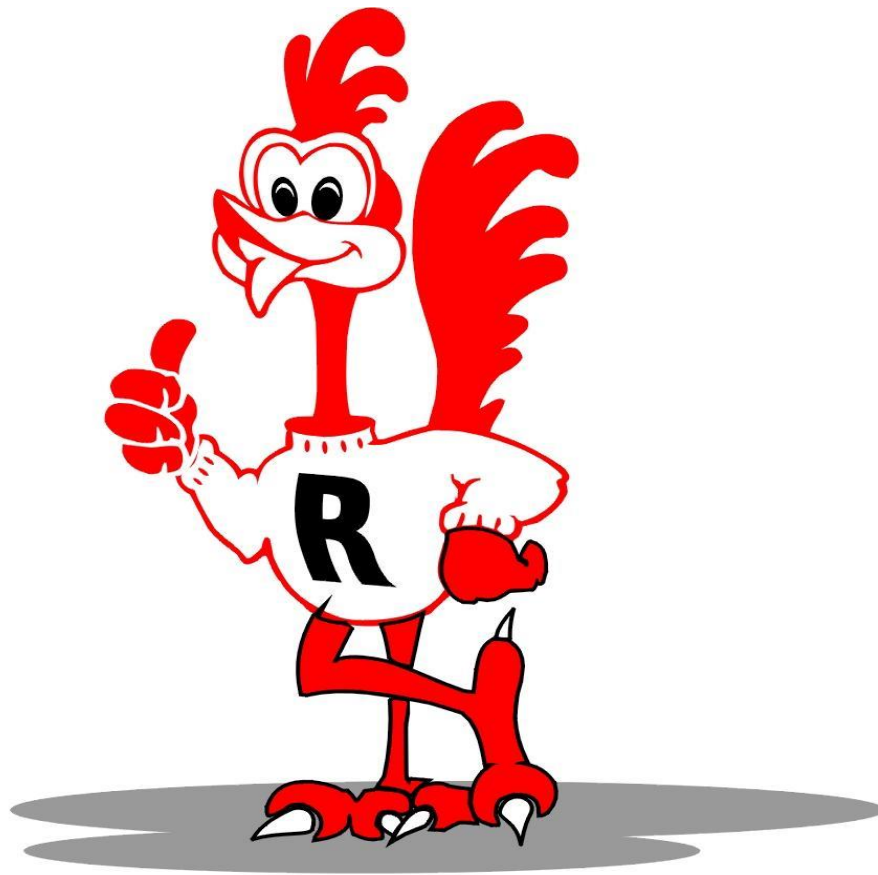


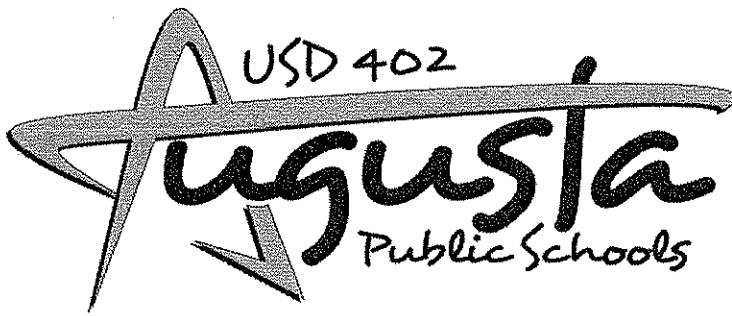
# **Robinson Elementary Roadrunners**

## **Parent/Student Handbook**



**2014-2015**

Approved by the Board of Education on July 14, 2014



# 2014-2015 Calendar

Approved by Board of Education on  
 February 10, 2014\*  
 Revised and Approved on April 14, 2014

<b>July</b> S M T W T 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	<b>August</b> S M T W T 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	<b>September</b> S M T W T 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	<b>October</b> S M T W T 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
<b>November</b> S M T W T 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	<b>December</b> S M T W T 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	<b>January</b> S M T W T 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	<b>February</b> S M T W T 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
<b>March</b> S M T W T 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	<b>April</b> S M T W T 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	<b>May</b> S M T W T 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	<b>June</b> S M T W T 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

**August**

- 4-7 New Teacher Staff Development
- 11 All Teacher Staff Development
- 12 Professional Day
- 13 All Teacher Work Day
- 14 First Day of Classes

