

# *Robertsdale Elementary School*

*“Where Every Bear Roars”*



## **2023-2024 Parent/Student Handbook**

**Baldwin County Board of Education  
2600-A North Hand Avenue  
Bay Minette, AL 36507**

## **BOARD OF EDUCATION**

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## **SUPERINTENDENT OF SCHOOLS**

**Mr. Eddie Tyler**

## **ROBERTSDALE ELEMENTARY SCHOOL**

**1 Cub Drive**

**Robertsdale, AL 36567**

**(251) 947-4003**

## **PRINCIPAL**

**Dr. Will Duncan**

## **ASSISTANT PRINCIPALS**

**Dena Armbrecht**

**Brenda Nicholas**

**Christina Ardoin**

## **GUARANTEE OF FREE APPROPRIATE EDUCATION**

The Baldwin County Board of Education guarantees the right to a free appropriate education for all school age persons regardless of handicap. The school system will arrange and provide for free evaluation services for any student who is suspected of having a handicap and of needing personalized educational accommodations and/or related services. Parents may contact the Office of Special Services Coordinator, Baldwin County Board of Education, (251) 972-6860, for further information and/or to refer their child for an evaluation.



## **Parent Notification that Robertsdale Elementary is a Title I “Schoolwide” Program**

Title I is a federal program designed to help students in our nation’s schools. In accordance with *Every Student Succeeds Act (ESSA)* and Title I, the goal is to help all children be successful at school. Schools in communities that meet the requirements use Title I funds to benefit the entire school. This type of program is known as a schoolwide program. Title I schoolwide programs use Title funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title I program.

Some of the benefits we may offer students is a weekly after-school math and/or reading tutorial program, tutoring during school hours, summer reading and/or math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and along with other educational resources.

Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at the school, in the home, and in the community.

### **Parents Right-to-Know**

In accordance with the Title I program and the *Every Student Succeed Act (ESSA)*, parents, through the Right-To-Know provisions, may request information regarding the professional qualifications of their child’s teacher(s) or the qualifications of paraprofessionals providing services to their child. In addition, parents will be provided information about their child’s level of achievement on any state academic assessments.



## **INTRODUCTION**

Robertsdale Elementary School is accredited by the Southern Association of Colleges and Schools and consists of pre-kindergarten through grade six. All classes in pre-kindergarten through grade six classes are heterogeneously grouped and are taught by highly qualified teachers.

### **MOTTO**

*Robertsdale Elementary: "Where Every Bear Roars!"*

### **MISSION STATEMENT**

At Robertsdale Elementary we will be effective, positive role models whose purpose is to inspire, encourage, and grow leadership in others.

### **ENROLLMENT REQUIREMENTS**

Students entering Pre-kindergarten must be four (4) years old on or before September 2<sup>nd</sup>. Students entering kindergarten must be five (5) years old on or before September 2<sup>nd</sup>. Boys and girls entering grade one must be six (6) years of age on or before December 31. This extends the timeframe from the current date of on or before September 1 for first grade only. Students enrolling in Robertsdale Elementary School for the first time must present the following documents:

1. A certified Birth Certificate
2. A valid Social Security card (optional)
3. A current immunization form. Only students presenting a Certificate of Medical Exemption or a Certificate of Religious Exemption are excused from this requirement.

The following items may also be requested:

1. Two proofs of residency
2. A recent report card or withdrawal form from last school attended
3. A copy of guardianship papers, if applicable.

### **WITHDRAWAL PROCEDURES**

Advance notice should be given to the school before students are withdrawn. Computers, textbooks, library books, lunch payments, etc., must be cleared before students transfer to another school.

### **BELL SCHEDULE/TARDINESS**

First Bell	7:45 a.m.
Tardy Bell	7:50 a.m.

Students are expected to arrive at school on time and be in class and ready to begin working no later than 7:50 a.m. No students should not be dropped off on campus prior to 7:10 a.m. Students who are not in class when the 7:50 a.m. bell rings will be counted tardy.

