

# **RYAL SCHOOL STUDENT/PARENT HANDBOOK**

## **TO THE STUDENTS:**

This booklet is to help you know more about your school. Read it carefully with your parents and ask questions about anything you do not understand.

At Ryal School we expect a great deal from you and we know you will do your best to meet our expectations.

## **TO THE PARENTS:**

The main objective of Ryal School is to give each child a sound public education and that we help each student develop a positive attitude toward himself/herself.

The school's ideas are aimed at teaching skills and allowing students to explore many areas of study.

Please observe the information given in this handbook concerning rules, regulations and practices of our school.

We invite you to call and arrange to see the teacher or Superintendent in order to discuss matters concerning your child's welfare, behavior, grades, attitude, attendance, etc.

Guidance by the parents is essential for a student to achieve to his/her fullest ability. We ask that you join with us in encouraging your child to do his or her very best in every class or activity.

## **BOARD OF EDUCATION**

The Board of Education is elected by the voters of the Ryal school district. They are the governing body of the Ryal School system. They have the responsibility of setting school policies, hiring school personnel, approving all money matters and many other administrative duties.

It is the duty of the students and all concerned to respect and obey school board policies. The Board hires the Superintendent and gives the superintendent the actual responsibility of operation of the school.

The Board meets at 6:00 p.m. the first Tuesday of each month, at the school.

## **TO THE PARENTS**

In response to the Asbestos Hazard Emergency Response Act. P.L. 99-5519, and the EPA regulations, we have completed the three year inspection of our buildings that contained asbestos building materials.

As a result of our inspection, we are pleased to announce that areas that contain

asbestos pose no health problems.

The management plan and the results of the inspection will be available for your viewing during office hours Monday through Friday in the office of the Superintendent. Please call for an appointment.

### **ATTENDANCE**

Regular attendance is a contributing factor to success in school. Irregular attendance is the chief cause for failure and subsequent withdrawal from school. Students will not be counted absent if they are in class, virtual or distance learning as long as 90% of instructional activities are completed. All work missed must be made up and 70% of the grade will be received. No absence will be excused without a parent's statement.

### **ABSENCES**

A student may have a total of **5** absences **by arrangement** per semester. A student who misses more than 15 minutes of class time is counted absent for the class. A student who has 10 unexcused absences, or more in a course will receive a failing grade for the course.

Absences may be excused at the discretion of the principal for medical, court, or emergency reasons. An absence will only be excused for the reasonable time required. (Ex: Optometrist appointment at 10:00 a.m. will not be an excused absence for the afternoon classes.)

See policy FDC-R1 for more details.

Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the McIntosh County District Attorney. (70 O.S. 10-1-5)

### **SCHOOL HOURS AND TARDIES**

School hours: Blended: Monday through Thursday 8:00am to 3:20pm. Friday is distance learning.

Virtual: All on line learning.

### **MAKE-UP WORK**

**Excused absences:** Class work and homework missed during excused absences may be made up on a “day-for-a-day” basis. (Ex. A student has two days in which to turn in work missed during two days of excused absences.)

**Unexcused absences:** Class work and homework missed during unexcused absences may be made up on a “day-for-a-day” basis.

No work may be turned in for credit purposes after the final school day for each 9-

week grading period (3:20pm). (Ex: Late work for the first 9 week grading period may not be turned in during the second 9 week grading period.) “Extra-credit” work is not allowed.

### **GRADES**

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 or below = Failing

To participate in field trips and sports, a student must be passing all classes. (No F’s in any class) Eligibility will be calculated on Thursday for the following week.

### **TRUANCY**

A student who is absent without a valid excuse 5 days during a semester, Ryal is required by law to contact the McIntosh County Juvenile Affairs to address the issue. The parents/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S. 10-106) The local board of education will notify in writing the Department of Human services of the name of any student who is absent over twenty percent (20%) of the semester without valid excuse. (70 O.S. 24-120)

### **STUDENTS ARRIVING EARLY FOR SCHOOL**

Students should not arrive at the school before 7:40 a.m. Teachers will be on duty at that time to see to their safety and well-being.

