

Table of Contents

General Information/Dates	1
Important Information	2
Enrollment/Arrival/Departure	3
Attendance/Dress Code	3
Safe School Environment	4
Expectations	5
Media Center/Before & After Care	7
Technology Policy	7

General Information

School Address: 2801 S. Rankin Edmond OK 73013

School Hours: 8:20 am-3:40 pm

School Phone: 405 340-2984

School Fax: 405 330-3349

Website: www.edmondschools.net/orvisrisner

Attendance Hotline: 405 726-3706

Transportation Changes Hotline: 405 726-3707

District Transportation: 405 340-2962

For the latest on school events: *friend* Orvis Risner on
Facebook

Important Dates 2017-2018

See website for all calendar events

August 17	Back to School Night 4:00-6:30
August 18	First Day of School
*Sept 4	Labor Day
Sept. 7	Donuts w Dudes 8:20 am
*Sept. 18	Professional Day
Sept. 29	Fall Festival
Oct. 12 & 16	Parent Teacher Conferences
*Oct. 23-23	Fall Break
Oct. 26	Family Reading Night 6:30
Oct. 27	9 wk Classroom Celebrations
Oct. 31	Vocabulary Parade
Nov. 21	60's Day
*Nov 22-24	Thanksgiving Break
Dec. 19	1st Semester Staff Appreciation
Dec. 20	Winter Extravaganza
*Dec. 21-Jan. 3	Winter Break
Jan. 9	Family Math Night 6:30
Jan. 11	9 wk Classroom Celebrations
*Jan. 15	Martin Luther King Day
Feb. 8	Donuts w/Divas 8:20 am
Feb. 14	Classroom Friendship Parties
*Feb. 19	President's Day
*March 19-23	Spring Break
March 30	9 wk Classroom Celebrations
*April 27	April Day Break
May 11	Super Kids Day
May 23	Last Day of School
	*no school

Important Information

1. All visitors must report to the office, sign in, and receive a visitor badge. (See visitor Access Procedures)
2. Students should not bring money to school unless it is for lunches or at the school's request.
3. It is important for parents to notify the office any time there is a change of address or a new phone number for home, cell or work. This is necessary in keeping enrollment cards updated in the event of an emergency, illness or injury. Emergency numbers must be provided.
4. Please call 405 726-3707 before 3:00 to make transportation changes.
5. Please call the attendance hotline, 405 726-3706 before 9:30 to report student absences.
6. All lunch containers, backpacks, and clothing should be marked with the name of the owner. Items collected in Lost & Found that go unclaimed will be given to a local charity at the end of each quarter.
7. Two classroom parties will be held during the year: Winter Party(December) and Friendship Party(February). Younger children may also participate in egg hunts during the spring. **Personal party invitations may not be distributed during the school day. Flower and/or balloon arrangements may not be delivered to students.**
8. A telephone is available to students for emergency use only. Students must have an office pass from their teacher before using the phone. Students are asked to make after-school plans prior to coming to school.
9. Students must have a parent note to remain inside for outdoor recess.
10. State Law (Section 489) gives school administration and teachers the right to examine contents of student lockers, desks, or other property in order to properly supervise the welfare of pupils.
11. Students are prohibited from bringing laser pointers, trading cards, toys, electronic devices and other gadgets to school.
12. Please be sure your child has a backpack or book bag for Thursday folders, notes, newsletters, homework, etc. Students are not allowed to sell anything at school for personal gain.
13. Textbooks are available for student use. If a used textbook is lost or damaged, the cost of replacing the book will be assessed at 75% of the full price. If the textbook is new, the full price of the book will be assessed.
14. All students and employees are strictly prohibited from engaging in any form of sexual harassment. Any student who is or has been subjected to sexual harassment or know of any student who is or has been subject to sexual harassment is encouraged to report all such incidents to his or her building administrator, counselor or teacher. All sexual harassment complaints will be investigated. (See Sexual Harassment Policy)
15. Limousines are not allowed to pick up or deliver students to Orvis Risner.
16. Students may bring cell phones to school. However; they must remain off and in backpacks while on school premises. Failure to do so, may result in students losing such privileges.