## **DISMISSAL**

Car Line Dismissal begins	2:45 p.m.
First Wave (car riders, walkers, and bus riders)	2:45 p.m.
Second Wave (bus riders)	2:50 p.m.
Third Wave (bus riders)	3:00 p.m.

## **ATTENDANCE**

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Each parent/legal guardian or other person having control or custody of a student required to attend school who fails to require the student to enroll, to regularly attend school, or to compel the student to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor and may be fined up to \$100 and may be sentenced to hard labor for up to (90) days. Amendment to Act 94-782 (effective July 1, 2000).

**(Act.99-705)** amends the attendance requirement to read “Each student who is enrolled in a public school shall be subject to the attendance and truancy provisions of the article except that any parent /guardian who voluntarily enrolls their student in public school, who feels that it is in the best interest of that student, shall have the right to withdraw the student at any time prior to the current compulsory attendance age.”

The Alabama Compulsory School Attendance Law (Sec. 16-28-3) requires children between the ages of six (6) and seventeen (17) to enroll and attend school. Additionally, Section 16-28-12 of the Code of Alabama, as amended May 17, 1993, requires that any parent/guardian who enrolls a student in school will be responsible for the child’s regular attendance and proper conduct. Parents and/or guardians must provide to the child’s teacher an explanation of each absence within three days after the child returns to school. If the parent or guardian fails to provide this information to the teacher, each child’s absence will be recorded as unexcused or truant. Except in emergency situations, out of town trips must have the principal’s approval prior to taking the trip, if the absence is to be coded excused.

### **Written Explanation for All Absences**

A student, within three (3) school days of returning to school, shall bring a written statement from his parent, guardian or other person having control of the student, with an explanation or the reason for the absence and the date of the absence. Failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of the child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he had been diligent in his efforts to secure the attendance of such child. A written note from parents or guardians will excuse absences for up to but not exceeding nine (9) absences in grades Pre-K-12. After the ninth absence, any further absences for illness will require submission of a doctor’s note in order to be excused.

## DRESS AND APPEARANCE - Uniform Policy

Baldwin County Public Schools Elementary Uniform Policy and Compliance Code 2019-2020		
Elementary Grades K - 6	Compliance Code	
	1 <sup>st</sup> infraction: Warning and parent notified	
	2 <sup>nd</sup> infraction: Referral to office and parent notified	
	3 <sup>rd</sup> infraction: Detention	
	4 <sup>th</sup> infraction & subsequent: One day suspension and parent notified	
TOP	BOTTOM	
<u>White or Navy</u> Collared shirt with sleeves or turtleneck. School color polo as approved by the principal. Small unobtrusive logo is permitted.	<b>BOYS</b> <u>Khaki or Navy Blue</u> Pants or Shorts (corduroy fabric and "blue" denim permitted).	<b>GIRLS</b> <u>Khaki or Navy Blue</u> Pants, Skirts, Capris, Skorts, Jumpers or Dresses (corduroy fabric and "blue" denim permitted) Jeggings are permitted under short or skirts but not alone as bottom attire.
Undergarments	Footwear	
Undergarments, excluding the neckline of an undershirt, must not be visible at any time. Pajamas are prohibited.	Footwear must be worn at all times and be closed toe in nature.	
	SWEATSHIRTS AND SWEATERS	
	Must be solid: <b>Black, Brown, Navy, Tan, Gray, White</b> or school colors as published by the principal.	
	COATS and JACKETS	
	Outerwear items must not have lettering, or logo of alcohol, tobacco, and/or controlled substance, nor pictures, symbols, art work that might be offensive in nature and cause a disruption to the educational process.	
<b>ITEMS NOT ALLOWED</b> Wind Pants/Sweatpants, velour pants, tights, yoga pants, over-sized clothing, overalls, bellbottoms, un-hemmed clothing, clothing with cuts, slits, holes or slashes, sleeveless shirts, overcoats, or trench coats.		
<b><u>KHAKI is defined by Baldwin County Public Schools to be light tan in color.</u></b>		
Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The local school principal will be the final authority for determining appropriate dress within the framework of the policy.		

