

# Roblyer Learning Center



## Student Handbook

2020-2021

**\*\*Due to CoVid, some areas will be adjusted based on current CDC and Health Dept guidelines.**

**Roblyer Learning Center**  
**2019-2020**  
**Faculty and Staff**

**Administration**

Main Office		262-2700
Twylla Hester, EdD	Principal	262-8444
Kale Simon	Asst Principal	262-8455
Holly Majka	Counselor	262-8448
Renee Blount	Secretary	262-2700
	Attendance	262-2700
Sally Atkins	Library	262-2700

**Directors**

Jeff Edwards	Food Service	262-4287
Chuck Lawson	Transportation	262-3027
David Brittain	Transportation (Asst. Dir.)	

**In School Detention (ISD)**

Tyrone Lewis

**EL Tutor**

Barbara Davola

**Indian Education Tutor**

**Special Education Assistants**

Theresa Barton  
 Barbara Hoselton  
 Tasha Ludlow

**5th Grade Team**

Katelin Bledsoe	Reading/Social Studies
Abigail Campbell	Math /Science
Bethany McVay	Reading/Social Studies
Raven Bramlett	Math/Science
Pam Sullaway	Math/Science
Rhonda Brown	Reading/Social Studies
Maria Mitchell	Virtual Teaching
Ashely Milkinovich	Virtual Teaching

**6th Grade Team**

Kim Myers	Math
Carolyn Marshall	Reading/Language Arts
Michelle Whetstone	Geography
Loraine Weekley	Science
Angela Lesperance	Math
Bailee Saye	Reading/Language Arts
Mark Spena	Geography
Ashli Robinson	Science
Marty Young	Virtual Teaching

**Special Education**

Jessica Crain	5th Grade
Melissa Myers	6th Grade
Lana Miller	5th-6th Grade
Misty Sweat	Virtual Teaching

**Electives**

Jeffrey Johnson - Band  
 Amanda Little - Vocal  
 Summer Blackowl -Physical Education

**Custodial**

Elizabeth Bechtel	Rico Hayes
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**Cafeteria**

Diane Miller	Carole Davis
Adella Torres	Monica Liebscher
Amanda Rodriguez	

# **STUDENT HANDBOOK**

## **ACCIDENT INSURANCE(FFD)**

Accident insurance is offered for student convenience and welfare. The insurance is a voluntary private agreement between the parent and the insurance company. The school does not handle the collecting of the funds, derive any of the premiums, or assume any obligation or liability as agent or representative of any insurance company or agency.

## **ASSEMBLIES**

Students will be assigned rows for assemblies held in the commons area or gym. Students will sit with their grade level class during daily morning assemblies, and will be notified of seating for special assemblies.

## **ATTENDANCE (FDC)**

Every student shall attend school regularly. Regular attendance at school is necessary for students to fully benefit from the educational experience, teach students the necessity of regular attendance in preparation for work, and teach students to be personally responsible. Absences will be verified when a parent calls in but will not be excused until documentation is provided to the school. After two verified, unverified, or unexcused absences a letter will be sent to parents outlining a training to be completed with the Juvenile Bureau. If these absences occur 4 times in a 28 day period, authorities will be notified and contact you. Absences for any reason, except school-authorized absences, will be included in determining a student's total absences.

Parent/guardian or the student may request a hearing before the attendance review committee. The Attendance Committee will determine if there are extenuating circumstances for the student's failure to meet attendance requirements and determine if absences may be excused. Some exceptions may be granted if a student has consecutive absences and can produce a doctor's statement of surgery, evidence of a contagious condition, chronic illness or other unforeseen emergency. No student will be permitted to stop attending classes after the 10th absence, failing the class, or receiving no credit. The decision of the committee may be appealed to the El Reno Board of Education.

Students and parents with extenuating circumstances may appeal to the Internal Review Committee and the local Board. Upon appeal, a maximum of 5 additional days may be granted in accordance with state law.

## **ABSENCES (FMA)**

**DCA (Don't Count Absent)**: The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which remove the student from the classroom (more than half of a class period) shall be ten (10) for any one-class period of each school year. Excluded from this number are class meetings, assemblies, field trips involving the class period only and state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the rights to compete.

