



*Welcome to
Ringwood
Elementary School*

2021-2022

PLEASE SIGN, TEAR OUT, AND RETURN TO SCHOOL

I have read and understand the information in the Ringwood Elementary Handbook. I understand that I can access the school's Covid-19 Return to Learn Plan on the school website (www.ringwood.k12.ok.us) or obtain a paper copy of this plan at the elementary school office. I further understand that the Covid-19 Return to Learn Plan changes will supersede the information within the handbook and is dependent upon the district's most recent guidelines.

PROOF

Student's Name _____

Parent's Signature _____

PROOF

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Dear Parent:

The primary objective of any school system is to provide the best possible education for its students. To maintain a high level of efficiency and to ensure all children are offered a quality education, it is necessary to provide rules and regulations and ask that all children comply with them. This handbook summarizes important information, regulations, and procedures followed in our school. Though every effort has been made to address situations commonly encountered in an educational setting, situations will inevitably arise that will not be directly covered in this handbook. These circumstances will be addressed as needed by district administration.

The administration, faculty, and staff dedicate our efforts and energies towards providing a quality program of education to your child. It is our belief that the task of preparing children for the society in which they live is best accomplished by forming a partnership between school and home. With this in mind, we ask for your cooperation in keeping your child informed of the rules and regulations, as well as the importance of following them.

Thank you, in advance, for your participation.

The Administration, Faculty, and Staff
of Ringwood Elementary School

ELEMENTARY SCHOOL OBJECTIVES

The foundation for successful and satisfying lifelong patterns of learning is rooted in a child's initial school experiences. The school program should be based upon a philosophy that recognizes and meets the differing social, mental, and physical needs of all students. The following list of objectives serves as our guide to accomplishing our educational philosophy.

OBJECTIVES

1. To help each child experience satisfaction in learning.
2. To give each child the basic skills essential for effective learning.
3. To guide each child in the development of imagination and resourcefulness, making learning an exploration and discovery process.
4. To foster in each child the development of understandings and attitudes which will help him or her to live and work effectively and happily with others.
5. To respect the individuality and creativity of each child.
6. To lead each child into an understanding of his or her rights and responsibilities as a citizen.
7. To develop in each child the ability to adapt to the demands of a rapidly changing society.
8. To develop to their fullest potential the intellectual, social, and physical aspects of each child's life.

ENROLLMENT

Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code." Those requirements are as follows:

1. A four-year-old student must have attained the age of four years on or before September 1.
2. A Kindergarten child must have attained the age of five years on or before September 1.
3. A First Grade child must have attained the age of six years on or before September 1.
 - A. A birth certificate or hospital record must be presented at the time of enrollment.

- B. A child entering school for the first time (Pre-K, Kindergarten, and First Grade) or students transferring from one school to another (Grades 1-6) must present a certification form signed by a physician or authorized representative of the State Department of Health that the child is adequately protected against diphtheria, whooping cough, tetanus, rubella, polio, hepatitis A, hepatitis B, and chicken pox.

FOR PARENTS – VACCINES REQUIRED TO ATTEND SCHOOL IN OKLAHOMA 2021-2022 SCHOOL YEAR

This table shows the total number of doses a child must receive and have on their record to attend school for the grades indicated. The doses do not have to be repeated every year. These are the requirements for school.

	PRE-SCHOOL PRE-KG	KG – 6 th	7 th – 12 th
VACCINES	Total Doses		
DTaP (diphtheria, tetanus, pertussis)	4 DTaP	5DTaP★	One-time Tdap booster
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	4 IPV/OPV◄	No additional doses are required once a child has completed the required number of doses. If a child or student has not completed all of the required doses by the time they enter pre-school, kindergarten, or any grade above kindergarten, the doses must be completed on schedule.
MMR (measles, mumps, rubella)	1 MMR	2 MMR	
HepB (hepatitis B)	3 HepB	3HepB■	
HepA (hepatitis A)	2 HepA		
Varicella (chickenpox)	1 Varicella (2 nd dose recommended at KG entry)		

★	If the 4 th dose of DTaP is administered on or after the child's 4 th birthday, then the 5 th dose of DTaP is not required.
◄	If the 3 rd dose of IPV/OPV is administered on or after the child's 4 th birthday and at least six months from the previous dose, then the 4 th dose of IPV/OPV is not required.
■	Students 11 through 15 years of age who have not received HepB vaccine may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

- **HIB and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten programs operated by schools unless the facility is a licensed child care facility. They are required for children attending licensed childcare facilities.**
- Doses administered four days or less before the minimum intervals or ages are counted as valid doses.
- The first doses of measles, mumps and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within four days before the birthday) or they must be repeated.
- For doses given on or after Jan. 1, 2003, the fifth dose of DTaP

must be given on or after the fourth birthday (or within four days before the fourth birthday). This rule does not apply to doses given before 2003.

