Students are subject to federal, state and local laws as well as school laws and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally. Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose of conduct of the school will not be permitted. Unacceptable attire, including shirts advertising alcoholic beverages, tobacco products or those with obscene or questionable printing on them will not be permitted. Students who wear shorts to school, the length is expected to be appropriate. No short- shorts allowed. Tank tops or muscle shirts will not be allowed.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Pursuant to S.B. 815, Ravia Public School is required to have the pledge of allegiance to the flag and observe a moment of silence each day. Teachers will allow students to participate at 8:05 a.m. each morning of the school day.

ATTENDANCE

Except as otherwise permitted by law, all students are required to attend Ravia Public School for the full day. Excessive absenteeism should be avoided. It is impossible to do satisfactory work without regular attendance in every class. Students are allowed six (6) absences per nine (9) week period. These absences are excused/unexcused combined. A student will fail the 9 week period if over the allowed absences. A grade of 59 will be recorded if a student is passing at that time. If a student is already failing, the actual grade will be recorded. Excused absences are: sickness, doctor appointments and bereavement. Extended illness will require a doctor's statement. Any absence over the allowed days per nine weeks due to extended illness will be excused and not count against a student's grade for the nine weeks grading period if the student has a doctor's statement. School sponsored activities are excused. Class work missed with an excused absence can be made up. Unexcused absences, a zero will be recorded.

STUDENT GRADE PLACEMENT POLICY

Students who are entering Ravia Public School who have been home schooled for any particular time period are subject to be placed in their respective grade level after reviewing scores or grades that they may have earned. Students entering are also subject to a screening instrument. This screening can be done by the Dibels screening, Star Reading and Star Math and the Oklahoma Proficiency tests. The Oklahoma Proficiency tests are in reading and math based on the grade level the student is enrolling in. A score of 60% must be achieved in reading and 60% in math to be considered for placement in the grade the student is enrolling in.

GRADE RETENTION

Students failing two (2) or more subjects in any grade will be retained in that grade for another year. Students entering the first grade beginning 2011-2012 that have a reading deficiency that is not remedied by the time the student completes the third grade, the student will be retained until that student is at or above the third grade level.

TRUANCY

Being absent from school without the parent's knowledge at the time of absence or leaving school before the school day is over without the permission of the superintendent/principal is considered truancy. In case of truancy, a student shall face appropriate disciplinary action. Zeros will be given in all classes missed. Parents or guardians will be notified of the absence and will be encouraged to assist the school in the correctional effort.

TARDIES

Detention may be given if a student is tardy to school three (3) times in one (1) week period. **Three (3) tardies = One (1) absence.**

ADMITS

Students who miss class will be required to get an admit from the school office before being re-admitted to that class. They should be prepared to give just cause for the absence and in all cases, parental or guardian acknowledgement of the where-a-bouts will be required. "Excused" admits with the privilege of making up work missed will be given to students who were absent because of illness, family emergency, death in the family, religious observance, medical reasons or school sponsored or approved trips.

CHECKOUT

Students checking out of school during the regular school hours for any reason will be required to notify the superintendent/principal. Permission to check out will be based primarily on the following: illness, family emergency, medical reasons and/or parental or guardian consent. Consideration will be given to other requests but permission will be granted or denied depending upon the individual circumstance. Personal business affairs, and matters not directly related to the educational process should be dealt with outside the normal school hours and in most instances will be unacceptable as reasons for leaving school.

CONDUCT

Just as in society when groups of people assemble, there will be disagreements and differences of opinions. Students are expected to learn to cope with these problems with intelligence, reasonable character and consideration for the rights of others and to conduct themselves peaceably in exposing changes they may consider necessary, as they prize the rights and freedom of others.

FIGHTING

Physical abuse among students during school hours and at such times the school is responsible for them will not be overlooked nor tolerated by the teachers or administration of Ravia Public School. Students who resort to this manner in settling their differences may

face the following penalty: the student who throws the first blow or strike in most instances will be considered as the one who causes the fight. It will be accepted as self-defense on the other student's part. A three day suspension will be levied against the one who causes the fight and the parent or guardian will be asked to reinstate the student in person at the end of the suspension period. A student will re-enter school in a state of probation and should they once again be the cause of a fight, consideration will be given to suspension for the maximum time permitted by law. Should two students mutually agree to fight, both will be equally guilty and face the same penalty.