Enrollment Requirements

Students must be five years of age on or before September 1st to be admitted to kindergarten. First grade enrollees must be six years of age before entering school. Parents or guardians must present a birth certificate, or other acceptable documentary evidence of the child's birth, two proofs of residence, and a record of immunization to the district prior to enrollment.

Arrival/Departure

Due to the lack of supervision before 8:20 a.m., students **may not be dropped off before 8:20 a.m.** When students enter the school after 8:20 they will report to the cafeteria to eat breakfast and then go to the gym to sit with their classroom until picked up by their homeroom teacher at 8:50. If students are not eating breakfast, they will need to report to the gym and sit with their classroom until their teacher picks them up at 8:50. Families with **PK students only** may drop off at the south entrance at 8:20 a.m. All PK student will report to the tot lot and staff will walk those eating breakfast to the cafeteria at 8:50. All other PK students will be escorted to their classrooms at 8:50. PK students will be dismissed at 3:10 from the tot lot on the south side of the building. This entrance is only accessible for parents picking up PK students. You will not be allowed to remain in the PK line to pick up older siblings. The dismissal bell rings at 3:40 for students in grades K-5. Students will be dismissed at staggered times to avoid congested hallways.

Students are released in the following order:

1. Car Riders and Day Care Buses
2. Walkers grades 3-5
3. Walkers grades K-2
4. Bus Riders & After Care

Tardies and Absenteeism

Promptness and regularity are essential characteristics for success. Students arriving late or leaving early not only disrupt their learning but the learning of the entire classroom. We encourage all families to strive for Five or Less absences/tardies during the school year. A student is tardy

when they enter the building after 8:50. A parent or guardian must accompany the student to the Main Office to sign him/her in for the day. You will need your ID to sign the student in as a tardy student. If a student arrives after 10:00 a.m., they are considered absent for a half day. If a student is absent, please call the attendance line before 9:30 at 405 726-3706. Students who are checked out before 2:30 will be considered absent a half day. If a student checks out after 2:30 it will be considered early checkout. The last time for early checkout is 3:30. The last time to call for messages to be delivered to a student is 3:00.

Dress Code

In the event a student at the elementary level is found to be out of compliance with the dress code, the parent will be called. If possible, the student will be offered clothing for the day from the school's clothes closet, or the parent will be asked to bring to the school clothing that is in compliance with the dress code. Repeated violations may result in disciplinary action. (See Student Dress Code Policy for details)

Maintaining a Safe School Environment

1. **Adherence to the established traffic plan is required.** Vehicles should not be left unattended along the curbs. The outside lane must be left open at all times to allow traffic to flow smoothly. Entry and exit to handicap parking spaces should be left open.
2. Visitors and volunteers are directed to **enter and exit the building through the front lobby doors.** Parents wishing to eat lunch with their children or picking them up are asked to wait in the lobby area rather than go to the classroom.
3. **Visitor stickers are required to be worn by all adults while at Orvis Risner.** All visitors must sign in and out in the office and obtain a visitor sticker.
4. **Only individuals listed in Infinite Campus or having a signed permission note from the parent may remove students during the school day from Orvis Risner. ID is required.**
5. All medication must be placed in the office clinic. **Administration of medicine must be given and recorded by designated office personnel. Only medication that has been prescribed for a student by a physician will be administered.** Forms for the physician's statement are available in the school office. Medication brought to school must be in a prescription vial, with a pharmacy label that states: student's name, physician's name, name of medication and directions for use. This includes over the counter medication such as cough medicines, Tylenol, etc. which must be in the original container. A written request, signed by the

parent/guardian, must accompany medication stating the name of the medication, dosage and times it is to be given. (See Medication Policy)

6. **Dangerous weapons,** including toys or facsimilies, **may not be brought to school at any time.** (See Dangerous Weapons Policy)
7. **Fighting** and/or intentionally causing bodily harm to others **will not be tolerated.**

Orvis Risner Student Expectations

Hallway

- ❖ Walk with Quiet Voices and Footsteps
- ❖ Keep Hands, Feet & Objects to Yourself
- ❖ Walk Facing Forward in Single File Line
- ❖ Watch your Teacher & Listen for Directions