**September**

- 1 No Classes (Labor Day)
- 12 Elem/MS Mid Term of First Quarter
- 18 HS Progress Term 1 of First Semester
- 19 No Classes -  
 HS Grade Prep/Staff Development  
 Elem/MS Staff Development

**October**

- 10 Elem/MS End of First Quarter
- 13 No Classes -  
 Elem/MS Grade Prep/Staff Development  
 HS Staff Development
- 21/22 MS Evening Conferences
- 22/23 HS Evening Conferences
- 22/23 Elementary Evening Conferences
- 23 No Elementary Classes (Conferences)
- 24 No Classes
- 31 HS Progress Term 2 of First Semester

Four (4) snow days can be used before  
 make-up days have to be scheduled.

**November**

- 3 No Classes (Professional Day)
- 14 Elem/MS Mid Term of Second Quarter
- 26-28 No Classes (Thanksgiving Vacation)

**December**

- 19 End of First Semester
- 22 No Classes (Winter Break through 1/3/14)
- 22 Grade Prep in A.M.

**January**

- 5 Classes Resume
- 19 No Classes (Martin Luther King, Jr. Day)  
 Professional Day

**February**

- 6 Elem/MS Mid Term of Third Quarter
- 10/11 MS Evening Conferences
- 11/12 Elementary Evening Conferences
- 12 No Elementary Classes (Conferences)
- 12 HS Progress Term 1 of Second Semester
- 13 No Classes -  
 HS Grade Prep/Staff Development  
 Elem/MS Staff Development
- 16 No Classes (President's Day)
- 18/19 HS Evening Conferences

**March**

- 12 Elem/MS End of Third Quarter
- 13 No Classes -  
 Elem/MS Grade Prep/Staff Development  
 HS Staff Development
- 16 No Classes (Spring Break through 3/20)

**April**

- 2 HS Progress Term 2 of Second Semester
- 3 No Classes (Good Friday)
- 6 No Classes (Professional Day)
- 17 Elem/MS Mid Term of Fourth Quarter

**May**

- 10 Baccalaureate
- 17 Commencement
- 20 Last Day of Classes/End of Second Semester
- 21 Grade Prep in A.M.

	First/Last days of Semester
	No Classes (District-wide)
	No Elementary Classes
	No Classes (Professional Days)

## **2014-2015 Board of Education**

Bill Rinkenbaugh

Jim Brown

Bob McCalla

Kim Braungardt

Charles Garcia

Andy Hall

Matthew Blank

## 2014-2015 Robinson Staff

Principal	Greg Taylor
Secretary	Sherri Baker
4-Year Olds	Amy Vore
Kindergarten	Alicia Hajek
Kindergarten	Paige Alexander
1 <sup>st</sup> Grade	Shala Wills
1 <sup>st</sup> Grade	Beverly Burnham
2 <sup>nd</sup> Grade	Lyn Steffes & Kitt McDiffett
2 <sup>nd</sup> Grade	Carol Spunaugle
3 <sup>rd</sup> Grade	Leah Meckel
3 <sup>rd</sup> Grade	Katie Crowdis
4 <sup>th</sup> Grade	Debbie Pressnell
4 <sup>th</sup> Grade	Rebecka Ellis
5 <sup>th</sup> Grade	Ruth Anne Smith
5 <sup>th</sup> Grade	Jordan Evans
P.E.	Sean Hayden
Music	Kathy Jones
Art	Charlene Jesser
Librarian	Lora Jones
Counselor	Lori Hurst
Technology	Danna Lee
Resource Room	Elizabeth Raine
Title 1 Reading	Jennifer Stoops
Title 1 Inst. Support	Lisa Terry
Nurse	Tonya Dresher
Speech	Jennifer Mayer
School Psych.	Julie Watkins
Paraprofessional	LeeAnn Underwood
Paraprofessional	Jennifer Pittman
Paraprofessional	Courtney Mayfield
Paraprofessional	Kelly Patterson
Paraprofessional	Brenda Smith
Paraprofessional	Kiffany Althouse (Pre-K)
Paraprofessional	Darcy Foss (490) Special Education
Paraprofessional	Sandra Tireman (490) Special Education
Paraprofessional	Heidi Jeffries (490) Special Education
Paraprofessional	Charlotte McQueen (490) Special Education
Lunch Aide	Melinda Helsel
Lunch Aide	Carol Starkie
Lunch Aide	Nancy Anderson
Lunch Aide	Heather Spyres
Head Custodian	LeaAnn Lee
Custodian	Elva Milbourn
Custodian	Jim Fields