### **VERIFIED/UNVERIFIED/UNEXCUSED ABSENCES:**

- An ***unverified absence*** is when the student is absent from school and a parent/legal guardian has not notified the school. An unverified absence becomes unexcused after three days.
- A ***verified absence*** is when the student is absent from school and a parent/legal guardian has notified the school of such absence.
- *When proper documentation (see below) is received, verified absences then become excused.*

**Excused:** In order for the school to excuse an absence, there shall be documentation of a valid excuse. Examples of acceptable documentation are the following:

1. Doctor's notes
2. Family funerals
3. Court Summons
4. Observance of religious holidays of the pupil's own faith.
5. School-related field trips or educational activities approved by the building administrators.
6. Any special circumstances for example, family emergencies, educational experiences, weather extremes, etc. These circumstances should be cleared through the building principal or designee.

The student will be responsible for making up all work missed. One school day for each day of absence will be allowed for turning in makeup work. If an absence is planned, the parent/guardian is asked to call the attendance office as early as possible prior to the planned absence so that the teachers may make arrangements for the student to make up assignments prior to leaving for the absence or upon returning to school. Parents may call the attendance office to request work because of illness or if a longer period of confinement is anticipated. Any student missing classes for school sponsored activities (i.e. athletic events, field trips, etc.) is responsible for obtaining assignments from the teachers. One school day will be allowed for assignments and tests to be made up for each class absence.

**Unexcused:** If the school does not receive a phone call for the absence from a parent/guardian, when the student returns to school, the student should have documentation from a parent or guardian or he/she will be given an Unexcused admit. The students will have three days to have the parent contact the office for the absence to be changed to an excused absence. If such notification is not made within three school days, the absence will be dealt with according to the new attendance policy.

**Truancy:** If a parent, guardian, or other designated person has not notified the school, school personnel will attempt to contact such person by telephone. Any student who is absent without authorizations is truant and is subject to disciplinary action. The student will be required to make up all work missed. Credit may be granted with administrative approval.

### **Evening activities and absences**

Students who miss school due to an illness should not plan to attend or participate in an evening activity (unless prior contact with the office was made and there are extenuating circumstances existing).

### **Perfect attendance**

Perfect attendance will be figured at the end of each school year and will be added to any perfect attendance that was reported from previous years.

Perfect attendance will be declared if a student does not have two consecutive absences in the same day and has four or less recorded tardies per year.

### **Tardiness (FDD)**

A student will be considered tardy if the student is not in his/her assigned seat when class begins. The school day begins promptly at 8:00am. If a student is more than twenty minutes late to school, that student will be counted absent rather than tardy and be accountable for the absence. Any student with a pass from the attendance secretary or *prior* approval from the teacher of the class to which the student is reporting shall be excused with no disciplinary action.

### **BIRTHDAY PARTY INVITATIONS**

Party invitations will not be distributed at school unless every student in the class receives an invitation. **\*\* Due to CoVid modifications, this practice will not be in place at all this year.**

### **BULLYING (FO-R4)**

Threatening behavior means any pattern of behavior whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property. As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” 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 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 include, but are not limited to, a gesture or written, verbal or physical act. Harassment intimidation and bullying set forth above may include, but is not limited to the following: **1. Verbal, physical, or written harassment or abuse** **2. Repeated remarks of a demeaning nature** **3. Implied or explicit threats concerning one’s grades, achievements, etc.** **4. Demeaning jokes, stories, or activities directed at the student and** **5. Unwelcome physical contact.**

Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under the supervision shall be subject to disciplinary action.

Neither the school's network nor the broader internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: Harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images.

### **CAFETERIA RULES**

1. Students must walk (not run) when entering the cafeteria.
2. ***Cutting in line and saving a place in line is not allowed.***
3. Students must raise their hand for permission to leave their table for any reason.
4. **Students must remove their own tray and leave the table and area clean.**
5. ***Students may be requested to help clean the area including picking up someone's "abandoned" tray.***
6. Only a limited number of students are allowed in the restrooms at one time.
7. Students must show respect to all cafeteria workers and staff on duty.

***Cafeteria school service or other consequences may be assigned for those who choose not to follow the rules or reasonable requests from staff on duty.***

### **CELL PHONES/PAGING DEVICES/TOYS**

**It is the policy of the El Reno Board of Education that no student shall use an electronic device including pagers and cellular phones while inside the school building. A new state law allows the possession or use while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. Radios, cassette players, personal radios, televisions, Ipads, kindles, and other electronic equipment are not permitted in the school unless requested by a teacher for academic purposes. Such items will be taken and turned over to an adult only.**

Toys, You-Gi-Oh cards, pokemon cards, any other cards with characters on them, games or other similar items are not to be brought to school unless the teacher grants permission to the student and/or his parent for some special event like show and tell. **The school will not be responsible for lost, stolen, or broken items.**

### **CHANGE OF ADDRESS**

Students who have a change in their address or telephone number should notify office personnel, counselor, or registrar in order that all records will be accurate.