Cafeteria

- ❖ Respect Duty Teachers
- ❖ Keep Hands, Feet & Objects to Yourself
- ❖ Use Kind Quiet Voices & Best Manners
- ❖ Raise Your Hand for Assistance
- ❖ Eat Your Own Food

Outside Recess

- ❖ Respect Duty Teachers
- ❖ Keep Yourself and Others Safe
- ❖ Line Up when Whistle Blows
- ❖ Enter Building Quietly
- ❖ Use Kind Language

- ❖ Take Turns
- ❖ Follow Game Rules and Be a Good Sport
- ❖ Dress Appropriately
- ❖ Stay within Boundaries

Inside Recess

- ❖ Respect Duty Teachers
- ❖ Keep Hands, Feet & Objects to Yourself
- ❖ Pick Up after Yourself
- ❖ Use Kind Inside Voices
- ❖ Take Turns
- ❖ Ask Permission to Leave Classroom

Assembly

- ❖ Sit in Single File Line
- ❖ Backpacks Closed in Lap or Back
- ❖ Eye on Speaker
- ❖ Listen Attentively
- ❖ Participate
- ❖ Stay in Personal Space
- ❖ Exit According to School Plan

Bathroom

- ❖ Respect Privacy
- ❖ Quietly Wait Your Turn
- ❖ Go, Flush, Wash, Dry, Leave
- ❖ Keep Bathroom Clean

Classroom

- ❖ Use Equipment and Materials Appropriately
- ❖ Walk

- ❖ Stay In Your Personal Space
- ❖ Clean Up After Yourself
- ❖ Follow Directions and Routines
- ❖ Do Quality Work
- ❖ Work Cooperatively
- ❖ Listen to Others
- ❖ Be Considerate

Computer Lab Expectations

- ❖ Enter Lab Quietly & Orderly
- ❖ Listen & Follow Directions
- ❖ Respect Equipment
- ❖ Voices Off
- ❖ Remain on Task
- ❖ Straighten Area Before Leaving

Entrance/Dismissal

- ❖ Respect Duty Teachers & Safety Patrol
- ❖ Keep Hands, Feet & Objects to Yourself
- ❖ Walk in the Halls
- ❖ Use Soft Voices
- ❖ Listen for Directions

Bus Expectations

- ❖ Keep Hands, Feet & Objects to Yourself
- ❖ Respect Bus Drivers
- ❖ Stay Seated in Your Seat
- ❖ Feet on the Floor
- ❖ Backpack in Lap
- ❖ Use Inside Voice
- ❖ Use Kind Words
- ❖ No Food or Drink

Orvis Risner Creed

I am an Orvis Risner Eagle.

It is my responsibility to be a good citizen.

Today, I accept the challenge to be a leader and a learner.

Orvis Risner Eagles' Daily Expectations

E - Eagles are **excited** about learning!

A - Eagles **accept** one another.

G - Eagles are **generous** with one another.

L - Eagles **listen** when others are speaking.

E - Eagles **encourage** one another.

S - Eagles keep our school **safe**.

Media Center

Media Center Hours

The Media Center is open daily from 8:20-3:40. Students are welcome to visit the media center at any time with the permission of their teacher. A full-time Media Specialist and a part time assistant are employed to provide assistance.

Checking Out Books

Books are available for all students in grades PK-5.

Overdue Books

Students and their parents are responsible for the replacement cost of books that are lost or damaged. A student who has a lost book or overdue book is not allowed to check out materials until the matter is cleared.

Media Lessons

Ms. Oard loves to work with students to teach information literacy skills. She collaborates with the classroom teachers to arrange lessons that are appropriate and meaningful for each grade level.

Media Pals

Parent volunteers play a vital part in the operation of the Media Center. Volunteers assist with circulation, processing, and shelving books, to allow the Media Specialist more time to work with the students. Please contact the Media Center at 405 726-3715.