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**Notice: To parents and patrons concerning opportunity to review District BOE Policy.**

Unified School District # 402 Board of Education Policy Books, Building Handbooks, and Administrative Handbooks are available for review at each attendance center, the Public Library, and the District Office. For more information you may contact the office and ask for the principal.

**Notice of Nondiscrimination**

Augusta, USD 402 does not discriminate on the basis of sex, race, color, national origin, religion, handicap/disability, or age in its programs or activities. Any questions regarding the District's compliance with Title VI, Title IX, Section 504, Americans with Disabilities Act, and the Age Discrimination Act may be directed to the Compliance Coordinator who can be reached at 775-5484.

Any incident of discriminatory conduct or behavior in any form shall be promptly reported to the school's officials. Any student who engages in discriminatory conduct/behavior may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct/behavior shall be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.

**Hazing/Harassment/Intimidation/Bullying/Menacing**

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

**Approved: October 10, 2005**

## **Parent/Student Handbook**

The purpose of this handbook is to communicate various rules and Board of Education policies that pertain to your child's schooling. It should be understood that this handbook will not be inclusive of all happenings at Robinson. It is meant as a guide for you regarding student expectations and procedures.

Manuals of district policy and guidelines are housed at each district attendance center and the administration center. Please reference these for complete details.

We are here to serve the needs of your child. If there are questions that arise during the course of the school year that concern your child or particular policies that need further clarification, please do not hesitate to call the school at 775-7561.

### **School Hours**

School begins at 8:00 and ends at 3:15. Lunch/lunch recess is as follows:

- Kindergarten eats at 11:25 and goes to recess at 11:45
- 1<sup>st</sup> grade eats at 11:35 and goes to recess at 11:55
- 2<sup>nd</sup> grade eats at 11:45 and goes to recess at 12:05
- 3<sup>rd</sup> grade goes to recess at 11:30 and eats at 11:50
- 4<sup>th</sup> grade goes to recess at 11:40 and eats at 12:00
- 5<sup>th</sup> grade goes to recess at 11:50 and eats at 12:10

If your child is late to school or when returning from lunch, we ask you to come in with your child, call us, or send a note with your child so we know you were aware of the tardy. We do ask for a reasonable explanation.

### **Arrival at School**

Students are normally allowed in at 7:35, which is when the busses let the students off. However, on days when the weather is cold, rainy, etc. students will be able to come in when they get here.

Students and parents should always enter through the front doors located at the southeast corner of the building except for bus riders, who will enter at the rear. Students entering the building in the morning will be expected to go directly to the multi-purpose room to sit with their class in a designated area. Children are not to play on the playground before or after school.

### **Dismissal from School**

School is dismissed at 3:15. Students are asked to leave the grounds after being dismissed and are not allowed to play on the playground after school. Bus students are expected to board the bus immediately after school. The building is generally locked by 3:30. If you're going to be late in picking up your child, please be sure to make the proper arrangements.

**Attendance** (Policy JB) **& Truancy** (Policy JBE) (Kansas Statute KSA-72-1113)

The Board of Education designates each building principal as the person who determines the validity of reasons presented and identifies cases of truancy in his/her respective building. Absences are recorded in the school office by half or whole days. Work missed during an absence should be made up by the student. You are asked to provide a *minimum of three hours' notice* prior to picking up the missed work. You are asked to call the office to let us know. When you anticipate your child will be absent or tardy from school, notify the office in advance when possible. Please call the office as soon as possible in the event of an illness, unforeseen absence, or tardy. If your child is absent due to an illness for three or more days, a note from a physician may be requested.

Your child will be considered truant (Policy JBE, and state statute)) if he/she is absent from school and no reason or an invalid reason has been given for his/her absence. State law mandates that the proper authorities be notified in the following cases:

- A student is inexcusably absent for three consecutive days.
- A student is inexcusably absent for any five days within a semester.
- A student is inexcusably absent for any seven days within a school year.