DISCIPLINE

Title 70, Section 6-114 of the Oklahoma Statutes governing school law states: "The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child, according to the local policies, during the time the child is in attendance or in transit to or from school or any other function authorized by the school district or classroom presided over by the teacher." Since the teachers and administration of the school are vested with this public authority, refusal on the part of the student to respect this authority shall be considered insubordination, an offense which may result in suspension. Any pupil that is guilty of immorality or persistent violation of the regulations of the school may be suspended or expelled by the superintendent/principal. The period of suspension may be determined by the superintendent/principal provided that in no case will the punishment be longer than the remaining part of the current semester and succeeding semester. The student involved has the right to appeal to the local school board, and the decision of the board is final.

POLICY ON DISCIPLINE AND CONTROL OF STUDENTS

All students enrolled in the Ravia Public School will be expected to abide by the rules and regulations set forth by the administration, teachers and Board of Education while in attendance at school, school sponsored activities, or being transported to or from school or school sponsored activities, in district owned transportation equipment. Any student who is found disobeying the rules or showing disrespect for any teacher and/or school property will be subject to disciplinary action including suspension. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations.

RAVIA PUBLIC SCHOOL DISCIPLINE POLICY ACTION SCHEDULE

CODE NUMBERS

1. Warn students (written)
2. Advise parents
3. Remove from class or group (temporary or permanent)
4. Parental conference
5. In-school detention (noon)
6. After-school detention
7. In-school suspension
8. Review committee composed of teachers who know the student and who will review the record and render a written recommendation
9. Corporal punishment
10. Financial restitution
11. Involve law enforcement
12. Refer to other social agencies
13. Probationary period
14. Suspension
15. Any other disciplinary action deemed appropriate under the circumstance

INFRACITONS

LEVEL 1

1. Unexcused tardiness
2. Disruption of class assembly
3. Lunchroom misconduct
4. Use or possession of tobacco

LEVEL 2

1. Cutting class
2. Leaving school without permission
3. Truancy
4. Bus misconduct

LEVEL 3

1. Theft/vandalism
2. Assault-physical or verbal
3. Fighting
4. Destruction of property
5. Other offenses-possession of dangerous weapons, use, possession or distribution of alcoholic beverages, non-intoxicating beverages (as defined by state law) or controlled dangerous substance, distribution of obscene material, etc.

The numbers below refer to the code number cited on the preceding page.

LEVEL 1

<u>1st Violation</u>	<u>2nd Violation</u>	<u>3rd Violation</u>
1. 1	1,2,6	2,4,6,7,9
2. 1,3,6	1,2,3,4,6,13	3,4,6,7,8,9,14
3. 1,3	1,2,5,6	3,4,6,9
4. 1,7	2,4,6,13	9,14

LEVEL 2

1. 1,2,6	2,4,6,13	4,8,9,13
2. 1,2,6,13	2,4,6,7	4,8,9,14
3. 1,2	2,4,8	4,8,14
4. 1,2,6	2,4,6,9,13,14	4,6,9,14,15

LEVEL 3

1. 2,4,6,9,10	2,4,9,10,11,14	10,11,14
2. 2,4,6,8,9,11,14	2,4,6,8,9,11,14	8,11,14
3. 1,2,4,6,7,9,13	2,4,6,7,8,9,14	14
4. 2,4,6,9,10,11,14	2,4,6,8,9,10,11,14	10,11,14
5. 2,4,8,11,12,14	11,12,14	11,12

Nothing in this discipline schedule shall be constructed to deny the student's right to fair and orderly hearings, appeals, counsel and due process in cases which may end in suspension. This schedule shall be interpreted by the superintendent/principal and his designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action schedule.

STUDENT ACTIVITIES

All students who participate in competitive sports must be in regular attendance and be passing in all subjects. All students who participate in school activities must ride the activity bus to and from such activity when held away from the home district. The sponsor or teacher of the activity may release a student into the custody of his or her parents when a hardship case arises. The same rules and regulations apply as if the student were attending a regular day of school

TRANSPORTATION

All students riding to and from school in a school bus will conduct themselves in an orderly manner. Students mis-behaving on a bus and sent to the office, the first time a warning will be given, the second time, disciplinary action will be taken, the third time a three day suspension will result and the fourth time the student will be suspended from riding the bus for the remainder of the semester. Students riding the bus who wish to visit a fellow student after school must have written permission from parent or guardian to do so.

TOBACCO/ALCOHOL/DRUGS

Students will not be allowed to use or possess tobacco on school trips or the campus at any time. Any student found guilty of willful possession, distribution, or use of alcoholic beverages, non-intoxicating beverages (as defined by state law), marijuana, or other non-prescription controlled substances on school campus, on school vehicles or at school sponsored activities may be suspended for a period of time not to exceed the remainder of the current semester and the succeeding semester. Should a student be suspended for the remainder of the semester, the student will be able to pick up class work to be completed and returned to the school. Ravia Public School is a 24 hour tobacco free campus. This also includes E-Cigarettes, smokeless tobacco (dipping).