## SCHOOL SPIRIT SHIRTS

Robertsdale Elementary Spirit shirts are also allowed to be worn during the week with the board approved bottoms.



<https://rbde.costaprints.com/robertsdale.../shop/home>

# SCHOOL FOOD SERVICE PROGRAM

Robertsdale Elementary School serves breakfast and lunch on regular school days.

## 1. SCHEDULES AND RATES

### Breakfast 7:15 a.m. - 7:50 a.m.

Regular	\$2.00
Reduced	\$0.30

### Lunch

Regular	\$3.00 (Grades Pre-K through 6)
Reduced	\$0.40
Adult	\$4.25

2. An *Application for Lunch Assistance* can be acquired from the school or accessed online at [www.bcbe.org/applyforlunch](http://www.bcbe.org/applyforlunch). Only one application per family is required. Once complete, return the form immediately. Forms will not be processed until all information has been provided. Students who participated in the lunch assistance program during last school year may receive services the first thirty days of the school year. However, an approved application must be on file by the end of September for services to continue. For an initial request, approved applications must be on file before students can receive services.
3. Our policy is not to charge lunch unless it is absolutely necessary.
4. Students may pay for lunch online through My School Bucks, by check, or with cash. Change will not be given if the check is written for over the amount. Any surplus of money resulting from a check will be held in an account for that child and will be credited toward future meals.
5. If paying daily, please send the exact amount.
6. If a child has money remaining in his/her account at the end of the school year, the amount will remain in the same account, and will be credited to the upcoming school year, unless a written request is sent to the cafeteria manager by the last day of school.
7. Carbonated drinks and energy drinks are not allowed in elementary schools.

If a child is already on free/reduced lunch from the prior school year, their status will remain the same for the first thirty days of school. However, a new lunch form must be completed and turned in BEFORE the period ends for the child/children to continue to eat on the free/reduced price. We encourage all families to fill out the Free/Reduced Lunch Application as we receive federal funding based on the number of students who qualify.

## SNACK BAR

Students have time in the morning or afternoon to eat snacks from home or that are purchased from the canteen. Snack bar items will be sold daily for \$1.00 each. Carbonated drinks and energy drinks are not allowed in elementary schools. Please do not send or bring these items to school; students will not be given permission to drink them.



## PROGRESS REPORTS/REPORT CARDS

The Baldwin County Public School System operates on a nine-week reporting plan. When report cards are distributed, parents are encouraged to study the report carefully, give praise for accomplishments, and provide encouragement for improvement. Please sign and return report cards on the following school day. If questions arise, please schedule a conference with the teacher. Progress reports will be sent home at the midpoint of each reporting period.

## CONFERENCES

Conferences should be scheduled with the teacher first through written notes, emails, virtual or by calling the school office. Conferences can be held before or after school, or during the teacher's planning period and must be scheduled in advance.