A letter will be sent out to the parent/guardian when a student's attendance and/or tardies become an issue. Please understand that we are mandated by board policy and state law to report instances of truancy.

Students arriving after 8:00 or after lunch/recess is over are tardy and must go to the office prior to going to the classroom. A complete copy of the USD #402 Attendance Policy is available upon request.

### **Visiting the School**

Robinson is your school and we encourage you to become a part of your child's education. Please notify the teacher in advance when you anticipate visiting the classroom. Any time you enter the building and go past the office, you must stop at the office to sign in and receive a Visitor's Pass. This helps us keep track of everyone in the school and helps with student safety.

### **Bus Riders**

Only regular bus riders are allowed to ride the bus. However, a parent of a non bus-riding student may send a note to school with their child stating that he/she has permission to ride the bus home with (name) the bus-riding student. This note must have the date on it along with a parent or guardian's signature. Additionally, the regular bus-riding student must also have a note from his/her parent or guardian stating that he/she has permission for (name) the non bus-riding student to ride home with him/her. This note also needs to have the date and a parent/guardian signature. Both notes must be given to the principal before the end of school for validation, which includes a signature Both notes will then be given to the bus driver. At no time will a non-bus-riding student be



allowed to ride the bus home with another student without the above stated conditions.

Each bus-riding student must board the bus unless a parent/guardian has either called the office to let us know differently or the student has a note signed and dated by his/her parent/guardian letting us know. Other than the exceptions just mentioned, all bus-riding students will be required to ride the bus home.

### **School Meals**

The school's breakfast and lunch service will begin the first day of school. The following prices will be in effect during the 2014-2015 school year:

Single lunch price: \$2.50, (Reduced price is \$0.40)

Single Breakfast: \$1.55, (Reduced Price is \$0.30)

Pre-K Milk: \$32.50/semester or \$65/year

Kindergarten Milk: \$37.50/semester or \$75.00/Year

It is preferred that you send the exact amount when purchasing lunches or breakfasts. Please place the money or check into an envelope with your child's name and either lunch or breakfast written on it. Your child should give the envelope to his/her teacher as soon as he/she goes to class.

### **Weather Emergencies**

The school office monitors current weather conditions anytime there is a watch or warning posted. We are very concerned about the safety of the students and emergency actions will be taken in the event of severe weather. Both fire and tornado drills are practiced regularly (Policy JGFA) so that your child knows exactly what to do and where to go in the event of an emergency.

Students will not be sent home in the event of a severe weather warning. Please, refrain from coming to school to get your child as we will be taking emergency action procedures. When the threat has passed, students may be signed out through the office. Please refrain from calling the office during emergencies. As stated above, your child's safety is our goal.

In the event that school is cancelled due to weather conditions, all major radio and TV stations and the district website ([www.usd402.com](http://www.usd402.com)) will carry news of the most recent school closings. The district also uses an automated system to make phone calls to parents. Please keep phone number current with the office.

### **School Crisis Plan** (Policy JGEAA)

Robinson Elementary has a school crisis plan in place in place to deal with any crisis which may arise.

### **Cold Weather Procedures**

Generally, all students will go outside anytime the actual temperature or wind chill factor is not below 15 degrees Fahrenheit. Please dress your child appropriately for weather conditions. Any student, who in the opinion of school staff members, is not dressed appropriately for the conditions, will not be allowed

outside. Please send a note to school with your child anytime he/she needs to stay inside during recess for illness or health reasons. If we are not notified that your child needs to stay inside, he/she will go outside. Of course, we will use common sense in determining appropriate weather to go outside in, which may override the above guidelines.

### **Health**

The school district employs registered nurses. The school nurse provides information to students on health problems, performs health-related screenings, administers medication (or delegates a staff member to administer medication or deal with minor injuries in her absence) and is available as needed for other reasons. It is important that you keep your address and any phone numbers and emergency contacts current with the office. If there are any changes during the course of the year let the office know as soon as possible.

### **Exclusions at School Due to Illness**

If your child becomes ill at school, you will be asked to pick them up from school as soon as possible. While our intent is not to put undue stress on working parents, allowing a child with a contagious illness to remain at school is not in the best interest of the sick child or the other students and staff members.