WEAPONS

Student carrying or concealing dangerous weapons such as guns, knives, knuckles, steel combs, etc., will be subject to long term suspension from school.

VISITORS

Students may not have another student visit during school hours.

MOTOR VEHICLE REGULATIONS

Students may not drive motorized vehicles on campus. Bicycles are allowed to be on campus and will be parked upon arrival in the designated area and will stay in that parking area until school is dismissed for the day or the student is given permission to leave school.

CAFETERIA

Students are encouraged to eat meals at school. Application for free/reduced meals are available in the school office. Charges for meals are due at time statements are sent home. Non-payment after ten days could result in losing charging privileges.

CONCESSIONS

Concessions are provided for students convenience. Revenue generated from the sale of these concessions is earmarked toward the expenses of the student activity fund, therefore the general student body benefits directly from these sales. Use of the concession will be at the discretion of the administration including the time allowed to purchase these concessions. If it is found that the sale of concessions creates a problem with littering or students abusing this privilege, concession machines will be removed. Only during special occasions will concessions be available for purchase.

TEXTBOOKS

Textbooks and certain other educational materials as required by the school will be provided to the student free of charge. Upon receiving these materials the student assumes responsibility for them. Students will be required to reimburse the school district for any lost, destroyed or misplaced education material for which they are responsible.

PLAYGROUND RULES

Play ground areas will be supervised by teachers moving around the play areas. Students will use playground equipment in a safe manner. Students who are misbehaving on the playground will be sat down until recess is over and not be allowed to play. All students will share playground equipment. Fighting and scuffling will not be tolerated. Discipline action will be taken with those students who violate the rules of the playground.

LOST AND FOUND

Lost and found articles should be turned in and claimed in the school office.

ILLNESS OR ACCIDENTS AT SCHOOL

1. Accidents to pupils on the school ground or in the building shall be reported to the superintendent/principal.
2. All efforts shall be made to contact the parent immediately following any serious accident.
 - A. Students requiring medication for a specific ailment should report the need to the superintendent/principal.

- B. State law requires a signed medication form be on file with each medication given. A special form will be provided for parent consent for students to be given Aspirin, Tylenol, pepto bismol, etc. as needed during the school year. Medication prescribed by the student's doctor will require an additional form.
- C. Medicine sent to school must be in the original container with the name of the medication on the label and the directions for administering the medicine.

GRADING SCALE

The grading scale at Ravia Public School will be as follows:

E-Excellent	A-90-100
S-Satisfactory	B-80-89
N-Needs Improvement	C-70-79
U-Unsatisfactory	D-60-69
	F-59 or below
	I-Incomplete

An incomplete is given only in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete his/her assignments. An incomplete on the report card becomes an "F" four weeks from the date issued. Makeup work is the complete responsibility of the student. Mid-nine week grade reports will be sent home with students requiring parent or guardian signature and return to school the following day.

ACHIEVEMENT TESTS

Achievement tests will be administered to students in grades three through eight. Screening tests will be administered to kindergarten students during the first two weeks of school. Reading tests will be given in grades Kg-3 through out the year.

HONOR ROLL

A honor roll will be published at the end of each nine (9) week grading period. This is not an average or point system. It will be an all A or B honor roll. One grade lower than a B will eliminate a student from the honor roll.

POLICY ON ABSENCE FOR SCHOOL ACTIVITIES

No student shall be absent from any class period more than ten days per school year to participate in school activities. State and national level of school sponsored activities will be allowed in addition to these ten days. Activities considered to be state and national contest are to be determined by the school administration. Any request for deviation from this policy will be considered by an Internal Activities Review Committee before being presented to the local school board. At the beginning of each school year and Internal Activities Review Committee will be appointed by the superintendent of schools. The committee will consist of one school administrator and two teachers.

SEARCH AND SEIZURE

Pupils shall not have any reasonable expectation of privacy toward school administration or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

TITLE IX AND SECTION 504 RULES

It is the policy of Ravia Public School to provide equal opportunities without regard to race, color, national origin, religion, sex, age, disability, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, education services and employment.

SCHOOL CLOSING

When bad weather prevents the school from opening, students will be notified by an announcement by the local TV stations, KXII and KTEN.

ELECTRONIC PAGING DEVICES

Cell phones brought to school must be turned into the office and may be picked up at the end of the school day. Cell phone use may be allowed if the student receives permission from the office to contact their parent. Text messaging is not allowed, sending or receiving, during school hours. Students will be allowed to bring their cell phone to school on days of ballgames. They must still turn in the cell phone.