### **VISITORS**

Anyone entering the building to contact an employee or student should first check in at the office.

### **ADMISSION REQUIREMENTS**

Students entering Ryal Public School (regardless of grade level) must meet the following admission requirements at the beginning of the school year.

Be at least four years old on or before September 1st

Submit a legal birth certificate or have one on file

Copy of Social Security Card

Copy of CDIB Card (if applicable)

The Oklahoma School Immunization Law requires the following vaccinations

Three year olds may enroll in pre-K and begin once Head Start gives approval.

Two Doses MMR	K-12
Three Doses DTP and Three Doses Polio	5-12
Five Doses DTP and Four Doses Polio**	K-4
Three Doses Hepatitis B	K-2 and 7-10
Two Doses Hepatitis A	K-2 and 7-9
One Dose Varicella (Chickenpox)	K-2
One Dose Tdap	After 10 years old and before entering 7th grade.

**\*All Measles, Mumps, and Rubella doses must have been administered on or after the child's first birthday.**

**\*\*If the fourth dose of DTP/DTaP and /or the third dose of Polio are administered on or after the child's fourth birthday, then the fifth dose of DTP/DTaP and /or the fourth dose of Polio are not required.**

**Make sure your preteen and teen get the meningococcal conjugate vaccine for protection against meningococcal disease, a very serious illness where death can occur in as little as a few hours. The meningococcal conjugate vaccine is recommended at 11–12 years of age and a booster dose at age 16.**

If a student cannot be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong contraindication.

If the student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

### **EMERGENCY DRILLS**

Fire Signal: All call announcement. Storm Signal: All call announcement.  
Lock Down: All call announcement.

### **LOCKERS & SCHOOL PROPERTY**

Lockers are the property of the school and are assigned to the students for use. Students hold no expectation of privacy in their lockers nor any other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy.

### **STUDENT RECORDS—Family Education Rights & Privacy Act (FERPA).**

Parents and students over 18 have the following rights under FERPA: (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 the student's educational record. (3) The right to seek to correct the student's record, in a hearing, if necessary. (4) The right to report violations of the FERPA to the U.S. Dept. of Education. (5) The right to be informed

### **COVID**

Everyone in the building must wear a mask and practice social distancing. Masks are required on the bus. Temperatures will be taken before the students enter the building or get on the bus. Siblings will sit together on the bus. If their temperature is 100 degrees or above, they can not enter the building or the bus.

In the event that someone tests positive or is exposed to the Covid virus, all protocol will be taken as per the County and State procedures and is included in our Return to Learn Plan which is on the website.

### **Adoption**

The Board of Education of Ryal School District adopted this student records policy at its board meeting and hereby directs and authorizes the appropriate school officials to establish and put in effect, the procedures to implement the policy.

Copies of the policy will be available for parent and eligible student review in the Superintendent's office.

## TOBACCO & TOBACCO PRODUCTS

Possession of tobacco or tobacco related products by students are prohibited at school or school sponsored activities pursuant to Oklahoma Law (21 O.S. Section 21-1241, 1242.) Prohibited tobacco products and paraphernalia include, but is not limited to: cigarettes, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, tobacco related containers and packages, etc. Any minor in possession of the above materials being asked by a police officer or teacher where and from whom such materials were obtained, who shall refuse to furnish such information shall be guilty of a misdemeanor.

## OBSCENITY/PROFANITY

Obscene materials including, but not limited to: illustrations (drawings, paintings, photographs, etc.) and oral or written materials (books, letters, poems, tapes, CDs, videos, etc.) which are commercially or student produced are prohibited. Profanity, including but not limited to: gestures, symbols, verbal, written, etc. is prohibited at school and all school sponsored activities.

## MISINFORMATION

Willfully giving misinformation by commission (lying), or omission (misinforming by remaining silent).