Children must be free of any vomiting, diarrhea, or fever (anything over 100 degrees) for at least 24 hours without the aid of medication before returning to school.

There are certain common contagious illnesses that will require a doctor's note before being able to return to school: strep throat, conjunctivitis (pink-eye), influenza, upper respiratory infections, chicken pox, gastroenteritis (prolonged vomiting/diarrhea), or any undiagnosed skin rash.

Children may attend school with minor coughs/colds provided that the cough is not severe enough to be a distraction to the classroom environment, mucous is clear, and the child has enough energy to be able to participate in the daily activities of the school day.

### **Medication at School** (Policy JGFGB)

It is the policy of USD #402 that school personnel will not provide students with any over-the-counter medications (OTC). Students should not bring OTC medication with them to school unless a form has been completed previously by a parent/guardian giving permission for the child to be given OTC Medication. The medication must be given to office staff and will be kept there throughout the day. If a student brings OTC medications to school and does not have a signed note, he/she will not be given the medication. Either way, ALL medication brought to school must be given to the office at the start of the day.

Students who have been prescribed medication from a physician and must take it during school hours must follow these guidelines:

- A medication form with a physician's signature must be submitted to the office. (This form can be obtained from the school). It may be brought into school or faxed to us at 775-0867).

- All medication (whether OTC or prescription) is provided in the original container.

If possible, parents/guardians should make arrangements for short-term medication, such as antibiotics, to be given at home.

If a student needs to carry their inhaler with them at all times, a separate form is required to be filled out with a parent signature and physician order. The student must be old enough to understand how to self-administer and properly use the inhaler on their own. The inhaler, when not being used, shall be kept in the student's backpack and away from the other students.

If you have any questions about the administration of medications at school, don't hesitate to call.

### **Wednesday Take-Home Packets**

Each Wednesday your child will receive his/her Wednesday Packet to take home. The packets are large manila envelopes and are very important because they serve as a weekly communication between the school and you. The contents may include communications from the office, notes from the Robinson PTO, completed assignments, fieldtrip permission forms, newsletters, etc. These packets are for your information and are geared so that you may follow the happenings at school and the general progress of your child. Please look for these packets. You are encouraged to read over the materials and discuss them with your child. If you are not receiving the packets weekly, please discuss this with your child's teacher. The packets should be signed by a parent/guardian and returned to school per the teacher's instructions.

### **Dress Code** (Policy JCDB)

The primary purpose of the school program is education and appearance does affect the learning atmosphere of a school. The administration shall be responsible for determining the appropriateness of a student's attire relative to this policy. Students should dress appropriately and groom themselves for school attendance in a way which reflects personal pride. This might be described as neat, clean, tasteful, moderate, and modest dress. Extremes in dress and personal appearance which tend to cause distractions or pose health problems cannot be tolerated at school. The following is a list of specifics which can be helpful when faced with questions of inappropriate school dress:

- It is recommended that all students wear shoes that adhere to the feet for obvious safety and hygiene reasons.
- The hemline of any outfit shall extend to at least mid-thigh, show no undergarments, and leave no doubt as to the decency of the outfit. Shirt/blouse hemlines must be such as to prevent midriff exposure at all times.
- Hair design and color, as with attire and appearance, should not be excessive or disruptive.
- Clothing should not be excessively tight, short, large, or low-cut.

- Clothes that promote or advertise alcohol, illegal drugs, tobacco, violence, inappropriate language, or suggestive/obscene language or images are not permitted.
- Hats of any kind (including stocking caps & hoodies) are not to be worn in school unless permission has been granted or due to a special activity.
- Pants must not sag to reveal undergarments and the cuffs should not drag on the floor.
- Hands must be visible beyond the long sleeve shirts.
- “Spaghetti” strap, halter, strapless, and similar type shirts may not be worn.
- No “Skate” or “Healy” shoes (shoes that have wheels in the soles) may be worn at school.
- The above rules are not all-inclusive. Please use common sense and monitor your child’s choice of clothing. If a staff member believes an article of clothing to be questionable, he/she may ask the student not to wear it to school again and/or may contact the parent/guardian to discuss the concern. We appreciate your cooperation and understanding.