- If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine.
- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due because longer than recommended intervals between doses do not affect final immunity.
- **Children may be allowed to attend school and childcare if they have received at least one dose of all the required vaccines due for their age and the next doses are not yet due, but they must complete the remaining doses of vaccine on schedule. These children are “in the process” of receiving immunizations.**

12-09-13 IMM 400

MENINGITIS

Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*.

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15-22 years, are at increased risk because of behaviors that spread the disease.

The disease is spread by droplets in the air and direct contact with someone who is infected. This includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing lipstick, lip balm—anything an infected person touches.

Many, but not all, types of Meningitis may be prevented by vaccines. There are two vaccines available in the U.S. that protect against four or five strains.

The symptoms of Meningitis are: headaches, fever, chills, stiff neck, extreme tiredness, vomiting, sensitivity to light, and rash of small purplish, black, or red dots.

EXEMPTIONS FROM THE LAW

Exemptions from the immunization requirements are authorized in the law for medical, religious, and personal reasons.

MEDICAL – The student may submit a certificate signed by a licensed physician stating that the physical condition of the child is such that the

immunization would endanger the life or health of the child and thus be exempted from the immunization requirements.

RELIGIOUS – Exemptions based on religious objections to immunization are also allowed. The parent or guardian must present a Certificate of Exemption signed by his/her church leader to qualify for such an exemption.

PERSONAL – Exemptions may also be authorized for children whose parent or guardian objects to immunizations on philosophical grounds but is not necessarily a member of a church or group which subscribes to religious beliefs contrary to the practice of immunization. The parent or guardian must present a Certificate of Exemption complete with a brief statement summarizing his or her objections to immunizations.

Lost or unobtainable immunization records are not grounds for exemption. Certificates of Exemption are available at the school.

PRESCRIPTION AND NONPRESCRIPTION MEDICINE

1. A school nurse or, in the absence of such a nurse, the principal or any designated school personnel pursuant to the written authorization of the parent or guardian of the student may administer a nonprescription medicine as that term is defined by Section 353.1 of Title 59 of the Oklahoma Statutes pursuant to the directions for the administration of the medicine listed on the label or as otherwise authorized by a licensed physician.
2. Each school in which any medicine is administered pursuant to the provisions of this section shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, and the type of medicine that was administered.
3. Each school in which any medicine is administered pursuant to the provisions of this section shall store such medicine as recommended by the State Board of Pharmacy.
4. The school shall keep on file the written authorization of the parent or guardian of the student to administer medicine to the student.
5. A school nurse, principal, or other designated school personnel shall not be liable to the student or the parent or guardian of the student for acts or omissions of the nurse, principal, or designated school personnel in administering any medicine pursuant to the provisions of this section. This immunity shall not apply to acts or omissions constituting gross, willful, or wanton negligence.

TO REMIND YOU:

NONPRESCRIPTION MEDICINE

- Must be furnished by the parent or guardian in the original container with the name of the medicine and directions for dosing on the label.
- A handwritten note signed by the parent or guardian to the school nurse, principal, or teacher explaining the name of the medicine, amount, and time the medicine is to be given is required.

PRESCRIPTION MEDICINE

- Medicine must be in the original container with the name of the medicine and directions for giving the medicine on the label. It must be authorized by a licensed physician.
- A handwritten note signed by the parent or guardian to the school nurse, principal, or teacher requesting we administer the medicine and including any instructions must be given.

WE CANNOT GIVE MEDICINE WITHOUT A SIGNED NOTE. PLEASE INCLUDE THE NAME OF THE MEDICINE, THE AMOUNT, AND THE TIME IT IS TO BE GIVEN. BE SURE TO SIGN AND DATE THE NOTE.

COMMUNICABLE DISEASES

To give parents a practical guide to follow for the common communicable diseases based on the ruling of the Health Department, the following applies. Students may return to school as indicated:

CHICKEN POX – Exclusion until seven days after appearance of vesicles.

GERMAN (Rubella) MEASLES – Upon recovery with a minimum of four days.

HEAD LICE – Exclusion until effective insecticides of scalp and clothing.