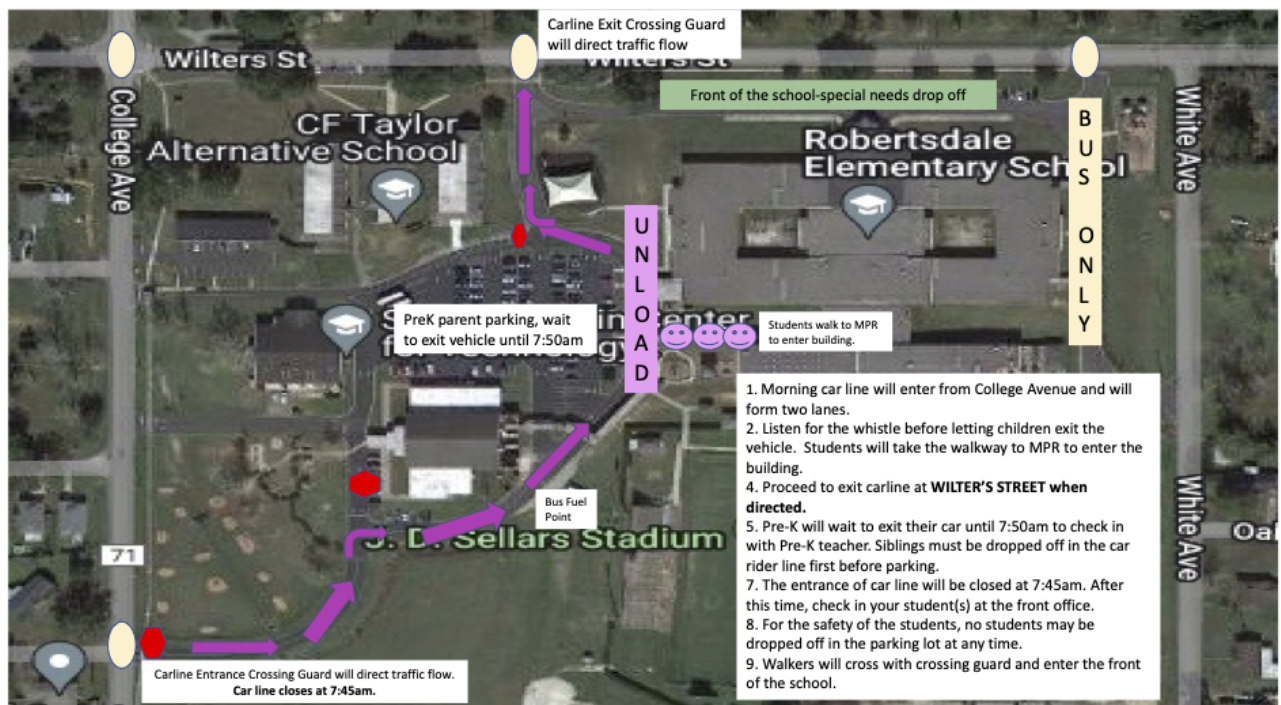
## AFTER SCHOOL CARE PROGRAM

The Extended-Day Program operates from 3:00 p.m. to 5:30 p.m. Monday-Friday, except on school holidays. Information concerning enrollment and fees for this program are available through the school office.

## TRANSPORTATION

Robertsdale Elementary School maintains a policy of ensuring student safety by requiring a one-way home. Changes in transportation will not be made after 12:00 noon and will require a hand-written note from the parent/guardian. Parents will not be allowed to make frequent changes in how a student departs from school. Only extenuating circumstances will be acknowledged. Consistency in transportation methods is expected.

## CAR TRANSPORTATION- ARRIVAL





## CAR TRANSPORTATION- DISMISSAL



## BUS TRANSPORTATION

Students are to remember that buses are like classrooms and that the bus drivers are to be obeyed just as the teachers are obeyed in the classrooms. Students may be prohibited from riding the bus for excessive misbehavior.

Written permission from the parent is required for a change in student transportation. All students should be picked up and dropped off at their 911 addresses.

Students transported by Baldwin County Board of Education buses are under jurisdiction of school officials at all times. Proper conduct while on buses is required in order that the safety and welfare of others will not be endangered. Riding the school bus is a privilege, not a right. Students with unacceptable behavior may be suspended from riding the bus, or from school, by administration. In the event of suspension, parents will be responsible for transporting students to and from school.

## **SCHOOL BUS DISCIPLINE POLICY-** Based on video review and referral/driver and teacher observation

- 1st referral- Warning/Move Seat assignment/call parent
- 2nd referral- 1 day bus suspension/call parent
- 3rd referral- 3 day bus suspension/call parent and or parent conference
- 4th referral- 5 day bus suspension/parent conference
- 5th referral- 10 day bus suspension
- 6th referral- bus suspension rest of the semester
- 7th referral- bus suspension rest of the year

## **SCHOOL VISITORS**

To keep everyone safe, visitors must have a photo ID to show the front office, state who their child is, and what it is they have come to the school to do. Once access is granted into the school, all visitors must report to the school office, sign in, and receive a visitor's name tag upon arrival on campus. Office staff will assist in delivering lunch money, forgotten textbooks, etc., in order to prevent classroom interruptions.