**Student Behavior Conduct, and Discipline** (Policy JCDA and Administrative Handbook)

Students are expected to behave appropriately while at school, a school activity, or at a school sponsored event in order to maintain an educational and safe environment. We expect students to be respectful, responsible, honest, and produce quality work to his/her best ability. Concerns will be dealt with on an individual basis and visits with the principal will be documented. Students may be disciplined up to and including suspension or expulsion when behavior interferes with the learning or safety of others. Each staff member is responsible for behavior management in his/her classroom and throughout the school and school grounds. If a behavior concern is noted by or referred to the principal, the Administrative Handbook approved by the Board of Education will be followed which classifies misbehavior into categories A, B, or C, with A being the most serious. Further information is provided in the district discipline policy and may be obtained upon request.

Students are also expected to use quiet voices while eating lunch. Students should remain seated and raise hands when something is needed.

Students are required to walk single-file and are not to talk while in the hallway. This allows teachers to teach and students to learn with minimal distractions while in their classrooms.

There may be times when student behavior calls for after-school detention. If such a need arises, students may be kept after school for a period up to 15 minutes without parental notification. Teachers will contact a student’s parent/guardian if the proposed detention time will be more than 15 minutes. Bus riders will be allowed to ride the bus home and parents will be notified and a future detention time can be discussed so that arrangements can be made for the student’s transportation.

### **Personal Toys/Other Items**

Students should not bring personal items to school. Examples include footballs, basketballs, toys, Gameboys, action figures, cards, etc. These types of items aren't allowed in the classroom and, during recess, equipment is provided so the need to bring such items is not necessary.

### **Sexual Harassment** (Policy JGEC, GAAD, JGECA, & GAF)

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, or any others having business or other contact with the school district is strictly prohibited. (See the above policies for further information.)

### **Child Abuse** (Policy GAAD, JGEB, JGEB-R, JCAC)

Any employee of the district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the local Department of Children & Family Services (DCF) office or to the local law enforcement agency if the DCF is not open. Under state law, educators are mandatory reporters.

### **The Essential 55**

This book, by teacher Ron Clark, discusses proper etiquette, student behavior and good manners. Our staff began using many of the suggestions in February of 2005. We will continue to use selected items from his book to help students learn socially appropriate rules and behaviors. Watch your child's classroom newsletters and the monthly school newsletter for which rules we are discussing during the year.

If you would like to take a look at this book, please contact the office.

### **Telephone Use and Messages**

The school telephone is generally for staff use only. Neither students nor teachers will be called to the phone during class time except in cases of emergency or extreme need. Messages will be given to staff and students in a timely manner and staff will return calls when they have time. Generally, students won't be able to use the phone to call someone except in emergencies. (All phone calls and messages will, of course, be handled on an individual basis).

## **Student Cell Phones**

Cell phones brought to school must be turned off and placed in a student's backpack upon entering the building during the day. When school is over students may turn their cell phones on once they leave the building.

## **Party Invitations**

When invitations are passed out at school, feelings are often hurt when all children are not invited. In order to prevent such situations, please do not send, or pass out, invitations at school.

## **Birthday Treat Procedures**

If your child will be celebrating their birthday at school with their classmates, please consider the following treats (or similar items) when deciding upon what to bring:

- Cookies
- Popsicles
- Drink boxes
- Take home treat bags
- Brownies
- Rice Krispie Treats
- Doughnuts
- Fruit Snacks

The above types of treats can be easily distributed and don't require plastic ware, cups, etc. You are asked to contact your child's teacher in advance when considering birthday treats. This will allow for the teacher to plan for minimal disruption and to avoid any scheduling conflicts.

## **Field Trips** (Policies JH, IFCB, and KFB)

Field trips are an extension of, and an enhancement to, your child's educational experience. Any time your child is scheduled to leave school grounds on a field trip, he/she must have a signed Field Trip Permission Form before he/she can leave the grounds. Please watch for both school and classroom newsletters for information about not only trips but other important information as well. Reasonable attempts will be made to contact the parent/guardian when the trip is getting close and no permission form has been signed. However, your assistance in monitoring your child's Wednesday Take Home Packets will be vital and will help reduce miscommunication.