Before and After Care

Eagles Nest is our Before and After Care Program. The program is open to students in grades PK-5. The program opens at 7:00 a.m and closes at 6:00 p.m. Monday-Friday. For more information please contact Arlisa Long at arlisa.long@edmondschools.net

Orvis Risner Student Technology Policy

Personal cell phones, tablets and other Wi-Fi gadgets are not to be used during school hours. The following protocol will be applied to students who are caught violating the policy?

1. Be warned to put the device away.
2. If the student takes the device back out later that day or on any other day, the student and device will be sent to an administrator. The administrator will keep the device until the end of the school day (at which time the student may pick up the device) and a parent contact will be made.
3. If the student breaks the policy again, the device will be kept by an administrator and a parent/guardian will be contacted to pick up the device.
4. Continued refusal by the student to not follow the policy will result in a parent conference and disciplinary actions deemed appropriate by the administrators.

We appreciate your cooperation with this policy. We feel this will eliminate unnecessary distractions to the learning environment. If you have any questions, feel free to contact school administration.

Orvis Risner 2016-2017

Title I Parent Involvement Policy

It is the purpose and intent of Orvis Risner Elementary, in a cooperative effort with parents, teachers, and the community, to plan and implement Title I site programs to empower all students to succeed in a changing society.

We recognize the word “parent” has several meanings. “Parent” may include guardians and other family members involved in supervising the child’s education. Programs and practices will be established to meet the diverse needs, languages, and cultures of students and parents.

Elements of Effective Programs

Orvis Risner Elementary will hold meetings, including but not limited to an annual meeting, to which all parents of participating Title I children are invited. All parent meetings

will consist of the following:

- **Communication between home and school is regular, two-way, and meaningful.** Effective home-school communication is the two-way sharing of meaningful
- information vital to student success. This two-way communication will occur in a variety of ways, such as; school visits, phone calls, parent conferences, Thursday Folders, report cards, parent compacts and emails.
- **Responsible parenting is promoted and supported.** Parents are a child’s first, and continue to be the most important teacher. Orvis Risner Elementary will work with community agencies to link parents to family support services and resources in the community as needed.
- **Parents play an integral role in assisting student learning.** Parents can be effective partners in helping to raise a student’s academic achievement and self-esteem. Orvis Risner Elementary will develop positive relationships and enlist the support of parents to develop a strong support system to help ensure academic success for each student.
- **Parents are welcome in the school, and their support and assistance are sought.** Parents are welcome into the school and classrooms. Parents have a right to access educational records and vital information concerning their child’s strengths, challenges, and accomplishments. Capitalizing on the expertise and skills of the parents strengthens the family, school, and community.
- **Parents are full partners in the decisions that affect children and families.** Orvis Risner is committed to involving parents in the decision-

making processes. We will actively seek and enlist parent participation on issues such as curriculum, discipline policies, and overall reform measures.

- **Community resources are made available to strengthen school programs, family practices, and student learning.** Orvis Risner is a vital part of the community. When we work together, both are strengthened in every aspect. Community members will share their expertise and read to classrooms throughout the year.

Professional Development

Orvis Risner Elementary recognizes the importance of setting expectations and creating a climate conducive to parent involvement. We will participate in professional development activities which assists teachers and staff in areas of communicating with parents.

We will provide materials and training to help parents work with their children to improve academic achievement. We will help parents understand state and district standards,

home-to-school activities in the subjects of reading and math, and Title I programs and services.

Commitment to Implementation

This policy will be made available to all parents of Title I students attending Orvis Risner Elementary. Support will be provided to parents and teachers as they plan and implement effective parent involvement programs. Parents’ input into the design and implementation of the district policy is vital. School planning processes will include:

1. A school/parent compact for teaching and learning.
2. Parent participation in school improvement planning.
3. Distribution of information related to school goals, academic content standards, and student progress measures on performance and assessments.
4. Implementation of proven strategies for engaging parents to support student learning.

Commitment to Evaluation

Orvis Risner Elementary ensures that parents will participate in an evaluation of the content and effect of this policy on the success of students. The evaluation will be used to improve and/or create practices to enhance parent involvement in education.

This Parent Involvement Policy was updated in 2015. It has been revised jointly with and agreed on by teachers and parents of participating Title I students at Orvis Risner Elementary. It will be distributed to all parents of Title I students annually.