## **EXPECTATIONS OF PARENTS**

1. Parents must always check in with the front office.
2. When on campus, at school-sponsored functions, or on school field trips, parents must follow all school rules.
3. Parents will dress in a manner that reflects school pride.
4. Robertsdale Elementary School is a smoke-free campus. Smoking is not permitted in any school building, on school grounds, or on school field trips. E-Cigarettes are not allowed on campus.

## **BIRTHDAY PARTIES**

We do not have birthday parties at school. Teachers use a variety of ways to acknowledge the student's birthday. We discourage students from passing out birthday invitations at school unless the whole class is invited. We do have a snack bar with ice cream and parents are allowed to purchase ice cream for the class as a treat for your child's birthday.

## **PARENT LIGHTHOUSE TEAM**

We strongly encourage parent engagement and involvement in our school community. To better assist with parent involvement and to help guide our journey to excellence, we have a Parent Lighthouse Team. Parents will be asked by our Principal to serve on this team.

## **VOLUNTEERS**

Volunteers are needed to assist with fundraising activities, work in the library, copy papers, and serve on various committees. Parents, grandparents, and other community members are encouraged to share their time in any of the above activities or other areas of expertise. Please contact the school office at 251-947-4003 if you are interested. We welcome all of our volunteers. Please note that many volunteer opportunities involve contact with students, which would require a background check prior to volunteering. You can go to the school website to sign up.

## **PARENT ADVISORY**

One of the requirements of a Title I school is to have a Parent Advisory committee. This committee meets quarterly to discuss Title I issues which include paperwork requirements, budget, parental involvement, etc. Administration will assemble a committee of interested parents and will meet with them quarterly in the conference room.

## **CHAPERONE GUIDELINES**

The following statements are rules regarding chaperones on field trips. Please abide by the policies of Baldwin County Board of Education. Our emphasis is on the safety and well-being of each student. Anyone who does not follow these rules may not be allowed to go on future trips with their children.

1. Chaperones are expected to be with the students at all times including transportation by bus.
2. Chaperones are to adhere to Baldwin County Public Schools' policy for drug free, smoke free, and weapon free campuses. A field trip is an extension of the school campus.
3. Chaperones, other than parents or guardians, must be 21 years of age.
4. Chaperones may not bring younger children along with them. This interferes with the ability to chaperone the students.
5. Chaperones are urged to use their cell phone minimally as this can distract from chaperone duties.
6. Chaperones must have a cleared background check prior to the field trip for long distance field trips.

## **SCHOOL BOARD POLICIES AND PROCEDURES**

School Board Policies and Procedures are stated in the *Baldwin County Public Schools Student Handbook*, which is found on the Baldwin County website at [www.bcbe.org](http://www.bcbe.org).

## **TECHNOLOGY DISCIPLINE POLICY**

All students are expected to adhere to the Technology Discipline Policy per BCBE policy. Failure to do so will result in disciplinary action by the administration. The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Baldwin County Public Schools. Use of any and all technology resources is a privilege and not a right.

Replace Screen	\$100.00
Replace Keyboard Assembly	\$100.00
Replace Camera	\$100.00
Replace Outer Shell (physical damage or markings)	\$ 50.00

# WHAT IS ONEVOICE?



To submit a report through One Voice

<https://www.myovm.com/>

The OneVoice program is a program that we have in place at ALL of BCBE schools. Students can use it AND parents can use it. You can use it via text or the web to anonymously report acts of bullying, aggression, violence, drugs, or other abusive or illegal concerns. If using the program by text you must use your school's code, so be sure to look that up. If using the website, you can easily select the school to which you want the complaint to go.

Once submitted, the complaint goes to all of the BCBE administrators at that school who have been instructed to take the proper actions. It also provides a system of accountability for us to track and make sure we are engaging these issues in a timely and effective manner.