## PUBLIC DISPLAY OF AFFECTION (PDA)

Inappropriate physical contact including, but not limited to, intimate touching, kissing, etc., at school or a school sponsored activity is prohibited.

## ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In response to the Asbestos Hazard Emergency Response Act. P.L. 99-5519, and the EPA regulations, we have completed the three year reinspections of our buildings that contained asbestos building materials.

As a result of our reinspection, we are pleased to announce that areas that contain asbestos pose no health problems.

The management plan and the results of the reinspection will be available for your viewing during office hours Monday through Thursday in the office of the Superintendent. Please call for an appointment.

about FERPA rights and procedures. The district will arrange to provide translations of this notice to non-English speaking parents/legal guardians in their native language. Copies of student records are available to the parents/legal guardians or students over 18 at a cost of 10¢ per page.

Parents may be denied copies of a student's records After the student reaches 18 years of age.

- When the student is attending an institution of post-secondary education.
- If the parent fails to follow proper procedures and pay copying charges.

***Nondirectory Educational Records*** are private or confidential records maintained by the school regarding a current or former student.

***Student Directory Information.*** Any school official may release the following student directory information to students and parents of the student without violating the FERPA or the Oklahoma Open Records Act (51 O.S. 24A.16):

- Student name and address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The public or private school most recently attended by the student

**Parents or students who do not want this information released must submit a request in writing to the principal within 7 days of the time the handbook is issued to the student.**

## PARENTS RIGHT TO KNOW

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

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## **GRIEVANCE PROCEDURE for STUDENTS and PARENTS**

(1) If the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the principal. (2) If the issue involves another student or other school personnel, allowed regarding the parties will address the issue with the principal. (3) If the issue is not resolved, the parties will bring the issue before the superintendent. (4) If the issue is not resolved the parties may file for a hearing with the board of education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

### **TRANSFER STUDENTS**

A student whose parents are not legal residents of the Ryal school district must obtain a legal transfer to attend Ryal Public Schools.

#### **TRANSFER APPLICATION PROCEDURE:**

(1) Submit a transfer application from the sending school district in person to the principal's office. (2) The principal will recommend or not recommend the student transfer to the superintendent based on the reason for the transfer application. (3) Superintendent will accept or not accept the transfer application. (4) Principal will notify the student or parent/legal guardian of the transfer request.

### **BEHAVIOR**

#### **Bus Behavior**

The Superintendent is responsible for establishing the bus routes and stops. Bus stops will be established during the first week of school.

The driver has the same authority as the teacher in the classroom while the student is on his bus. Remember, from the time you leave home until you return, you are subject to school regulations. Riding a bus is a privilege and the school is not required by law to furnish transportation. A student can lose this privilege if proper conduct is not observed.

Violations of rules and regulations contained herein may result in the loss of riding privileges in addition to other disciplinary action.

#### **Bus Rider Rules**

##### **Previous to loading (on the road and at school)**

Be on time at the designated school bus stop - keep the bus on schedule. The driver will start his route at such a time in the morning that the bus will arrive at the school not earlier than 7:45 a.m. He is to be regular and consistent.

Stay off the road at all times while waiting for the bus.

### **FAILURE or REFUSAL TO SERVE ASSIGNED DISCIPLINE**

If the student fails to serve the discipline assigned due to circumstances genuinely beyond the student's control, the student must make up the discipline. If the student "forgets" to serve the discipline, the discipline is doubled. If the student refuses to serve the discipline the student will receive out of school suspension. Upon returning from the suspension, the student must serve the original discipline.

### **SEXUAL HARASSMENT**

Behavior shown toward another person without un-coerced consent that is personally offensive to that person. It debilitates morale and therefore interferes with the working or learning effectiveness of its victims and their peers. Sexual harassment includes, but is not limited to: gestures, jokes, touching in a sexual way (grabbing, pinching, "brushing up against" another person, etc.), symbolic, verbal and written communications with sexual innuendos, and the dissemination of information (gossip), true or false, about a person.