## **CHECKING OUT / LEAVING SCHOOL EARLY**

Once students have entered the school campus, they are not allowed to leave campus until their academic day is completed, or unless a parent or designated adult personally checks them out.

Roblyer Learning Center has closed campus lunch periods. Parents may check out their children to take them to lunch. Students will not be permitted to leave campus with anyone except their custodial parent, guardian, or other person(s) listed for checkout on the information cards.

## **CLASSROOM BEHAVIOR**

The responsibility and authority for classroom management rests with the teacher. The classroom teacher should handle classroom discipline, when possible. The teacher will try to notify the parent of the problem in an effort to reach a resolution. Parent cooperation is needed. Failure to comply with the teacher's discipline will result in an office referral. Students should also understand that any teacher employed by El Reno Schools has the authority to correct misconduct at school or at school-sponsored activities.

## **CLOSING OF SCHOOL (CKBB, CKCA)**

If school is to be closed because of inclement weather or other unexpected reasons, central office will notify radio and television stations of the closing and should request them to make appropriate announcements (Channels 4, 5, & 9) as well as by School Messenger. Many times a decision cannot be made until the morning of the school day in question.

## **COMPUTER - INTERNET USE (EFBC-EFBCA-E)**

Personal computers not owned by the school district shall not be used in school except with permission of the superintendent or the superintendent's designee.

Persons who use school district computers will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating procedures in either hardcopy or softcopy within the computer or specific class instructions.

Users will not upload or download any copyrighted material. It is the user's responsibility to determine if material is copyrighted. Users will not copy school district computer software for any reason. Backup copies of computer software will be made only by authorized faculty members and will be maintained by the superintendent or the superintendent's designee.

Students are prohibited from installing software of any kind or loading or reading personal data into a school district computer or computer system except as part of a class project or except as directed by authorized faculty members. Personally owned floppy diskettes or tape cartridges or any other removable media will not be used in school computers except as authorized by a classroom teacher or other authorized school faculty member.

Users will not use profanity, abusive language or log into or download any pornographic material in any form. Students must have a Computer User Consent form signed by the student's parent, legal guardian, or legal custodian before using the computer.

Students will be responsible for any damage to district devices while in their possession. Consequences and/or restitution will be assigned to the student.

## **DISCIPLINE (FO)**

All students enrolled at El Reno Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education. We want each student to become a self-disciplined person. To become self-disciplined, students must accept responsibility for their actions. If they will take that responsibility, they will enjoy school and receive a quality education. Responsible behavior carries with it many privileges in and around school. The RLC standards are made to allow each individual to exercise individual rights and responsibilities. Failure to comply with those standards is irresponsible behavior. The natural consequences of irresponsible behavior may mean a loss of certain privileges at school as well as other types of disciplinary assignments.

The teachers or administrator shall have the same right as a parent or guardian to control and discipline a child while in attendance at school, school-sponsored activities, or being transported to or from school or school-sponsored activities. Any students who are found to be guilty of disobeying the rules or showing disrespect for any staff member and/or school property will be subject to disciplinary action.

### ***Intolerable Behaviors***

- Any subversive group activity
- Fighting
- Gang related behavior
- Harassment
- Possession of a weapon or dangerous substances
- Refusal to identify self to a school district employee or volunteer
- Repeated failure to cooperate with teacher behavior consequences
- Serious violation of any rule or policy of the El Reno Public Schools
- Sexual misconduct
- Threatening a school district employee or volunteer
- Use or supply of any controlled substance or intoxicant
- Use of tobacco or tobacco products
- Vandalism

## **DISTRIBUTION OR POSTING OF MATERIALS ON SCHOOL GROUNDS (GIA)**

Students, school personnel and school facilities may not be used in any manner for advertising, selling, fund raising, or promoting the interests of any non-school agency, organization, or individual without the prior written approval of the superintendent or the superintendent's designee.

Requests for schools to use or distribute materials must be submitted in writing to the superintendent's office. The superintendent or designee will determine whether acceptance of the material will contribute in a meaningful way to the educational program of the school.



## DRESS CODE (FNCA)

It is the judgment of the Board of Education that certain clothing practices of students of this district threaten the ability of school administrators and teachers to efficiently assure an atmosphere of order, discipline and safety prerequisite to providing education. The Board desires to leave students with enough freedom of choice in clothing to allow individual creativity and expression while, at the same time, limiting the scope of acceptable clothing to accomplish educational goals.

The following are permitted items of clothing for school and all school activities for students. Standards of grooming and dress are provided so clothing and grooming does not distract from the educational process. All students are expected to be dressed appropriately.