Students who do not have a signed Field Trip Permission Form will not be allowed to participate in the trip. Permission by phone won't be accepted. We must have a signed form. This is a liability issue and no student is allowed to leave school grounds without the signed permission from a parent or a legal guardian. Additionally, students who have behaved inappropriately during a prior field trip, or at school, may not be allowed to participate in a field trip and/or future trips during that same school year.

## **Cost Replacement for Lost or Damaged Books**

The cost to replace lost or damaged books is determined on a sliding scale depending on how old the book is.

1 <sup>st</sup> year:	Replacement cost of the new book
2 <sup>nd</sup> year:	Two-thirds the cost of the new book
3 <sup>rd</sup> & 4th year:	One-half the cost of the new book
5 <sup>th</sup> year:	One-fourth the cost of the new book

Library books will be assessed at the full replacement cost.

## **Parent/Teacher Organization (PTO)**

It is important that we have students, parents, and school staff working together to create a positive school climate that enhances student learning. Your involvement is the key to the Robinson PTO, and all parents/guardians or any family members are encouraged to join this organization. Its mission is to plan activities and programs that will benefit all students and complement the programs of the school.

Here are your 2014-2015 PTO Officers:

President: Deb Engelbrecht

Vice President: Melissa Silvernale

Secretary: Rene Moore

Treasurer: Melissa Silvernale

## **Lost and Found**

Robinson's Lost and Found box is located near the main entrance of the school next to the Kindergarten Room. Please mark your child's belongings for easy identification. All items not claimed will be donated to the Community Caring Center after school is over at the end of the year.

## **Student Searches** (Policies JCABB & JCABB-R) **& Property**

### **Searches** (Policies JCAB & JCAB-R)

If the Principal believes a student is in possession of any object that can jeopardize the health, welfare, or safety of the student or others, the above referenced District Policies authorize the principal to search a student or the student's property if there is a reasonable suspicion that district policies, rules, and/or directives have been or are being violated. This pertains to students while at school, on school property, or during a school and/or district sponsored activity at any location. Strip searches shall not be conducted by school authorities. **Remember, student safety is a priority.**

### **Internet/Computer Use** (Policy IIBG)

Students should have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages and for all purposes. Students are expected to use the system following guidelines approved by the teachers and the administration.

Any e-mail, computer application, or information in the district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to, and including, suspension from school. All parents/guardians must sign a student internet/computer/network access agreement at the beginning of each school year in order for students to have access to the district's computers or systems. All parents will receive a copy of the Board of Education Policy on use of the Internet and computer use.

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Highlighted Items from the Unified School District # 402 Board of Education Policy Book and the Administrative Handbook, which may be viewed at the Augusta Public Library and the Robinson Elementary office, are located below. All policies in the Policy Book and the Administrative Handbook may be viewed by contacting the school office.

**Academics** (Policy JF)

Each student should be encouraged to achieve to the highest academic standing commensurate with his/her abilities.

**Bus Behavior and Regulations** (Administrative Handbook p. 24)

**Complaints About Policy**

Please contact the school office to get a form

**Drug Free Schools and Communities Act** (Policies GAOB, JDDA, & LDD)

**Student Fees and Charges** (Policy JS)

**Promotion and Retention** (Policy JFB)

**Suspension/Expulsion** (Policies JD, JDA, JDB, JDC, JDD, JDDA, and Adm. Handbook)

**Tobacco** (Policies JCDA, GAOC, and the Administrative Handbook)

Smoking by students and/or the possession and use of any tobacco product is prohibited in any attendance center, at school-sponsored events, or on school property.

**Weapons** (Policy JCDBB)

A student shall not knowingly possess, handle, or transport any object that can reasonably be considered a weapon at school. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. (For a complete definition of a weapon, see Appendix A at the end of this handbook.)



# Appendix

- Basic Student Expectations and Consequences for Misbehavior
- Board of Education Policy JCDBB (Weapons)
- Hazing/Harassment/Intimidation/Bullying/Menacing Policy

## Playground Expectations

The following expectations are designed to keep the students at Robinson Elementary School free from harm. These expectations are not an exhaustive list. A common sense approach by students and adults will allow for a fun and safe recess period for all children. Many expectations at home may not be compatible with school expectations due to the number of students being supervised.