HARASSMENT/BULLYING

“Harassment, intimidation and bullying, “ as defined by Oklahoma Statutes, means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

“Harassment, intimidation and bullying” includes, but is not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic. It is the responsibility of the student to inform the building principal of any harassment, intimidation or bullying.

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Harassment, intimidation and bullying are specifically prohibited by the Ravia School District. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

The district in its Safe School Committee shall address prevention education about harassment, intimidation and bullying behavior by students.

HAZING

Hazing of any form is strictly prohibited on school grounds, buildings, school vehicles, designated bus stops, at school-sponsored activities or at school-sanctioned events.

STUDENTS UNDER THE INFLUENCE

Students under the influence of non-intoxicating beverages, alcoholic beverages or a controlled dangerous substance will be reported to the superintendent/principal. The administration will notify the parents or guardian of said student to come to the school to see their child. The parent or guardian shall be told the penalty for the said violation which is suspension from Ravia Public School.

PROFICENCY BASED PROMOTION

One of the mandates of HB 1017 is: The State Board of Education shall prescribe, adopt and approve a promotion based system based on the attainment by students of specific levels of competencies in each area of the core curriculum. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency on one or more areas of the core curriculum. Ravia Public School will offer the test for its students twice a year. The last Thursday in August and the last Thursday in May of each school year. Students must register for the test in Superintendent’s office during the first five days of classes of the new year. The test will be administered and scored by the superintendent of schools and student proficiency for advancing to the next level of study will be demonstrated by a score of ninety percent or comparable performance on an assessment of demonstration, for example: Portfolio, criterion-referenced tests, thesis, project, product or performance. The laboratory sciences will require students to perform relevant techniques. The test will be secured and each test will be destroyed by the superintendent after scoring. The student will be shown his/her score by the superintendent, but the student will not be shown any corrections to questions missed. Students not demonstrating proficiency will be allowed to retest during the next assessment period.

NOTICE FOR SPECIAL EDUCATION

If you know of a child, 0-21 years of age, who has significant learning problems, arrangements may be made with the school for educational assistance for those who are eligible. A child may have learning difficulties in Reading, Spelling, Math, Writing, Speaking or Listening. Other causes may be related to a child's general health, such as vision or hearing loss. Further information is available by calling Barbara McDonald, Superintendent at 580-371-9163.

STATEMENT OF RIGHTS

Parents and eligible students have the following right under the Family Educational Rights and Privacy Act and this policy.

1. The right to inspect and review the student's educational record.
2. The right to exercise a limited control over other people's access to student's educational record.
3. The right to seek to correct the student's educational record; in a hearing if necessary.
4. The right to report violation of the FERPA to the U.S. Department of Education.
5. The right to be informed about FERPA rights. A copy of this policy is available and can be obtained at the office of superintendent.

Ravia Public School shall provide translation of this notice to parents of students who have a primary or home language other than English. All rights and protections given to parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student".

ANNUAL NOTIFICATION FOR PARENTS, TEACHERS AND EMPLOYEES

The Asbestos hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. As management plan documenting these inspections is on file for public view. Upon request, you may view the plan which is located at the superintendent's office.

NOTICE OF NON-DISCRIMINATION:

The Ravia public School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Barbara McDonald, Superintendent
305 N. Mill Street
Ravia, OK 73455
580-371-9163

NON-DISCRIMINATION STATEMENT
STATEMENT OF EQUAL EDUCATION & EMPLOYMENT OPPORTUNITY

Ravia School District does not discriminate on the basis of race, color, national origin, gender, age, qualified handicap, religion, socio-economic status or veteran status in its admission to educational programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations. The District does not discriminate in its hiring or employment practices. The District provides equal access to the Boy Scouts and other designated youth groups.

Questions, complaints or requests for additional information regarding the Civil Rights Act, the Americans With Disabilities Act, Section 504, the Age Discrimination Act, the Boy Scouts Act and/or Title IX may be submitted to:

Barbara McDonald
Superintendent of Schools
Ravia Public Schools
P.O. Box 299
Ravia, OK 73455
580-371-9163

The superintendent has been designated by the board to coordinate the school district's efforts to comply with this assurance.

Notification of this policy shall be made to students, parents, employees and the general public prior to the beginning of each school year.

References: Title VI of the Civil Rights Act of 1964
Title IX, Education Amendments, 1972
Section 504 of the Rehabilitation Act of 1973
Age Discrimination Act, 1975
Americans with Disabilities Act of 1990
Boy Scouts of America Equal Access Act, 2002