1. Blouses or shirts:

- a. All shirts must be worn in a manner that does not show cleavage. Shirts that are prone to slide down off the shoulder are not allowed.
- b. Shirts that ride up and have to be pulled down to cover the midriff are not allowed. Bare midriffs are not permitted.
- c. Any clothing that relates to violence, gang activity, drugs, alcohol, profanity and/or vulgarity is not allowed.
- d. See-through shirts, halter tops, spaghetti straps and tube tops are not allowed.
- e. Tank tops and sleeveless shirts must have a minimum of a standard credit card width and be tight fitting under the arms.

2. Pants or slacks:

- a. Must be non see through without any exaggerated openings, slits, tears, or holes above fingertip length. Any slits, tears, or holes must be below fingertip length with arms fully extended.
  - b. Must have a fitted waist and worn to prevent slippage or sagging.
  - c. Leggings/Tights must be covered by a dress, skirt, shorts, or shirt that is below fingertip length with arms fully extended. (Posterior must be covered). Leggings/Tights are not considered pants.
3. Shorts, skirts, including jumpers or one-piece dresses must be fingertip length with arms fully extended

4. Pajamas are never appropriate school attire. (Unless part of a school spirit day and meet all requirements of modest dress). Blankets are not acceptable to be worn at school and in classrooms.

5. Hoods to jackets or hoodies may not be worn in the building.

6. Shoes:

- a. House shoes are not allowed. (The only exception is a designated school spirit day.)
- b. Roller tennis shoes are not allowed.

7. Bandanas, hats and/or beanies are not allowed. Religious and Medical Exemptions will be provided upon request.

**\*\*Due to CoVid modifications, school appropriate masks or face shields must be worn while on school grounds.**

**Any student deemed in violation of the dress code will be required to find clothing that meets the code. Clothing may be provided from home, a fellow student, or from the office. Once the matter has been discussed with the student or with the students and parents, refusal to cooperate shall be given consequences according to existing school rules dealing with open defiance of authority.**

### **DRILLS**

The principal or designee will schedule fire drills. No less than two (2) fire drills are required per school year and these drills must be performed within the first fifteen (15) days of each school semester. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside. Fire, Tornado, Lockout, and Lockdown drills are held according to approved methods worked out by the fire marshal and civil defense personnel. The drills are a precautionary measure for your safety. All students and teachers should know the procedures for leaving each classroom and regulations that provide for the safety of the entire group. All should move orderly and quickly and refrain from talking.

### **ELIGIBILITY FOR ACTIVITY PARTICIPATION (FMA-R1-3)**

In order for a student to participate in authorized school activities other than regular meetings and practices, a student must meet guidelines set forth by the Oklahoma Secondary School Activities Association. The guidelines apply to non-athletic and athletic activities. All students are subject to the following provisions:

- Scholastic eligibility for students will be checked at the end of the third week of school, and each succeeding week thereafter. Grades will be checked on a cumulative basis, not just grades for that particular week.
- A student must be passing in all subjects in which that student is enrolled during the current term. If a student is not passing all subjects, that student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary one-week period, that student will be ineligible to participate until the grade is passing. The ineligibility period will begin on Monday and end on Sunday.
- At the end of each term, a student must have received a passing grade in all classes.
- A student who does not meet the minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects that student is enrolled in at the end of the six-week period.
- Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. The principal will be authorized to make exceptions to this provision if the incomplete grade was caused by an unavoidable hardship such as illness, death in the family, or natural disaster.
- An eligible student who changes schools during a term will not be eligible at the new school for a minimum of three weeks. A student may regain his/her eligibility by achieving passing grades in all subjects enrolled in at the end of a three-week period.

### **FIRST AID (FFAC)**

If a student becomes injured or ill during the school day or while attending a school-sponsored activity, any staff member present should render first aid and summon a school nurse or school designee. If a school nurse or other professional medical person is not available the staff person will:

- Administer first aid to the child or injured person.
- Notify the student's parent or guardian, if possible; otherwise, follow instructions on student's enrollment card, if available.
- In the event of an extreme emergency, summon professional care, with or without parental permission.
- In the absence of family transportation or ambulance service, the school nurse, principal, teacher, or other school personnel may transport the student to the student's home, to a physician's office, or to a hospital. An adult shall accompany an ill or injured student.
- Medication shall not be administered by school personnel, including the school nurse, without a prescription or a written order from a physician.
- A written report of any accident or serious illness must be made as soon as possible, but not later than noon of the following school day.