IMPETIGO – Exclusion until pustules are healed.

MUMPS – When swelling disappears, but not earlier than one week from onset of illness.

RED MEASLES – Upon recovery with a minimum of five days.

RINGWORM – May attend school if under medical supervision.

SCARLET FEVER – When authorized by a doctor.

SCARLATINA – When authorized by a doctor.

WHOOPIING COUGH – Upon recovery with a minimum of 21 days after the development of (whooping) cough.

The Health Department also recommends that children with the COMMON COLD remain out of school a minimum of three days. Many contagious diseases begin with cold symptoms. This is the most infectious stage of any illness. A child will be sent home, or the parents contacted, if the child has any of the following:

- Above normal temperature
- Ear ache
- Cough or sore throat
- Head lice
- Discharging nose and/or eye
- Nausea
- Skin eruptions or rashes

SCHOOL HOURS

Four-Year-Old Program	8:25 A.M. – 3:15 P.M.
Kindergarten	8:25 A.M. – 3:15 P.M.
Grades 1-6	8:25 A.M. – 3:15 P.M.

DAILY ARRIVAL PROCEDURES

Students arriving by bus or other transportation are to go to the cafeteria upon arrival. At 8:00 A.M., the teacher on duty will take the students not eating breakfast to the playground/P.E. building, depending on weather conditions. When other students finish eating breakfast or arrive later, they may join the students on the playground/in the P.E. building. Students will go to their regular classrooms at about 8:20 A.M.

Parents need to call and/or make special arrangements if they are going to bring their child before 8 A.M. Students are not to stay outside the buildings without adult supervision.

CLOSED CAMPUS POLICY

It shall be the policy of the Ringwood Board of Education that the Ringwood School campus be closed during normal school hours. Students will be required to stay on campus during the lunch break and all other breaks during the day. Since the campus is closed, all visitors will check in at the superintendent's or principal's office and state their business on campus.

Students will be allowed to leave the campus with special permission to attend those emergencies that may arise or to attend to health appointments that cannot be made after school. Parents may check their children out of school at any time during the day.

All instances when a child may be allowed to leave cannot be foreseen. In those cases, the administrator in charge will make the decision.

EARLY DEPARTURE

If it becomes necessary for you to pick up your child before regular school dismissal, it is the school's policy for you to stop by the office first, check in, and sign your child out. This is for our students' safety.

WITHDRAWALS

Parents who wish to withdraw their children must follow these steps:

1. Inform the teacher at least one day prior to leaving.
2. Make sure all charges are paid and school property is returned.

DIRECTORY INFORMATION

The Ringwood School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent:

1. The student's name
2. The names of the student's parents
3. The student's date of birth
4. The student's class designation (i.e. first grade, tenth grade)
5. The student's extra-curricular participation
6. The student's achievement awards and honors
7. The student's weight and height if they are a member of an athletic team
8. The student's photograph
9. The school or school districts the student attended before he/she enrolled in the Ringwood School District

GRADING SCALE

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

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

NO PASS – NO PLAY RULE

Fifth and sixth grade students must be passing in all subjects in order to participate in extra-curricular activities. Parents will be notified of failing scores. Failing scores are determined on a first or second semester basis.

PARENT/TEACHER CONFERENCES

Individual conferences are scheduled at the end of the first (1) and third (3) nine weeks. **PLEASE FEEL FREE TO CALL YOUR CHILD’S TEACHER FOR A CONFERENCE AT ANY TIME.**

The teacher will contact parents during each nine-week period if:

- the student is failing or nearly failing
- the student is not working up to their capacity

GRADE PLACEMENT

Ringwood Elementary School supports developmental screening and placements of primary (K-3) students. Developmental screening and placement assures that the student is developmentally ready for the grade level they are about to enter. The school recommends you do not allow your child to enter any grade for which they are not developmentally ready even if they are performing well academically.

If a teacher recommends special placement of a student in a grade level based on screening, testing, and observation, it will be made available. If the parent disagrees with recommended placement, they may sign a placement form accepting the responsibility for the student’s placement.

Please contact the school if you have any questions.

READING SUFFICIENCY ACT (RSA)

A major policy change, which took effect in the 2013-2014 school year, involves the promotion of third grade students based on reading scores. The Reading Sufficiency Act (RSA) states that a third grade student cannot be promoted to the fourth grade if he or she does not meet RSA requirements on the reading portion of the Oklahoma School Testing Program (OSTP) English Language Arts test or other approved means. For more information, please visit the following web address:

<http://sde.ok.gov/sde/reading-sufficiency>

TESTING

Ringwood Public Schools provide a full testing program with the goal of providing information designed to help the student know him/herself better and help in planning his/her school work.