- **SAFETY IS EXPECTATION # 1! The two main rules are: KEEP HANDS & FEET TO SELVES; TALK/SAY NICE THINGS TO OTHERS**
- **Follow directions** of adults.
- **No fighting of any kind is allowed during any time while at school.**
- **Hands and feet should be kept to yourself at all times.**
- Students are not to re-enter the building during recess or noon except with permission of the playground supervisors.
- **Swings-only one student is to be on each swing at a time. Students are to swing forward with no twisting or turning. Children are not to play or stand between swings or inside the swing poles. Children are not to push others in the swings and are not to jump out while swinging.**
- **Slides-** Only one child at a time may go down the slide. Students are to sit down feet first while sliding down. Students are not to climb up the slide backwards. The ladder to the slide must be used at all times. Students should wait to slide down until the person in front of them is completely off the slide.
- **Horizontal & Monkey Bars** are to be used on the underside. Students should all go one direction. Only one student may use the monkey bars at a time. Students are not to climb on top of any piece of playground equipment. No "Chicken fighting" of any kind.
- **No "tackle"** games of any kind.
- **No Playing "Tag"**-Students are not allowed to play tag-type games of any kind.
- Students are not to pick up rocks, sand, sticks, ice, snow, etc. Students should not throw objects of any kind while at school, on school grounds, or at any school supervised activity.
- Students are not to kick a ball of any kind while near the building. On "blacktop days" the no kicking rule remains. Only balls used for basketball, funnel ball, and 4-square are permitted on the blacktop.
- Only two people are to be on the **teeter-totter** at a time (one on each side). Students are expected to sit at all times. Students should not sit on

- the bar in-between the teeter-totters nor should they interfere with the teeter-totters while in use.
- If a ball goes into or across the street, students must check with an adult before going into the street after it.
  - Students should not climb trees, drain pipes, fences, soccer nets, etc.
  - Shoes must be worn at all times and all places on the playground.

### **Consequences for failure to follow rules or other misconduct**

1. Warning
2. Loss of recess play for remainder of recess
3. Report to teacher, suspended from recesses at teacher's discretion.
4. Parent Contact
5. Principal Referral

When misconduct becomes repeated over time or is determined to be severe, such as fighting or doing something that could be harmful to oneself or others, students will immediately lose their recess privileges and parental & principal contact will be made.

### **Lunchroom Expectations**

1. Come in and be seated in an orderly fashion at your lunch table.
2. Keep hands and feet to yourselves
3. Talking is permitted as long as it's done quietly. Students should use a quiet voice and should only talk with others around them. No calling down the table, to another table, or across the room.
4. Students should remain seated and should raise their hands when something is needed or when they are finished eating.
5. No objects of any kind may be thrown.
6. Students will line up quietly prior to entering the hallway to go outside.

### **Consequences for Misbehavior**

- a. Warning-verbal reminder of appropriate behavior
- b. Remove from group to sit alone to finish eating and/or loss of recess privilege; or eating away from students of class for one or more days.
- c. Discipline notice to parents and/or parent conference.

### **Breakfast Expectations**

- 1. Students are to be seated with their classroom group in lines when not eating at the breakfast tables.**
- 2. Keep hands and feet to yourselves.**
- 3. Students must sit on their bottoms with legs folded.**
- 4. There is no talking while students are eating breakfast.**
- 5. Students who eat breakfast should do so orderly and quickly.**

All other expectations under "Lunchroom Expectations" apply.

*The above situations and consequences are not all inclusive; other logical consequences may be given depending upon the circumstance and staff discretion.*

Policy	Title
Policy: <b>JCDBB</b>	<b>Weapons (See JDD, EBC and KGD)</b>
Description	

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Weapons and Destructive Devices As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to: •any item being used as a weapon or destructive device; •any facsimile of a weapon •any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; •the frame or receiver of any weapon described in the preceding example; •any firearm muffler or firearm silencer; •Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device; •any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; •any bludgeon, sand club, metal knuckles or throwing star; •any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement. •any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. Penalties for Possession Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee. Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

Date Approved: **November 08, 2004**

Reviewed Date:  
**12/08/2008**

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## **Robinson Student Pledge**

I am a Robinson Roadrunner and I am responsible for my actions. I respect the rights and property of everyone. I feel good about myself, am kind to others, work hard, and behave in a safe and proper manner.