### **FLAG HISTORY AND ETIQUETTE**

- Requires instruction in flag history and etiquette to be given in one or more grades.
- Authorizes students to recite the Pledge of Allegiance at the beginning of each school day.
- Students not wishing to participate in the pledge are not required to do so, but are asked to stand quietly and respectfully.

### **FUNDRAISING/SALES (FJ, DHB, DHA)**

Special club or school projects which involve selling items for the purpose of fund-raising are strictly voluntary. It is the policy of the El Reno Board of Education that students may not solicit funds or make cash contributions in the classrooms or halls except in the case of a united effort as especially authorized by the school, such as "Gifts to the Yanks". Students shall not be used to sell or promote any item or service that does not benefit a local school – related organization (i.e. PTA, PTO, booster clubs, etc.).

### **GANG ACTIVITY**

It is the policy of this school district that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations are prohibited.

Gangs that initiate, advocate, or promote activities, which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment and culture are harmful to the educational process.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations, which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participation in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion. ERPS works with local authorities regarding current gang trends and activity in the community.

### **GRADES ON-LINE**

All student grades are posted on-line through PowerSchool. Parents and students are provided a secure password so that they can access grades from any computer at any time. Parents and students are encouraged to use this service to stay informed about student progress and to communicate with teachers as needed.

### **GRADING SCALE**

100-90	A
89-80	B
79-70	C
69-60	D
59 and below	F

### **HONOR ROLLS (EIDA)**

The counselors at the end of each 9 weeks will figure “A” and “B” Honor Rolls.

- The “A” Honor Roll consists of a grade point average of 4.0
- The “B” Honor Roll consists of a grade-point average from 3.00 or higher.
- Students having an “I” (incomplete) grade will not be considered for the honor roll unless the incomplete grade is made up before the honor roll is published.

### **HEAD LICE POLICY**

Students suspected of having head lice will be sent to the office for examination. The office will notify the parents/guardians that the student is not to return to school until the head lice have been eliminated and the student has been checked by a health care professional. A note from a health care professional must be presented in the office before the student can be admitted back to school.

### **IMMUNIZATIONS (FFAB)**

The immunization requirements of students are different for each grade level. All students must have an up to date immunization record.

## INDIAN EDUCATION (DPAFE)

The Indian Education Program offers tutoring services to American Indian students who need additional one-on-one tutoring in academics. This service is offered Monday through Friday while school is in session. Scheduled times are requested by referrals. When referred for assistance, the tutor will contact his/her teacher to discuss what assistance will be needed. The tutor will then set up a time to meet with the student. For more information call 262-4270.

## LIBRARY MEDIA

Library procedures and policy are under the direction of the media specialist. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students will be responsible for destroying or failure to return library materials.

## LOST AND FOUND

Students who find lost articles are asked to take them to the secretary in the office where the rightful owner may claim them. All articles not claimed by the end of the school year are donated to a needy cause.

## LUNCH PROGRAM (CO)

Monthly menus are provided.

Breakfast is offered daily for all students (free, reduced & paid) Cost:

\$1.60 Students (unless free or reduced \$.30)

\$2.00 Faculty & Staff

\$2.00 Visiting Adults **\*\*During CoVid modifications, visitors are not allowed in the building.**

Lunch is offered daily for all students (free, reduced & paid):

\$2.45 Students (unless free or reduced \$.40)

\$3.50 Faculty & Staff

\$3.50 Visiting Adults

Holiday Meal \$4.00

### ***Do I need To Complete A Free & Reduced Meal Application?***

- We ask that EVERY FAMILY complete a meal application. (even if they feel they won't be approved or participate in the meal program)
- Many programs in the El Reno School System receive additional funding from the percentage of approved meal applications.
- Your child may not participate in the meal program, but the completion of this application will benefit all students.
- ***An application needs to be filled out for each child within the family.***
- Applications are provided during enrollment, but can be completed at any time during the school year.

### ***An Equal Opportunity Program***

The Child Nutrition Programs are available to all children without regard to race, sex, color, national origin, age, or disability. If you have been discriminated against write immediately to the Secretary of Agriculture, Washington, D.C. 20250

#### ***For More Information Contact:***

Jeff Edwards  
Food Service Director  
El Reno Public Schools  
P.O. Box 580  
El Reno, OK 73036  
262-4287

### **MEDICATION (FFACA)**

A school nurse or in the absence of such nurse, an administrator or designated school employees, may administer medicine(s) to students when authorized in writing by the student's parent or guardian.