Student achievement tests are given to many students during the spring semester. A cumulative record is kept for each student who enters Ringwood Elementary School. This record will contain all test scores as well as other information pertinent to the child's attendance at this school.

GUIDANCE

Guidance services are planned to help all students get the most out of school offerings. Some of this help is given by teachers in classroom groups and in homerooms.



STUDENT ATTENDANCE

The Ringwood Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible.

Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance of approximately 86% of school days each nine-week grading period to receive credit for any course, a maximum of five absences or truancy in any one class. A doctor's report showing illness occurred and received in the school office within five days of the absence is required to make an exception to this rule.

A student receives no higher than a 59 for their nine-week grade if they exceed the permitted number of absences whether they are excused or unexcused. The schedule for makeup work will follow the handbook.

Absences for family leisure purposes will be unexcused. Any student missing more than 16 days per year (less than 2 days per month) will be considered chronically absent. Chronically absent students are reported in state data used to determine school report card grades.

Students are required to attend at least ½ day of school on the day they wish to participate, compete, and represent Ringwood Elementary School in an extra-curricular activity. The principal may grant exceptions on a case-by-case basis. Excessive excused absences will be examined on a case-by-case basis.

ABSENCES

Excused absences will be granted for the following reasons:

1. Personal or family illness
2. Medical appointments
3. Legal matters
4. Funerals for family members
5. Extenuating circumstances deemed necessary by the principal
6. Observance of holidays required by a student's religious affiliation

Students are allowed a maximum of ten (10) absences per semester to be eligible for promotion.

It is the responsibility of the parent to notify the school if a child is to be absent. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. If a child is not feeling well, please keep him/her at home. This prevents the spread of disease.

TARDIES

Everyone is late once in a while. Tardies are defined as being fifteen or fewer minutes late to class. Excessive tardies may lead to truancy.

TRUANCY

A child is truant if he/she is willfully and voluntarily absent from school for fifteen minutes or more on days or parts of days within a semester, or four or more days or parts of days within a four week period without a valid excuse. The parents of a truant child will be reported to the appropriate authorities.

SICKNESS OR ACCIDENT

When students suffer physical injury or become ill, every effort to contact their parents will be made by the school. In the event that the

parents cannot be located, the school officials will use their best judgment on determining the need for professional care.

LATE HOMEWORK

The student has the same number of days missed to make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up. If the student takes an extra day (1 day) to turn in late work, a B is the best grade they will be able to make. No credit will be given to work turned in two days late or more.

Example: A student is absent for two days. The student has the first two days back in school to turn in all late work. On the third day, the student's grade will be lowered one letter grade (B being the best). On the fourth day, no credit will be given for late work.

PROOF



Dear Parents:

Any successful discipline policy requires cooperation between parents, students, and the school. Thank you in advance for your cooperation, participation, and support. Our combined efforts will help ensure we are able to maintain the best learning environment for your child.

Thank you,
Denise Bowers

DISCIPLINE POLICY

This policy is pursuant to Oklahoma School Law. The control and discipline of students in Oklahoma is governed by Section 154 in the Oklahoma School Law Book.

Ringwood administrators practice preventative discipline in order to maintain a school in which all students may learn in an orderly atmosphere.

School administrators will consider tardies, truancies, and individual discipline records when considering student disciplinary issues. Decisions concerning discipline behaviors and/or discipline actions will be made by the administration.

Level I Behaviors

Level 1 behavior will be handled by the student's teacher in accordance to posted and approved classroom rules and consequences. If the misbehaviors become habitual, a teacher/parent conference will be necessary (on the phone or in person.) If behaviors continue after a teacher/parent conference, an office referral to the principal may be made.

Level I behaviors include but are not limited to actions such as:

Lying, untruthfulness	Taunting/teasing of peers
Open defiance	Name calling
Refusing to do work	Excessive talking
Incomplete homework	Inappropriate gestures or language

Consequences for Level I behavior may include: (not in sequential order)

- Warning
- Loss of recess

Removal from class (sent to another teacher's class to work quietly)
Removal from peers in the lunchroom
Loss of other privileges as determined by the teacher including before or after school detention

Level II Behaviors

Serious behavioral offenses will require immediate referral to the principal. When a student is referred to the principal, the principal will notify the parent by phone call, letter/note, and/or email.