### **OUT OF SCHOOL SUSPENSION**

The principal has authority to suspend a student for a period of up to, and including, 10 school days. The student has the right to appeal the suspension decision to a suspension appeal committee designated by the Ryal board of education. The decision of the suspension committee is final and cannot be appealed to the board of education or any other school official. A student will be suspended from school for serious offenses and/or for multiple infractions of lesser offenses. No student suspended from school shall participate in nor attend extra-curricular activities on school property or other sites where school activities occur during the period of suspension. A student shall serve the assigned suspension period on consecutive school days.

A student shall receive a grade of zero (0) on all work, during the period of out-of-school suspension for which the student would have normally received a grade for out-of-school suspensions for 5 days or less. A student will not be allowed to make up work for academic credit that was assigned during the period of suspension nor will the student be allowed to complete additional work to compensate for the work for which the student received a grade of zero (0). A student may complete the work for the student's own benefit but no credit, other than zero (0), may be given for that work. The grade of zero (0) will be computed with the other grades of the student.

A student shall receive an educational plan of the core curriculum for days suspended beyond 5 days. The parents shall bear the responsibility for monitoring the student's progress until the student is readmitted into school. Credit may be granted for work academic work completed beyond 5 days.

Exposed body piercing shall be limited to the student's ears.  
Only naturally occurring hair colors (Black, blonde, brown, and (natural) red.) may be worn at school or school activities.

### **SEARCH AND SEIZURE**

Student searches may be made based on a reasonable suspicions of a violation of school rules and/or state or federal law by a student. The search will be made pursuant to the reasonableness, under all the circumstances, of the search. The search of the student will be justified at its inception, based on reasonable suspicion and reasonable in scope in light of the age and sex of the student and the nature of the infraction. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing. Return of the property may be made to the parents/guardians of the student.

### **WEAPONS**

The possession or use of any weapon during the time a student is in attendance in Ryal Public School, or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited.

A weapon includes, but is not limited to: guns, rifles, pistols, shotguns; daggers, knives (excluding normal (folding) pocket knives with a blade(s) length of three (3) inches or less) (knives of any type or length are strictly prohibited at the elementary school), razors, clubs, slap jacks, night sticks; any device which throws, discharges or fires objects, bullets or shells; explosive and incendiary devices; hand chains; artificial knuckles; or any other object that can reasonably be considered a weapon or dangerous instrument. Also prohibited are any facsimile or counterfeit weapon resembling a weapon.

Exempt from this policy are any instruments and devices that may be considered a weapon under this policy but are specifically authorized (prior to being brought to school) by school personnel for use in an approved curricular or extra-curricular activity and are used in the appropriate manner. Any student who knowingly aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy.

A student who violates this weapon policy shall be subject to: Out-of-school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstances.

### **ASSAULT ON A SCHOOL EMPLOYEE**

A school employee shall mean any duly appointed person, employee by or employees of a firm contracting with the Ryal school system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Sections 9 -113.

Wait until the bus comes to a complete stop before trying to enter.

Be careful in approaching the bus stops.

Remain seated until the bus comes to a complete stop.

### **While on the Bus**

Keep hands and head inside the bus at all times.

Help keep the bus safe and clean at all times.

Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.

Damage to seats, etc., must be paid for by the student responsible for the damage.

Never tamper with the bus or any of its equipment.

Leave no books, lunches or other articles on the bus.

Keep books, packages, coats and other objects out of the aisles.

Help look after the safety and comfort of small children.

Do not throw anything out of the bus window.

Remain seated while the bus is in motion.

Be courteous to fellow students and the bus driver.

Misconduct is not permitted around or on the school bus.

Keep absolutely quiet when approaching a railroad crossing stop.

In an emergency, children are to remain in the bus, unless instructed otherwise by the driver.