1. Medicines must be in the original prescription container labeled with the date, name of prescriber, name of the student, name or type of medicine, and directions for administration.
2. Sample drugs or over the counter medicines will be administered in accordance with label directions or by a physician's written order.
3. Written authorization and instructions by the parent or guardian must accompany all medicines sent to school.
4. All medicines must be brought to the school office. Any prescription medicine or over the counter medication carried by a student during the school day must be accompanied by a note from a parent or guardian and a physician stating that it is necessary for the medicine to remain with the student.
5. Send only enough medicine to be given at school in one week's time. Keep the rest at home. Container will be returned when empty.
6. Inhalers that are prescribed by a doctor may be kept in the student's possession during the school day.

### **MESSAGES**

We will be unable to deliver messages to students during class time, except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency. Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, job times, meeting places, etc. should be made before the student arrives at school. Any non-emergency notes or deliveries will be made at the beginning or end of classes.

### **NON-DISCRIMINATION CLAUSE (CVFA, DAA)**

The El Reno School District does not discriminate on the basis of race, color, religion, sex, age, national origin, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, and individuals, companies, and firms with whom the board does business.

### **OUT-OF-SCHOOL MISCONDUCT OF STUDENTS (FODD)**

The El Reno Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if that conduct has an adverse effect on the school.

Therefore, it is the policy of this district that any students enrolled in school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which, in the opinion of the school administrator, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

- Damaging school property, e.g. a school bus;
- Engaging in activity which causes physical or emotional harm to other students, teachers, or other school personnel;
- Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

### **PARENT CONFERENCES (EIAD)**

Parents with concerns are encouraged to make appointments to see counselors, teachers, or the administration at any time. Good communication is one key to student success. See the calendar for the scheduled Parent Conference Days. ***The school web site can also be used to e-mail teachers, counselors, coaches, and administrators at:***

***[www.elrenops.org](http://www.elrenops.org)***

### **PRIVACY (FNF)**

Pupils shall not have any reasonable expectation of privacy towards school administrators 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.

- Student lockers and desks remain under the jurisdiction of the District even though assigned to students and are subject to search at any time. Students are personally responsible for anything found in their lockers and desks.
- Classrooms and other common areas are subject to search at any time when students are not present or when there is reasonable cause to conduct a search.
- The police may search students or their lockers if they have a valid warrant to do so, or if they have “probable cause” to believe that students are in possession of unlawful items.

**PUBLIC DISPLAY OF AFFECTION**

No hand holding, hugging, or kissing is allowed. Any relationships at school should go no further than what is considered in good taste.

**RECESS**

When the outside temperature and/or wind chill is 40 degrees or above, students will go outside for recess. Please be sure your child’s coat and other belongings are labeled with his/her name. Additionally, when the temperature or heat index is at or above 100 degrees, students will stay inside for recess.

**Roblyer Learning Center  
Daily Schedule  
2020-2021**

**5th Grade Mon-Thurs**

1st	8:00-8:55
2nd	8:55-9:50
3rd	9:50-10:45
Lunch/Recess	10:45-11:50
4th	11:50-12:40
5th	12:40-1:30
6th	1:30-2:20
7th	2:20-3:15

**5th Grade Friday**

1st	8:00-8:45
2nd	8:45-9:30
3rd	9:30-10:15
Lunch/Recess	10:15-11:20
4th	11:20-12:05
5th	12:05-12:50
6th	12:50-1:45
Early Release	1:45

**6th Grade Mon-Thurs**

1st	8:00-8:55
2nd	8:55-9:50
3rd	9:50-10:45
4th	10:45-11:45
Lunch/WIN	11:50-12:55
5th	12:55-1:40
6th	1:40-2:25
7th	2:25-3:15

**6th Grade Friday**

1st	8:00-8:50
2nd	8:50-9:40
3rd	9:40-10:30
4th	10:30-11:20
Lunch/WIN	11:20-12:25
5th	12:25-1:05
6th	1:05-1:45
Early Release	1:45



### **SCHOOL TRIPS (EFD)**

Students are expected to conduct themselves properly and to follow instructions and directions of the adult leader(s). Any student whose conduct is deemed by the teacher in charge to be improper, shall be immediately disciplined as is necessary and, following the report to the building principal, may be subjected to further discipline as the principal may deem appropriate.

School trips are made in school-arranged transportation. Students must return by school transportation unless arrangements are made through the principal's office or accompanying sponsor.

### **SEXUAL HARASSMENT REGULATION (FB)**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. For the purpose of this policy, sexual harassment includes:

1. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
2. Demeaning comments about girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
3. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

Any student found to have engaged in sexual harassment of other students shall be subject to consequences as outlined in discipline policy.