Level II behaviors include but are not limited to such actions as:

Theft (of a significant nature)
Destruction of property
Possession or use of alcohol or tobacco
Fighting or assault (physical or verbal)
Truancy
Cutting Class
Leaving school without administrative permission
Repeated disrespect to school employees
Profanity

Consequences for Level II behaviors may include: (not in sequential order)

Warning
Parent notification
Parent/Teacher/Administrator conference
In-school suspension (ISS)
Out-of-school suspension
Notification of law enforcement official
Before or after school detention
Other consequences deemed appropriate by school administration

Level III Behaviors

Level III behaviors are those behavioral violations that are addressed individually and carry their own policies. These behaviors include possession of weapons, possession or use of illicit drugs, misbehaviors concerning moral conduct, and bullying. These individual policies immediately follow.

POSSESSION OF A WEAPON

Possession of a weapon may result in suspension for up to two semesters.

POSSESSION OR USE OF ILLICIT DRUGS

First occurrence – 10 day suspension

Second occurrence – suspended for the remainder of the current semester

Third occurrence – suspension for up to two semesters

BULLYING

Bullying includes the following:

- **Imbalance of power.** People who bully use their power to control or harm, and the people being bullied may have a difficult time defending themselves.
- **Intent to cause harm.** Actions done by accident are not bullying; the person bullying has a goal to cause harm.
- **Repetition.** Incidents of bullying happen to the same person over and over by the same person or group.

Threatening behavior or bullying is defined as an activity which portrays that another person, persons, or property may or will be harmed or killed. 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 a reasonable fear of harm to the student’s person or 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, or electronic device such as text, phone, etc. Such behavior is specifically prohibited by board policy.

Examples of prohibited behavior are: name calling, racial or other slurs, pushing, crowding, hitting, pinching, making fun of a person’s body, telling mean jokes about someone, threatening to hurt someone, obscene or suggestive hand gestures, taking things without permission, or making fun of someone’s educational ability.

Reporting bullying to school staff is encouraged. Anyone may report bullying. They may report it to any school staff member. The staff member who took the initial report will forward the situation to the building administrator. Information given to the administrator will include: Name

of the person who reported bullying to the staff member, where the incident of bullying was witnessed, and any names of individuals who might have witnessed the bullying.

Tattling or Reporting: Tattling is telling an adult about another student's actions with the sole purpose of getting that student in trouble. Reporting is telling an adult about another student's actions with the purpose of getting help with a difficult situation, e.g. one that is threatening or harmful.

RECOMMENDED DISCIPLINARY PROGRESSION FOR POLICY INFRACTIONS

First Offense after Initial Conference: Notification of the parents concerning the situation. A minimum of one or two days In-School Suspension.

Second Offense: Conference with the parents. A minimum of three days In-School Suspension.

Third Offense: Conference with parents. A minimum of one to three days Out-of-School suspension.

Ringwood schools will not tolerate retaliation for reporting bullying. The school administration will discipline any student who retaliates against anyone who reports an incident, or against any person who testifies or assists in an investigation.

SUSPENSIONS

Any pupil guilty of immorality or violation of the regulations of a public school may be suspended by the principal of such school. Suspension shall not extend beyond the current school semester and the succeeding semester; provided, the pupil shall have the right to appeal the decision of the principal to the board of education of the district. Upon a full investigation of the matter, the board of education shall determine the guilt or innocence of the pupil and its decision shall be final (Oklahoma School Law Act. XXIV, Sec. 381).

MORALITY

Moral misbehaviors include the following: possession of pornographic material, sexual harassment, profanity, lewd acts, gambling (cards, dice, or any other form in which betting or wagering could occur.)

Sexual harassment is behavior which is not welcome and which is personally offensive. Some actions may include:

1. Behavior or words that are directed at a person
2. Unwelcome flirtation, advances, or propositions
3. Verbal or written abuse of sexual nature, including jokes or innuendoes
4. Explicit verbal or written comments about an individual's body
5. Sexually degrading words
6. Sexually suggestive objects or pictures

FIRST OFFENSE: Two day suspension from school

SECOND OFFENSE: Three day suspension from school

THIRD OFFENSE: Five or more day suspension from school

NON-SCHOOL ACTIVITIES

The school assumes no responsibility for information or management of non-school activities such as scouts, baseball, and other such activities.