### **After Leaving the Bus**

When crossing the road:

1. go at least ten feet in front of the bus
2. stop
3. look for cars
4. watch for bus driver's signal
5. then cross road.

Students living on the side of the road on which you get off the bus, should

immediately leave the bus and stay clear of traffic.

The driver will not discharge riders at places other than the regular bus stop except upon approved request by the parent or school official.

### **Behavior at School Building Rules**

No running in the building.

No inappropriate physical contact (pushing, etc.)

Talking should be at moderate level.

Food and drinks will not be allowed in the classroom.

No gum in the building.

Bells do not dismiss class. Teachers do.

In all areas of conduct, students will be expected to behave as young ladies and gentlemen.

### **DISRUPTIVE BEHAVIOR**

Failing to follow classroom rules and/or disrupting the educational environment.

1<sup>st</sup> OFFENSE: Notify parents. 2<sup>nd</sup> OFFENSE: Swats or suspension per parents choice.

### **ALCOHOL/CHEMICAL ABUSE**

Attending class alert and ready to learn is a prime responsibility of students at Ryal school. The inability to function in class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the principal's office after demonstrating one or more of the following behaviors: sleeping in class, drowsy or listless, slurred speech, poor general health (red eyes, flushed skin, etc.), odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drugs, alcohol or tobacco use fighting, possession of an illegal drug, alcohol, or tobacco.

A trained employee of Ryal school may check the neurological function of the student by means of a simple examination of the pupillary reflexes and muscle functions of the eye. This procedure is frequently used in Ryal schools athletic programs to determine if the brain functions have been impaired by injury, illness, or disease. If neurological dysfunction is suspected, regardless of the cause, the parent/guardian will be contacted immediately. The above behaviors as well as the neurological examination may be sufficient probable cause to search the student (clothes, locker, vehicle, book bag, etc.) for illegal drugs, drug paraphernalia, weapons, or other

contraband.

A student found possessing, distributing or using alcohol or drugs or other contraband at school or school-sponsored activity will receive:

A minimum of 3 days suspension or more, which will be determined by the superintendent.

### **BULLYING, HARASSMENT and INTIMIDATION POLICY**

Bullying, Harassment, and Intimidation include, but are not limited to: Offensive teasing, un-consented to communications with another student, taunting, slanderous remarks regarding another student, electronic communications, cyber bullying, etc. A student found to have committed the prohibited behavior will, in addition to serving the assigned discipline for the behavior, participate in a mandatory counseling session(s) with the school counselor and other persons deemed appropriate by administration (Ex. Principal, parent, student, etc.) for the purpose of improving the student's anger management behavior. The student may also be required to participate in other programs designed for the prevention and education about such behaviors as determined by the district.

### **CHEATING/PLAGIARISM**

A grade of Zero (0) will be given for all work resulting from the cheating/plagiarism for the student and any student who assisted the student to cheat.

### **CORPORAL PUNISHMENT**

Corporal punishment may only be given to a student who has a "Parental Consent to Administer Corporal Punishment" form signed by the student's parent/guardian on file in the principal's office. Swats will be given and witnessed by certified personnel in a school office, room, or other place out of the presence of other persons. No more than 3 swats per incident will be given. The swats will be given with reasonable force by a wooden paddle on the buttocks of the student.

### **DRESS/GROOMING CODE**

Students at Ryal school are expected to dress and groom appropriately for the school setting. Clothing, accessories or hairstyles that are disruptive to the educational environment or creates a risk of health or safety to any person are prohibited at school or school activities.

Disallowed clothing includes, but are not limited to: clothing that reveals the midriff or inappropriately exposes other areas of the body or undergarments; caps/hats (indoors); clothing, accessories, or hair styles that display or infer (directly or indirectly) alcohol, chemical abuse, criminal behavior, gang colors or symbols (including sagging or baggy pants); inappropriate moral conduct; nudity (partial or whole); obscenity; profanity; any form of violence; cut-off shorts; tank tops (width of shoulder strap is irrelevant); or weapons.