### **SUBSTITUTES (DPB)**

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher is subject to disciplinary action. **The responsibility is with the student to treat a substitute with the respect and courtesy that is due all persons.**

### **STUDENT CONDUCT ON SCHOOL BUS (FFFF-R)**

- Students are expected to behave at bus stops and on the buses as they do in the classroom. Due to misbehavior a child **may be denied the privilege** of riding the bus.

- Students are expected to ride their assigned buses. If circumstances require a student to ride a different bus, parents should provide a note to that effect. The note should be counter-signed by the site principal before it is given to the bus driver.
- School bus transportation is provided for El Reno students. No persons other than our students and employees in the performance of their jobs shall ride school buses without prior approval.
- Bus drivers have a great responsibility in driving the bus so we expect complete cooperation from students and parents.
- Bus drivers will make all discipline reports in writing to the transportation office and to the principal.

The following are examples of the types of behavior that may result in a student not being allowed to ride a school bus:

- Eating and/or drinking on the bus
- Failure to remain seated
- Fighting
- Hanging out of the window
- Lighting matches or lighters
- Profanity
- Refusing to obey the driver
- Spitting
- Throwing objects on the bus
- Throwing objects out of the bus
- Using tobacco or tobacco products on the bus
- Vandalism

### **STUDENT RECORDS (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT) (FL)**

The family Educational Rights Act (FERPA) requires each school district to inform parents and students of their rights that are protected by this act. Parents and eligible students have the following rights under the Family and Educational Rights and Privacy Act and this Policy:

- To inspect the student's education records;
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the students privacy or other rights;
- To consent to disclose education records, except where consent is not required to authorize disclosure;
- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34CFR S 99.1-00.67); and
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator. A copy of the FERPA policy is located in the office of each school administrator.
- ***Request for records by a non-custodial parent.*** It is the District's duty under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. S 1232 (g) to make records available to parents. Official forms for this request are available in the office of each school site.

Signature on this form makes a formal request for such records. It is our understanding that the non-custodial parent's signature verifies that there is not a court order or decree that affects his/her rights to receive these records. Notification will be sent to the custodial parent informing him/her of the request. The custodial parent has five days from the date of our letter to provide a court order or decree stating any reason why the non-custodial parent should not have access to the records. Otherwise, the records will be furnished as requested throughout the school year.

### **STUDENT SEARCHES (FNF)**

As allowed by law, the superintendent, any principal, teacher, or security personnel, who has reasonable suspicion shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by school personnel, and only cold weather outerwear shall be removed prior to or during any search.

Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time. Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, or in their possession.

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or other school areas, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's door and trunk. If the student refuses, and the student's parent or guardian refuses to unlock the vehicle, the District may contact appropriate law enforcement personnel to respond to the issue. The same procedure shall be utilized for searching a student's luggage to be taken on a District-sponsored trip departing from District property.

### **SUSPENSIONS (FOD)**

The following behavior may be cause for a principal to suspend a student when such behavior occurs while the student is in attendance at school, in transit by either school district transportation or under school district supervision either to or from school or a school function authorized and/or sponsored by the school district, in attendance at any function authorized and/or

sponsored by the school district, or when on any property subject to the control and authority of the school district.

1. Disobeying, showing disrespect for, defying the authority of, and/or being insubordinate to a teacher, administrator, or other school district employee including secretaries, custodians, and cafeteria workers;
2. Leaving school grounds or activities during unauthorized times without permission;
3. Refusing to identify or falsely identifying one's self to District personnel;
4. Violating the District's policies, Administrative Regulations, a school's student handbook provisions, rules, practices, or state law;
5. Possessing, using, transferring possession of; or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns, rifles, pistols, shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks, hand chains, metal knuckles, or any object that is used as a weapon or dangerous instrument; included in this prohibition is any facsimile or counterfeit weapon;
6. Engaging in conduct which endangers or jeopardizes the safety of other persons;
7. Harassing, hazing, threatening or verbally abusing another student, teacher, administrator, school district employee, and/or visitor;
8. Use of profanity, vulgar language or expressions and/or obscene gestures;
9. Committing acts of sexual harassment, and/or sexual assaults. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature which has the purpose or effect of severely and unreasonably interfering with another student's educational performance or creating an intimidating, hostile or offensive educational environment.
10. Assault and battery of, inflicting bodily injury on, or fighting with a student, faculty member or other person;
11. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace and/or inciting, encouraging, prompting or participating in attempts to interfere with or disrupt the normal educational process;
12. Showing disrespect, causing damage, vandalizing, cutting, defacing or destroying any property, real or personal, belonging to the school district, its employees, students or visitors;
13. Using tobacco product in unauthorized areas or when prohibited by school building rules and regulations;
14. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing or bartering any alcoholic beverages or low-point beer as defined by state law;
15. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogen, opiate, inhalant, counterfeit drug, or any other controlled or non-controlled dangerous substance;
16. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating;