SCHOOL PROPERTY

The school is home for students many hours of each day. The school district spends a great deal of money in the purchase and maintenance of the property. The students should take great pride in maintaining the appearance of buildings, equipment, and grounds. Particular care is requested of all to preserve and protect school property. Damage up to \$1500.00 may be recovered from the parents of a student willfully destroying property belonging to the school district. (Title 23, Sec. 10 Okla Statutes)

A locker is to be used only for storage of outer garments and school materials. The locker is not the student's private property and may be opened by school authorities at any time. Any unauthorized items found in the locker may be removed. Students that lose or damage their locks or lockers will be held accountable. The school is not responsible for things stolen or missing from a locker.

CARE OF SCHOOL TEXTBOOKS

1. PARENTS, please help your children by seeing that he/she does his/her homework and takes his/her books back to school the next day.
2. Books that are lost or destroyed will need to be paid for before the student receives a grade.

TOYS

Toys are not allowed at school without prior approval of the teacher.

ELECTRONIC DEVICES

Electronic devices such as handheld game systems, music players, tablets, and other mobile devices are not to be brought to school without prior approval. Cell phones and smart watches brought to school must remain turned off and stored in a backpack or designated area. Electronic devices brought to school in violation of the stated policy will be confiscated by district personnel. Parents will be contacted and will be required to come to school and retrieve them from the office after the regular school day ends (3:15 P.M.)

RECORDING DEVICES

No recording devices, audio or visual, are permitted in a classroom without the teacher's prior consent.

PLAYGROUND RULES

1. Stay where you can see the teacher.
2. No fighting or profanity.
3. Ask permission to leave the playground.
4. Play and use equipment properly.

PLAYGROUND SUPERVISION

Adult supervision is always provided during any recess and during any school-sponsored activity. There is no supervision on the playground after school. Students need to leave school property as soon as they are

released in the afternoon unless prior arrangements have been made with school personnel.

DRESS CODE

Student policies are determined by the administration. It is understandable that criteria be established to prohibit extreme styles and designs in clothing which might disrupt the educational process or endanger the health and safety of pupils. (For example: Unnatural hair color or highlights will not be allowed.) All policies pertain to school hours or activities and apply to all students.

1. Shirts with advertisements of alcoholic beverages or objectionable slogans may not be worn.
2. Midriffs must be covered at all times.
3. All students are required to wear shoes.
4. Students will not wear hats, caps, or headbands in the building.
5. No spaghetti straps or tank tops are allowed.
6. Dress must be appropriate at all times. Clothing must be free of holes which expose undergarments or skin about the kneecap.
7. Students may not wear clothes that are too tight, too short, or too revealing. Dresses, shorts, and skirts must extend to mid-thigh.
8. Shorts may be worn until Fall Break and may be worn again after Spring Break. Exceptions may be made on a school-wide basis.
9. Yoga pants, running pants, leggings, and tights must be accompanied by a garment that extends to mid-thigh.

In interpretation of the dress code to all students, the principal will have total authority. If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the existing policy until such time that the policy is revised or changed to cover the situation.

SCHOOL TRANSPORTATION

All buses used by Ringwood schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are urged to regard the bus as a classroom as far as conduct is concerned. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority of a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is

expected to help him/her maintain discipline in order to prevent serious accidents. After getting on the bus, no student is to depart from the bus until it reaches school in the morning, or arrives at the designated place of departure for his/her driver.

A note signed and dated by the parent will be necessary for permission to be given for a student to ride a different bus, go home with someone, or do anything that is different than what they normally do. This is very important. It is a protective measure for your child and school personnel.

BUS RIDER RULES

Riding a school bus is a privilege, and that privilege may be withdrawn for not following the bus rider rules.

I. Previous to loading (on the road and at school)

1. Be on time at the designated school bus stops. Keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful when approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a stop.
6. Bring a note by a parent if you are to do anything other than ride your usual bus. The note is due the date of the change.

II. While on the bus

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own homes.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Do not leave books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the bus windows.
10. All bus riders must be seated when the bus is in motion.
11. Horseplay is not permitted around or on the school bus.
12. Bus riders are expected to be courteous to fellow pupils, the bus

driver, and the patrol officers or driver's assistants.

13. Keep absolute quiet when approaching a railroad crossing stop.

14. In case of a road emergency, children are to remain in the bus.

15. Bus riders will be dismissed at 3:15.

III. After leaving the bus

1. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, watch for the bus driver's signal, then cross the road.

2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.

3. Help look after the safety and comfort of small children.

4. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from a parent or school official.

IV. Extra-Curricular Trips

1. The above rules and regulations will apply to any trip under school sponsorship.

2. Pupils shall respect the wishes of a competent chaperone appointed by school officials.

BUS MISCONDUCT

Failure to comply with bus rules will result in the following: (not in sequential order)

Parent notification

Seating assignment

Loss of bus riding privileges for a predetermined amount of time

Suspension from riding the bus

Other consequences deemed appropriate by school administration

WALKERS/CAR RIDERS

Walkers will be dismissed by a teacher from the cafeteria. Car riders are dismissed by the south doors of the lower elementary. If you need your child before dismissal, please come to the office to check them out early to avoid classroom disruptions. **If your child always rides the bus, is always a car rider, or always walks, you need to write a note to your child's teacher or call the teacher to make a change from what they usually do. Student information will not be honored.**

BICYCLES

Students riding their bikes must leave them in the bike rack on the east side of the elementary building.



BREAKFAST AND LUNCH

A hot lunch and breakfast program is provided in the cafeteria for the benefit and convenience of both student and parent. If your child has a food allergy, a doctor's note must be provided to the cafeteria manager at the start of each school year.

Students may bring their lunch, but they will be required to eat in the cafeteria.

We encourage all our students to eat at school. Any exceptions must be cleared through the office.

As of July 2017, USDA requires all student accounts to be paid in full each school year. Board approved policies regarding negative account balances will be followed.

No soft drinks are allowed in the cafeteria.

BREAKFAST AND LUNCH MONEY

To avoid errors in accounting, it is to your advantage to pay for breakfast and lunches by check. Also, all monies, whether check or cash, should be sent in an envelope with your child's name written on it.

LUNCH ROOM RULES

Breakfast service begins at 7:45. If the start of school is postponed due to inclement weather or unforeseen circumstances, breakfast will not be served.

1. Use good table manners.
2. Eat quietly.
3. Walk to, from, and in the cafeteria.
4. Remain seated until dismissed.

FIRE AND TORNADO PROCEDURES

FIRE DRILLS: Fire drills will be announced over the phone speaker system. Students will exit their rooms, single file. Students will be taken away from the building. Students should stay in line and walk, not run, to their assembly area. Teachers are the first to leave the room. Student roll will be called at the safe assembly area.

TORNADO DRILLS: Tornado drills will be announced over the phone speaker system. All teachers will take their classes immediately to the shelter and have students sit down. Shelter areas for the elementary students are designated by classroom assignment. Once the students are in the shelter area, students should sit down with their backs toward the windows and their hands against their knees. Student roll will be checked at this time.

SCHOOL VISITORS

1. Parents are welcome to visit in the school, but must make arrangements with the teacher one day in advance and check through the office for permission to visit.
2. School visitation of one's friends from another school district is discouraged to minimize classroom disruptions.
3. Orders to Leave School Property: The superintendent or principal of any secondary, middle, or elementary school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such a person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave the school building or school grounds after being ordered to do so by the superintendent or principal shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than five hundred dollars (\$500.00) or by imprisonment into the county jail for not more than ninety (90) days or by both such fine and imprisonment (70-24-131).

MOMENT OF SILENCE

A law in the state of Oklahoma passed in the spring of 2002 requires schools to observe one (1) minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Ringwood will recognize one (1) minute during opening exercises.

VETERAN'S DAY ASSEMBLY

Ringwood Public Schools are in a rotation with three other schools for hosting a Veteran's Day assembly.

STUDENT INSURANCE

It will be the policy of the board of education to select a reputable company through which patrons may purchase accident insurance for their children at a minimum cost. The purchase of the insurance will not be compulsory but entirely at the discretion of the parents.

FIELD TRIPS

During the school year, each class may take field trips that are authorized by the school. There is no limit on the number of educational trips a class may take, but there may be a limit on the miles and time.

We request that parents that plan to go on these field trips leave their preschoolers at home so they can give their full attention to their child that is a member of that class.

STAYING INSIDE

1. Students will be informed by their teacher on days when weather conditions prohibit going outside for recess or physical activity.
2. At other times, students must have a dated and signed note by parents to stay inside during recess. Reasons must be stated.
3. Teachers will use their judgment in other cases.

TELEPHONE

The school phone is a business phone and will be used by the students only with permission of school personnel. Students may use the phone for extenuating circumstances such as:

- Calling for homework or other supplies
- Schedule changes
- Illness

STUDENTS MAY NOT USE THE PHONE TO PLAN SOCIAL ACTIVITIES. For instance, students may not use the phone to arrange to go home with a friend after school.