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infraction during the current school year may be considered, particularly when similar infractions have occurred in deterred such behavior. The length of the suspension shall not exceed the current school term and the succeeding school

term, except in the case of a firearm. A student who brings a firearm to school shall be suspended for not less than one year. The District's Discipline Panel will determine the discipline to be imposed in accordance with procedures contained in other Board policies or regulations. The effect of any student suspension on grades, attendance, course credits and make-up work requirements shall be in accordance with policy. A suspended student may not participate in any extracurricular activities nor may the student come back on campus without principal permission.

#### **TELEPHONE USAGE (CPAC)**

Students will not be allowed to use the school phone for personal business. Phones are for school use only as dictated by school personnel for illness or notification of parents.

#### **TEXTBOOKS (CMAB)**

Students and parents assume the financial responsibility for textbooks checked out to students for class use. One text book will be issued to each student in each core class. This book is to be taken home and left at home until the end of the school year. A set of books will be kept in each classroom for student use during class. **NO TEXT BOOKS WILL BE KEPT IN STUDENT LOCKERS OR WILL BE CARRIED BACK AND FORTH DAILY.** All damages will be assessed before the last week of school.

Students are required to pay for any lost or damaged textbooks, library books, and /or any other financial obligations before withdrawing, transferring, or graduating. The administration, office staff, and counselors will communicate with the librarian to determine whether to place a "hold" on any report cards, transcripts, or diplomas. The student will be responsible to "clear" their obligations with the librarian before records are released.

#### **TOBACCO ON OR NEAR SCHOOL PREMISES (CKDA)**

The El Reno Board of Education understands the concern of parents, educators, students, and other community members regarding the adverse effects of tobacco. Further, the board is aware of Oklahoma law, which prohibits furnishing tobacco products to minors under the age of eighteen. Therefore, tobacco in any form, or tobacco products of any kind, shall not be used or possessed on or near school premises by students. Neither shall tobacco be possessed or used by students while attending any school-sponsored event outside school premises, or while transporting to or from such an event, or otherwise under the school's jurisdiction during school hours. This includes electronic smoking devices.

#### **WEAPONS (FNCE-R, FNCG, FNCGA)**

Possession or use of any type of weapon, facsimile or counterfeit weapon by a student is detrimental to the welfare and safety of students and school personnel. Student use and possession of weapons are becoming **increasing** hazards. Therefore, the possession or use of these weapons on school property, at a school function, in a locker, on a school bus, in a personal vehicle or in transit to or from school or any District function is expressly prohibited.

A weapon under the regulation includes, but is not limited to, guns, rifles, pistols, shotguns, any device which throws, discharges or fires objects, bullets or shells, knives, explosives or incendiary devices, hand chains, metal knuckles, or any other object that can be reasonably be considered a weapon or dangerous instrument, or any object that is used as a weapon or dangerous instrument. **Included in this prohibition is any facsimile or counterfeit weapon resembling a weapon.**

Exempt under this regulation are any instruments and devices that may be considered a weapon under this regulation but are specifically authorized by District personnel for use in an approved curriculum or extracurricular activity and are used in the appropriate manner. Any student, who knowingly aids, accompanies and/or assists in the violation of this regulation shall be deemed in violation of this regulation and shall be subject to discipline in the same manner as any student who directly violated this regulation.

The consequences for carrying or use of weapons or dangerous instruments as determined by school personnel are:

- Law enforcement authorities will conduct their own investigation and confiscate the weapon along with enforcing their own consequences
- Parents will be notified and the student will be suspended pending an administrative hearing to determine the length of the suspension for up to one full calendar year

### **VISITORS (GJ)**

All visitors entering the building for the purpose of communication with staff and/or students must report to the principal's office for clearance. Students not enrolled in Roblyer Learning Center will not be allowed to visit classrooms. **\*\* Due to CoVid modifications, visitors will not be allowed in the building at this time.**

### **WITHDRAWAL FROM SCHOOL (FEXX)**

1. Authorization for withdrawal must be made by telephone or in person by the parent or guardian.
2. Obtain appropriate forms from the counselor's office.
3. Have the forms filled out by teachers, return all schoolbooks and property. (Pay for any damaged or lost schoolbooks and/or property).
4. Take completed forms to the counselor's office for final clearance.
5. Financial obligation must be met before a student can be properly withdrawn.