SUPPLIES

All school supplies and personal items should be properly labeled with the name **PRINTED** for children in Pre-K, Kindergarten, First, and Second grades. Please keep your child supplied with pencils, paper, and other necessary items throughout the school year.

LOST AND FOUND

All articles found should be turned in at the office. Valuable articles will be kept in the office and will be returned to the owner upon identification. Students might inquire several times for a lost article as it may not have been located immediately. Help us to help you to retain your lost property by marking your belongings plainly.

PARTIES

There are three parties in the classroom each year. These are: Halloween, Christmas, and Valentine's Day. The school will assist in the organization of these parties, however, parent volunteers are asked to provide store bought snacks, drinks, and treat bags for each class. Parents are also welcome to help with games at the parties. Please visit with your child's teacher if you plan to attend a party.

Classroom birthday party celebrations will require prior permission from the child's teacher.

No written communications will be allowed at school between parents and other students or student to students. This includes invitations to

parties and/or other after school social events. Exceptions are subject to approval by administration.

STATEMENT OF RIGHTS

Parents and students have the following rights under the Family Educational Rights and Privacy Acts and the Ringwood FERPA policy:

- A student's parents and eligible students have a right to inspect and review the student's educational records.
- The intent of the Ringwood School District is to limit the disclosure of information contained in a student's education except:
 - (1) by the prior written consent of the student's parents or the eligible student,
 - (2) as directory information, or
 - (3) under certain limited circumstances, as permitted by FERPA.
- A student's parent or an eligible student has the right to seek to correct parts of the student's record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
- Any person has a right to file a complaint with the Department of Health, Education, and Welfare if the Ringwood School District violates FERPA.
- Copies of the Ringwood FERPA policy are available through the superintendent's office, high school principal's office, or the elementary principal's office.

All rights and protections given to parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

The district will arrange to provide translations of this notice to non-English speaking parents.

FINALLY

Since public schools are a concern of practically every citizen, they are also a prime target for a great deal of criticism.

Undoubtedly some criticism is justified. However, most criticism stems from a lack of knowledge, and it is the responsibility of parents who have children in school to understand programs and policies so that they may help to eliminate misunderstandings.

If you have a concern that your child is not being dealt with in a fair and/or appropriate manner, you are asked to observe the following procedures that are standard in any school district:

1. Check with the teacher in an effort to find out what is going on and to resolve the conflict.
2. If you feel that you have not received any satisfaction from the teacher, you should immediately contact the principal for her help in the matter.
3. If you receive no help from the principal, you should contact the superintendent.
4. If you have gone through the above three steps and have not been able to resolve your problem, then it is appropriate to take your concern to the school board.

If you have any questions in regard to some phase of school operations, please check with the school. We shall be pleased to discuss any question or concern with you.

RINGWOOD PUBLIC SCHOOL | 2021-2022 CALENDAR

4 Independence Day

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

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

3 2nd Semester Begins
21 NO SCHOOL-Teacher Prof. Dev.

(19 Days Taught, 2 Holiday, 1 PD)

9-11 Teacher Prof. Dev.
12 First Day of Class

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

(14 Days Taught, 3 PD)

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

14 NO SCHOOL

(19 Days Taught)

4 NO SCHOOL-Fair
6 NO SCHOOL- Labor Day

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

(20 Days Taught, 1 Holiday)

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

3 End of 3rd Nine Weeks
4 NO SCHOOL
8 P/T Conferences
10 P/T Conferences
11 NO SCHOOL
14-18 Spring Break

(16 Days Taught)

8 End of 1st Nine Weeks
11-12 P/T Conferences 4-7pm
14-15, 18 NO SCHOOL-Fall Break

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

(18 Days Taught)

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

15 NO SCHOOL Easter Break
18 NO SCHOOL Easter Break

(19 Days Taught, 2 Holiday)

22-26 Thanksgiving Break

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

(17 Days Taught)

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

11 Baccalaureate
12 Last day of classes
12 8th Grade Graduation
13 Teacher Prof. Dev.
13 Senior Graduation

(9 Days Taught, 1 PD)

21 End of 1st Semester
20-31 Christmas Break

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

(13 Days Taught, 8 Holiday)

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

TOTALS

165 Days Taught
5 Days Teacher PD
2 P/T Conference Days
172 Days

PROOF

NOTICE

To: All Parents and Guardians of Students

RE: Notification of AHERA

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules reinspection of all asbestos present in the school. The Management Plan may be reviewed at your child's school during normal working hours.

